

Australian Government Gazette

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**PUBLIC
SERVICE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

309 Pitt Street, Sydney, N.S.W. (Telephone 2114755)

and from Commonwealth Sub-Treasuries at:

Taxation Building, 320 Adelaide Street, Brisbane, Qld
T. & G. Building, Collins Street, Hobart, Tas.

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

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

NOTICES FOR PUBLICATION and related correspondence should be addressed to:

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

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

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

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

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

General issues:

Contracts arranged: Tuesday at 2 p.m.

All other notices: Wednesday at 2 p.m.

Public Service issues:

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

Promotions section: Monday at 9 a.m.

All other notices: Thursday at 2 p.m.

Special issues and Periodic issues: by arrangement.

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

ORDERS IN COUNCIL

Positions created and abolished

ATTORNEY-GENERAL'S DEPARTMENT

Central Office

Offices created: Advisings Division, Constitutional and International Branch: Fourth Division—Steno-secretary, Grade 1 (one). Management and Special Services Division, Establishments and Planning Branch, Establishments Section: Third Division—Clerk, \$5806-6666 (one); Clerk, \$2713-5594 (one). Management and Special Services Division, Operations Branch, A.C.T. Police Section: Fourth Division—Food Service Manager, Grade 2 (one). Management and Special Services Division, Operations Branch, Finance Section: Clerical Assistant, Grade 8 (one); Clerical Assistant, Grade 6 (one); Clerical Assistant, Grade 5 (one); Clerical Assistant, Grade 4 (two); Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 1 (three).

Offices abolished: Management and Special Services Division, Operations Branch, Finance Section: Third Division—Clerk, \$6912-7562 (one); Clerk, \$5806-6666 (two).

Australian Capital Territory

Offices created: Lower Courts Branch, Small Claims Section: Third Division—Senior Legal Officer, \$10585-11503 (one); Clerk, \$5806-6666 (one). Fourth Division—Typist, Grade 1 (one).

Northern Territory

Offices created: Northern Territory Legal Division: Second Division—First Assistant Secretary, \$20870 (one). Third Division—Senior Legal Officer, \$10585-11503 (one). Fourth Division—Clerical Assistant, Grade 6 (one); Clerical Assistant, Grade 5 (one); Steno-secretary, Grade 2 (one). Northern Territory Police Branch: Third Division—Clerk, \$8886-9548 (two); Clerk, \$6912-7652 (one); Clerk, \$5806-6666 (three). Fourth Division—Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 3 (two); Steno-secretary, Grade 1 (one); Typist, Grade 1 (one). Establishments and General Services Branch: Third Division—Internal Auditor, Grade 1 \$6912-7652 (one). Lower Courts Branch: Clerk, \$5806-6666 (one).

DEPARTMENT OF FOREIGN AFFAIRS

Australian Capital Territory

Offices created: Overseas Division, Australian Consulate-General, New York: Second Division—Senior Assistant Secretary \$19085 (one). Overseas Division, Australian Consulate-General, San Francisco, Chicago, Los Angeles: Second Division—Assistant Secretary \$17300 (three).

Offices abolished: Overseas Division, Australian Consulate-General, San Francisco, Chicago, Los Angeles: Third Division—Foreign Affairs Officer \$13991-14484 (three).

DEPARTMENT OF HOUSING AND CONSTRUCTION

Central Office

Offices created: Building Technology and Sociology Division: Second Division—First Assistant Secretary, (one).

DEPARTMENT OF SCIENCE

Central Office

Australian Capital Territory

Offices created: Management Services Branch: Third Division—Senior Internal Auditor, Grade 1 (one); Internal Auditor, Grade 1 (one); Clerk \$5806-6666 (one); Clerk \$2713-5594 (one); Senior Programmer \$12019-12510 (one); Programmer \$8886-9548 (one); Programming Assistant, Grade 1 (one); Clerk \$7899-8639 (one).

Victoria

Offices created: General Services Division Analytical Services Branch: Third Division—Chemist, Class 2 (one). Fourth Division—Technical Officer (Science), Grade 1 (one); Technical Assistant, Grade 2 (one); Trainee Technical Officer (Science) (two); Typist, Grade 1 (one).

Bureau of Meteorology

Australian Capital Territory

Offices created: A.C.T. Region Branch: Fourth Division—Technical Officer (Meteorology) Grade 2 (four).

Victoria

Offices created: Facilities Branch: Fourth Division—Senior Communications Operator (one); Communications Operator (three).

South Australia

Offices created: South Australia Region Branch: Third Division—Meteorologist, Class 2 (one).

DEPARTMENT OF SOCIAL SECURITY

AUSTRALIAN CAPITAL TERRITORY

Offices created: Social Welfare Commission: Third Division—Clerk \$8886-9548 (one). Australian Health Insurance Commission: Third Division—Clerk \$8886-9548 (six); Clerk \$7899-8639 (three); Clerk \$6912-7652 (one); Clerk \$5806-6666 (one). Fourth Division—Steno-secretary, Grade 2 (two); Clerical Assistant, Grade 4 (one); Steno-secretary, Grade 1 (three); Clerical Assistant, Grade 3 (two); Typist, Grade 2 (two); Clerical Assistant, Grade 2 (one); Typist, Grade 1 (two); Clerical Assistant, Grade 1 (two).

NEW SOUTH WALES

Offices created: Australian Health Insurance Commission: Second Division—State Manager \$17300 (one). Third Division—Assistant Manager \$13004-13498 (two).

VICTORIA

Offices created: Australian Health Insurance Commission: Second Division—State Manager \$13300 (one). Third Division—Assistant Manager \$13004-13498 (two).

QUEENSLAND

Offices created: Australian Health Insurance Commission: Third Division—State Manager \$13991-14484 (one); Assistant Manager \$12019-12510 (two).

SOUTH AUSTRALIA

Offices created: Australian Health Insurance Commission: Third Division—State Manager \$13004-13498 (one); Assistant Manager \$11032-11525 (two).

WESTERN AUSTRALIA

Offices created: Australian Health Insurance Commission: Third Division—State Manager \$13004-13498 (one); Assistant Manager \$11032-11525 (two).

TASMANIA

Offices created: Australian Health Insurance Commission: Third Division—State Manager \$12019-12510 (one); Assistant Manager \$9876-10538 (two).
(Ex. Min. Nos 32, 34).

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

Offices created: National Collections Secretariat: Third Division—Clerk \$6912-7652 (one). Fourth Division—Typist, Grade 2 (one).

Office abolished: Royal Commission of Inquiry into the Australian Post Office: Fourth Division—Steno-secretary, Grade 1 (one).

(Ex. Min. No. 26).

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 AGRICULTURE

Central Office

Section 67 (Invalidity): Charles Bernard Smith, Veterinary Officer, Class 4, 12.7.74.

DEPARTMENT OF THE CAPITAL TERRITORY

Australian Capital Territory

Section 67 (Invalidity): Vallery Pearl Reece Hodge, Typist Controller, 15.6.74.

DEPARTMENT OF DEFENCE

Victoria

Section 67 (Invalidity): Viola Keane, Supervisor, Data Processing, Grade 1, 6.6.74.

Section 85 (1): Molly Irene Bird, Clerical Assistant, Grade 3, 7.6.74; Charles Booth, Clerical Assistant, Grade 3, 19.7.74.

DEPARTMENT OF LABOR AND IMMIGRATION

New South Wales

Section 86: Kevin Williams, Employment Office Manager, Grade 3, 6.6.74.

Section 67 (Invalidity): Leslie Joseph Pratt, Employment Officer, 28.6.74; Mervyn George O'Keefe, Employment Office Manager, Grade 3, 15.7.74.

DEPARTMENT OF MANUFACTURING INDUSTRY

New South Wales

Section 67 (Invalidity): Dorothy Agnes Mary Kelly, Accounting Machinist, Supervisor, Grade 1, 24.7.74.

South Australia

Section 86: Tom Fielding, Draftsman, Grade 2, 16.8.74.

DEPARTMENT OF MINERALS AND ENERGY

Central Office

Section 67 (Invalidity): Arthur Leonard Bigg-Wither, Geophysicist, Class 3, 12.7.74.

POSTMASTER-GENERAL'S DEPARTMENT

Queensland

Section 67 (Invalidity): Victor Charles Cross, Clerical Assistant, Grade 2, 20.6.74; Eric James Doyle, Lines Supervisor, Grade 3, 4.4.74; Roy Charles Vincent Kemp, Lines Supervisor, Grade 1, 7.5.74; Eric James Morrison, Senior Mail Officer, 1.5.74; Eric Thomas Nesbitt, Mail Officer, 20.5.74; Albert James Parker, Lineman, Grade 2, 8.7.74; Keith William Wallace Engineer, Class 3, 14.6.74.

Section 85(1): Albert John Pickers, Carpenter, 10.5.74.

Section 86: Francis Bernard Jack, Senior Licence Inspector, 18.6.74; Archibald Douglas Hamilton Kyte, Senior Postal Officer, Grade 1, 24.6.74.

Tasmania

Section 67 (Invalidity): Grimsey Mervyn George, Senior Postal Clerk, Grade 1, 22.7.74; Quaile Vivian Arnold, Lines Supervisor, Grade 2, 15.8.74.

DEPARTMENT OF REPATRIATION AND COMPENSATION

Victoria

Section 67 (Invalidity): Douglas William Howarth, Pharmacist, Class 1, 30.5.74.

Section 85(1): Harold Charles Brew, Radiographer, Grade 2, 11.5.74.

DEPARTMENT OF SERVICES AND PROPERTY

Queensland

Section 85(1): Kenneth Russell McCulloch, Clerk, 31.5.74.

DEPARTMENT OF THE TREASURY

Australian Taxation Office

New South Wales

Section 67 (Invalidity): William John Cawley, Clerk, 12.4.74; John Denis Killian, Assessor, Grade 5, 7.6.74; Hettie Means, Clerical Assistant, Grade 2, 29.4.74; Ernest Augustine O'Brien, Assessor, Grade 5, 10.6.74.

Section 85(1): John Walter Henry Blinco, Assessor, Grade 5, 1.5.74; Mary Letitia Egan, Clerk, 31.5.74; William James McNay, Clerical Assistant, Grade 1, 24.4.74; Henry Derek Maxted, Senior Investigation Officer, Grade 2, 17.4.74; Wilfred Bernard O'Connor, Clerk, 4.4.74; Hazel Lillian Smedley, Clerical Assistant, Grade 1, 27.6.74.

Section 86: Sydney Scoble, Clerical Assistant, Grade 3, 5.4.74; William Martin Whitford, Assessor, Grade 5, 1.5.74.

Queensland

Section 86: Emily Scott, Clerical Assistant, Grade 6, 12.8.74.

H. B. MACDONALD
Secretary
Public Service Board

APPOINTMENT, RECRUITMENT AND EXAMINATION NOTICES

DEPARTMENT OF CUSTOMS AND EXCISE WESTERN AUSTRALIA

Selection for training in Customs Control Course No. 4 Training Courses Numbers 5 and 6

In accordance with the notice appearing in *Gazette* No. 53 of 27 June 1974, the following officers have been selected for training in Customs Control course No. 4—Course Numbers 5 and 6, Western Australia.

Course No. 5

J. W. H. Ward 63/75118M
J. F. Blomdahl 61/75206X
L. N. Hardman 66/75459T
G. D. McInnes 67/75708X
W. P. Motherway 69/76111M
I. C. Jamieson 66/75674C

Reserve Officer:

G. J. Hobbs 67/75375W

Course No. 6

G. J. Hobbs 67/75375W
W. Pankiw 63/75132X
J. Marks 68/75154A
J. McLennan 68/75438G
D. A. Coulson 66/78359T
R. W. Dennerley 72/75436W

First Reserve:

L. A. Pendergrast 69/75967K

Second Reserve:

M. H. Connolly 69/75166G

Any Third Division officer not selected may, within twenty-one days of the date of this notification, lodge with the Public Service Inspector, 5th Floor, Commercial Union House, 185 St Georges Terrace, Perth, an appeal against non-selection.

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

The fifth course will not commence until the results of all appeals have been determined by the Board.

DEPARTMENT OF CUSTOMS AND EXCISE, Selection for Training in Senior Preventive Officer, Grade 2 Courses.

TASMANIA

Course No. 2

R. K. Lowe 67/83178G

Reserve Officer:

K. S. Richardson 68/81040C

Course No. 3

K. S. Richardson 68/81040C
J. W. Holthouse 71/81240K

Reserve Officer:

S. Nielsen 71/81239T

Conditions governing selection for the attendance of Senior Preventive Officer, Grade 2, Training Courses, were notified in *Gazette* No. 9 of 30 January, 1973.

Any permanent officer not selected may, within 21 days of the date of this notification, lodge with the Public Service Inspector, Australian Government Centre, 188 Collins Street, Hobart, Tasmania, an appeal against his non-selection.

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

The training courses will not commence until the results of all appeals are determined by the Board.

APPOINTMENT OR TRANSFER AS MOTOR DRIVER

THE above conditions notified on pages 108-109 of *Periodic Gazette* No. 25 A of 22 March 1974 are amended as follows:

Delete section 3 'Subjects and Pass Conditions' and insert

'3 Subjects and Pass Conditions

Subject	Duration
(i) Written Section.	
Traffic Rules and Regulations	½ hour
Motor Vehicle Knowledge	½ hour
(ii) Practical Section.	
Practical Driving Ability	—
Roadside Repairs and Faults	—

To pass the written section of the examination candidates must gain at least 55 per cent of the Motor Vehicle Knowledge paper and 60 per cent of the Traffic Rules and Regulations paper. Candidates must pass in each subject of the written and practical sections to pass the examination; only those who pass in the written section will be eligible to contest the practical section.

EXAMINATION No. 6652

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

This examination will be held on Saturday 31 August 1974, in accordance with the conditions notified on page 26 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination centre Adelaide.

Persons eligible to enter

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

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

Applications close 30 August 1974.

EXAMINATION RESULTS

Results of the following examinations have been finalised:

<i>Exam. No.</i>	<i>Title (and date notified where applicable)</i>	<i>Date held</i>
6553	Salary Advancement of Airworthiness Surveyors, Department of Transport, Air Transport Division, beyond \$7,855 per annum (31.1.74)	11.5.74
6602	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Melbourne (16.5.74)	8.6.74
6603	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Adelaide (25.5.74)	8.6.74
6605	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Melbourne (30.5.74)	22.6.74
NP3086	Appointment or Transfer as Assistant Postal Officer (Postman Duties), New South Wales	20.7.74
VP4290	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Victoria	20.7.74
VP4291	Appointment or Transfer as Assistant Postal Officer (Postal Officer, Grade 1, Duties), Victoria	20.7.74
VP4292	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Melbourne	27.7.74
VP4293	Appointment as Telephonist, Melbourne	27.7.74
WP1427	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Western Australia	13.7.74
WP1432	Appointment as Assistant Postal Officer (Telegraph Delivery Duties), Western Australia	28.6.74

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

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

H. B. MacDONALD
Secretary
Public Service Board

VACANCIES

Statutory authorities

COMMONWEALTH SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANIZATION

Head Office

CANBERRA, A.C.T.

Staff Training and Development Administrative Officer

A position exists at the head of a small training group in the Head Office of CSIRO for a graduate or diplomate experienced in the training and development of staff particularly, in management skills. The appointee will be responsible for the maintenance and development of the Organization's existing staff training program and will be expected to play a leading role in initiating new programs to meet the needs of the Organization in the staff development area.

Tertiary qualifications are necessary together with a practical knowledge of administrative processes. Demonstrated ability to give practical effect to creative and innovative concepts is essential. Some interstate travel will be required in connection with the above duties.

Salary: Appointment will be made within the salary range of Administrative Officer Class 4. \$12218-12721 per annum.

Tenure: The position is available for an indefinite period and Australian Government Superannuation benefits are available.

Applications stating full personal and professional details, the names of at least two referees, and quoting reference number 110/1466 should reach:

The Secretary (Administration), Head Office, CSIRO, P.O. Box 225, Dickson, A.C.T. 2601 by 16 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.

Departmental vacancies

DEPARTMENT OF AGRICULTURE

CENTRAL OFFICE

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

Veterinary Officer, Class 3 \$14267-14757, Third Division, Inspection Operations Section, Manning and Technical Training Sub-section, Canberra

Duties: No. 1720—Plan, develop and manage control systems to ensure the efficient and most effective development of Veterinary Officers and Meat Inspectors throughout Australia. Develop and conduct training programs for Veterinary and Meat Inspection staff.

Apply: X1

Veterinary Officer, Class 3 \$14267-14757, Third Division, Inspection Operations Section, Instruction Sub-section, Canberra

Duties: No. 1812—Develop operational instructions to ensure efficient and consistent operations of the meat inspection service.

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

Apply: X1

Industry No. 5 (Fisheries) Division, Operations Branch

*Biologist, Class 3 \$11401-12741, Third Division, Resource Management Section, Canberra

Duties: No. 3596—Administer Australian Government interests in fisheries resources management.

Qualifications: Wide experience in fisheries resource management desirable. An appropriate degree or diploma in Science (major in Biology), or equivalent qualification.

Apply: X1

Policy Branch

Senior Research Officer, Grade 2 \$10204-10879 (Class 7), Third Division, Economic Research and Statistics Section, Canberra

Duties: No. 1724—Conduct economic research into various aspects of the fishing and allied industries. Liaise with fishing industry organisations and appropriate government bodies. Assist in the preparation of research reports and papers.

Qualifications: Appropriate university degree or other qualification. Relevant experience in research desirable.

Apply: X1

Forestry and Timber Bureau, Forest Research Branch

*Forestry Officer, Class 3 \$11401-12741, Third Division, Instrumentation and Equipment Development Section, Canberra

Duties: No. 3542—Direct and control the work of the Section. Consult with and advise Section and Sub-section leaders on instrumentation and equipment requirements. Design and develop items of specialised electronic and mechanical equipment, especially relating to the fields of fire research and controlled environments.

Qualifications: An appropriate degree or diploma in Science (major in Forestry) or equivalent qualification. Wide experience in the above duties desirable.

Apply: X1

*Biologist, Class 2 \$9715-10861, Third Division, Protection Section, Fire Research Sub-section, Canberra

Duties: No. 3543—Undertake research and investigations into the effects of both wildfires and prescribed burning on the forest ecosystem. Design experiments and supervise staff engaged in their establishment, maintenance and measurement. Develop techniques of data collection and carry out fire behaviour studies.

Qualifications: An appropriate degree or diploma in Science (major in Biology); or equivalent qualification. Wide experience in the above duties desirable.

Apply: X1

*Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Silviculture Section, Genetics Sub-section, Canberra

Duties: No. 3263—Layout experimental plots, take and record measurements or observations, collect samples and apply prescribed treatments. Assist in laboratory experiments and maintain associated records.

Qualifications: Leaving certificate is preferred with subjects of mathematics and biology together with relevant experience desirable.

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

Apply: X1

*Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Forest Resources Development Section, Resources Sub-section, Canberra

Duties: No. 3204—Assist in the establishment, re-measurement, and maintenance of field experiments and the conduct of assessments. Maintain associated records and equipment.

Qualifications: Leaving certificate is preferred with subjects of mathematics and biology together with relevant experience desirable.

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

Apply: X1

Agriculture and Food Services Division, Food Services Branch

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

Duties: No. 2802—Undertake research for the preparation of papers and briefs for international meetings. Prepare extensive correspondence to international organisations and to Australian State Government Departments and other authorities.

Qualifications: Ability to undertake research and prepare reports, correspondence etc., desirable. Experience in secretarial functions an advantage. Tertiary qualifications to be stated.

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

Apply: X1

QUEENSLAND

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

Senior Fruit Inspector, Grade 1 \$6748-7227, Fourth Division, Industry Group No. 3 Section, Inspection and Technical Services Sub-section, Brisbane

Duties: No. 3507—Under general direction, direct and supervise staff engaged in the inspection of canned and frozen fruits and vegetables, dried fruits, jams, pickles, juices, etc., submitted for export.

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

Apply: X1

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Office of Parliamentary Counsel

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

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

Qualifications: Shorthand at least 100 words per minute desirable.

Apply: D1

AUSTRALIAN CAPITAL TERRITORY

Registration Offices Branch

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

Duties: No. 3—As Collector of Public Moneys maintain petty cash and bulk stamp advance, collect money from Counter Officers, maintain and balance cash receipt book and trust account. Maintain commitment register of expenditure for the Branch and prepare expenditure review statements.

Qualifications: Knowledge of Audit Act and Treasury Regulations and Directions desirable.

Apply: D1

NORTHERN TERRITORY

Australian Legal Aid Office

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

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

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

Establishments Branch

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

Duties: No. 1271—Employment Officer. Responsible for the review of staffing requirements, preparation of reports to Promotions Appeal Committees and induction of new staff members.

Qualifications: Knowledge of the Public Service Act, General Orders and Public Service Board instructions, with demonstrated liaison ability.

Apply: E1

Housing and Welfare Division, Welfare Branch

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

Duties: No. 1754—Undertake special projects associated with the planning and functioning of the Belconnen Adult Remand Shelter, including the development of all necessary operational procedures; research into and provision of advice on establishment, staff categories and staff training programmes; the development of appropriate recreational and occupational programmes for inmates; the provision of advice in advance on furniture, fittings and equipment.

Qualifications: Appropriate tertiary qualifications in social sciences or extensive experience in the custody and treatment of offenders desirable.

Apply: E1

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

Principal Research Officer \$11383-11886 (Class 8), Third Division, Secretariat Section, Canberra

Duties: No. 2—Research, design, implement quality control procedures and oversight their continued implementation; advise the Assistant Director on areas of application of sample estimation techniques. Research, introduce and oversight sampling on a continuous basis.

Qualifications: An appropriate degree or equivalent qualifications.

Apply: G1

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

Defence Officer, Class 2 \$9194-9869 (Class 6), Third Division, Canberra

Duties: No. 881—Undertake research and prepare reports on economic aspects of defence significance in the fuels, power and mineral industries of foreign countries. Brief senior officers on significant developments.

Qualifications: A university degree in Economics, Arts (Economics) or Commerce desirable. Experience in economic analysis and report writing.

Apply: H1

DEPARTMENT OF DEFENCE—continued

Manpower Policy and Management Services Division, Management Services Branch

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

Duties: No. 2305—Undertake or assist in organisation, establishment and classification investigations.

Apply: H1

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

Duties: Several positions—Undergo Departmental Administrative Training in the various aspects of defence planning, policy and administration; conduct research, prepare reports and draft correspondence.

Qualifications: University degree or equivalent qualifications essential.

Apply: H1

Defence Science Establishment, Policy and Equipment Requirement Branch

*Principal Research Scientist \$15310-17549, Third Division, Canberra

Duties: No. 1660—Engage in research and analytic studies on defence resource allocation; direct and engage in such studies on defence planning and policy which may be required.

Qualifications: A degree of Doctor of Philosophy or qualifications and research experience of equivalent standard. Extensive scientific research experience applied to military problems desirable.

Apply: H1

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Branch of the Air Member for Personnel

Clerk \$8187-8942 (Class 5), Third Division Directorate of Personal Services, Canberra

Duties: No. 29—Carry out research into and formulate policy proposals in respect of conditions of service for members of the RAAF.

Apply: H1

VICTORIA

Headquarters Support Command, Area Finance Office

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

Duties: No. 92—Perform stenographic and typing duties for senior officers of the Area Finance Office.

Qualifications: At least eighty words per minute shorthand.

Apply: H4

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Royal Military College Duntroon

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Library Section, Canberra

Duties: No. 171—Process orders gifts and exchanges when received in the Library ensuring that the correct items have been received. Arrange payments to be made.

Apply: H1

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Internal Checking of stocktaking section, Canberra

Duties: No. 46—Conduct progressive stocktakes of all Royal Military Sections and units. Maintain stocktaking records.

Apply: H1

Joint Services Staff College

Typist, Grade 2 \$5791-6101, Fourth Division, Typing Section, Canberra

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

Note: This position is located on the Cotter Road, Woden. Mileage allowances may be available to the successful applicant.

Apply: H1

Establishments and General Division, EDP Branch

Programmer \$12218-12721 (Class 8), Third Division, Canberra

Duties: No. 7 Analyse, design and programme EDP systems in the field of personnel administration.

Qualifications: Experience in systems analysis design and programming, preferably in a personnel application in a large scale computer integrated applications desirable. Academic qualifications to be stated.

Apply: H1

Establishments Branch

Clerk \$6887-7764 (Class 2/3), Third Division, Civil Personnel Section, Canberra

Duties: No. 149—Maintain standard personnel records for a group of approximately 300 staff. Assess and prepare salary/wage variations and superannuation/provident account adjustments. Process applications for furlough.

Apply: H1

NEW SOUTH WALES

Regional Secretariat

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Training Command, Registry and Reproduction Sub-section, Sydney

Duties: No. 300—Oversight staff engaged in general registry activities and attend to counter and phone inquiries. Assist in determining relevant indexing, file titles and action officers.

Apply: H7

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

Duties: No. 56—Prepare routine correspondence in connection with courses. Assist Course Managers with arrangements before, during and after training courses. Assist in preparation of training aids. Operate movie, slide projectors. Maintain training library and statistics.

Apply: H7

Logistic Command, 21 Supply Battalion

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Engineer Stores Sub-Depot Section, Internal Checking and Stocktaking Sub-section, Penrith

Duties: No. 533—Conduct stocktaking and spot checks of stocks. Maintain stocktaking records, reconcile results of stocktakes with accounting records and conduct inquiries into discrepancies.

Apply: H7

TASMANIA

6th Military District

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Public Relations Section, Hobart

Duties: No. 1—Attend to inquiries from news media organizations and the public during the absence of the Public Relations Officer and advise him of matters of an urgent nature, assist with the preparation of press releases; and for typing and distribution.

Apply: H12

Regional Secretariat

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Registry Section, Hobart

Duties: No. 7—Maintain the Personal Card Index, identify personnel files and correspondence, and make appropriate card reference, carry out procedure for making new files, maintain the file location records for both subjective and personal files, extract and put away files and maintain the re-submit system.

Apply: H12

Armed Forces Food Science Establishment

Chemist \$11401-12741 Class 3, Third Division, Rationing Section, Scottsdale

Duties: No. 29—Develop and direct a program for determining the caloric and nutrient requirements of Servicemen and translating these requirements into operational ration scales and ration packs. This will involve animal feeding trials in the laboratory and the design and conduct of human feeding trials which could take place anywhere in Australia.

Qualifications: Appropriate degree or diploma in science preferably with experience in biological research.

Apply: H12

**DEPARTMENT OF DEFENCE—NAVY
OFFICE**

CENTRAL STAFF

Establishments and General Division, Establishments Branch

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

Duties: No. 32—Compile statistical statements in respect of civil personnel and Public Service Board Staff statistical returns. Collect data necessary for preparation of estimates and supervise the maintenance of seniority lists.

Apply: H1

AUSTRALIAN CAPITAL TERRITORY

Naval Staff Secretariat, Fighting Equipment and Administration Section

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

Duties: No. 76—Perform Stenographic and typing duties for a Naval Staff Directorate.

Qualifications: Ability to take shorthand at eighty words per minute.

Apply: H1

Naval Production Division, General and Office Services Section

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

Duties: No. 39—Perform stenographic and typing duties under the direction of the Supervising typist within Naval Production Typing Pool.

Qualifications: Shorthand eighty words per minute essential.

Apply: H1

Industrial Branch

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

Duties: No. 2466. Control of the Branches responsibility relating to employees compensation and the exercise of delegations in respect of civilian and service personnel under the *Compensation (Australian Government Employees) Act*. Special assignments on general industrial matters as required by the Director.

Qualifications: Considerable experience in compensation matters. Knowledge of industrial relations and experience in this field desirable.

Apply: H1

Establishments and General Division, EDP Branch

*Programmer \$11383-11886 (Class 8), Third Division, Naval Combat Data Systems Section, CDS Centre Sub-section (two positions), Canberra

Duties: NP—As directed, develop new Real Time Programmes from broad specifications. Direct the work of subordinate staff in programming, coding and documenting software.

Qualifications: Experience with/substantial knowledge of real time computer systems.

Apply: H1

NEW SOUTH WALES

Area Secretariat Branch

*Psychologist, Class 1 \$6260-9351, Third Division, Psychology Section, HMAS Nirimba, Sub-section, Quakers Hill

Duties: No. 27—Assist psychologist Class 2 to conduct research into selection and training techniques for Australian and overseas student apprentices. Assess and counsel students for their educational/personal problems, and advise training staff. Assist in provision of psychological services to ships company.

Qualifications: University degree with a major in psychology. Related research experience desirable.

Note: Single accommodation available.

Apply: H1

**DEPARTMENT OF DEFENCE—NAVY
OFFICE—continued**

Establishments Branch

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

Duties: No. 92—Assist in the collation of statistics, forms design, flow charts and the preparation of reports. Maintain office filing system and requisition office supplies and stationery.

Qualifications: Ability to type reports desirable.

Apply: H15

QUEENSLAND

Naval Staff Office

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

Duties: No. 2183—Officer in charge. Central Registry.

Apply: H19

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Commonwealth Teaching Service

Clerk \$6887-7764 (Class 2/3), Third Division, Administration Section, N.T. Staffing Sub-section, Canberra

Duties: No. 16—Participate in the recruitment of teachers to the Commonwealth Teachers Service for employment in the Northern Territory. Deal with enquiries from teachers and prospective teachers.

Qualifications: Previous experience in recruitment would be an advantage.

Apply: I1

Management Services Branch

Internal Auditor, Grade 2 \$8187-8942, Third Division, Internal Audit Section, Canberra

Duties: No. 157—Examine the more complex procedures and practices and carry out prescribed checks of records in A.C.T. Schools and associated personnel and salary records.

Qualifications: Partial completion of accountancy qualifications desirable.

Apply: I1

Policy Division, General Policy Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Policy Development Section, Canberra

Duties: No. 414—File and locate material relevant to the work of the Section. Provide clerical assistance as required.

Apply: I1

Research and Development Division, Language Teaching Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Methods and Materials Sub-section, Canberra

Duties: No. 383—Provide assistance to computational staff. Assist with marking of test answer sheets. Other duties as required.

Apply: I1

**Student Assistance and International Education
Division, Student Assistance No. 2 Branch**

Clerk \$12218-12721 (Class 8), Third Division, Post-graduate Awards and Secondary Awards Section, Postgraduate Awards Sub-section, Canberra

Duties: No. 46—Examine the more difficult cases of individual students holding Post-graduate Research and Course Awards. Assist with the provision of secretariat for the Central Selection Committees. Prepare correspondence and briefing material for Australian Vice-Chancellor's Committee, University registrars and other interested bodies on all aspects of the Schemes.

Qualifications: University degree and experience in the field of educational administration desirable.

Apply: I1

Clerk \$9022-9777 (Class 5), Third Division, Post-graduate Awards and Secondary Awards Section, Secondary Awards Sub-section, Canberra

Duties: No. 54—Assist in the examination of special cases of individual students receiving Assistance for Isolated Children. Design relevant forms required for the Scheme.

Qualifications: Academic qualifications to be stated.

Apply: I1

Territorial and Facilities Division, Facilities Branch

Clerk \$10029-10704 (Class 6), Third Division, General Education Facilities Section, Canberra

Duties: No. 732—Assist with investigations, preparation of submissions, reports, correspondence and with the administration of various schemes relating to States Grants (Teachers Colleges) Acts, States Grants (Pre-School Teachers Colleges) Acts and assistance to schools.

Qualifications: Appropriate tertiary qualifications and administrative experience desirable.

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

Apply: I1

Pre-School and Child Care Branch

Clerk \$6887-7764 (Class 2/3), Third Division, Programs Section, Child Care Centres Sub-section, Canberra

Duties: No. 768—Maintain statistical records and statements of payments in respect of the Child Care Facilities Assistance Scheme, prepare associated routine correspondence.

Qualifications: Experience in the preparation of correspondence and statistics desirable.

Apply: I1

SOUTH AUSTRALIA

State Office

Clerk \$10029-10704 (Class 6), Third Division, School Children's Assistance Section, Adelaide

Duties: No. 9—Direct the activities of the section administering the Isolated Children's Assistance Scheme, Senior Secondary Scholarship Scheme and Secondary Allowance Scheme.

Qualifications: Proven administrative ability and experience in the application of means tests desirable. Academic qualifications to be stated.

Apply: I5

Clerk \$10029-10704 (Class 6), Third Division, Tertiary Education Assistance Section (two positions), Adelaide

Duties: Nos 21, 50—Senior Academic Assessor. Determine complex cases of academic assessment associated with eligibility under the Tertiary Education Assistance Scheme. Provide guidance to assisted students concerning continued eligibility for assistance under the Scheme.

Qualifications: A comprehensive knowledge of course structure at various tertiary institutions. Tertiary qualifications desirable.

Apply: 15

Clerk \$8015-8770 (Class 4), Third Division, Tertiary Education Assistance Section (several positions), Adelaide

Duties: NP—Academic Assessor. Determine less complex cases of academic assessment associated with eligibility under the Tertiary Education Assistance Section. Provide guidance and advice to assisted students concerning continued eligibility for assistance under the Scheme.

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

Apply: 15

Clerk \$8015-8770 (Class 4), Third Division, Tertiary Education Assistance Section (several positions), Adelaide

Duties: Determining Officer. Check assessments of living allowance and travelling allowance under the Tertiary Education Assistance Scheme. Determine amounts payable for a prescribed number of students.

Qualifications: Experience in the application of Tertiary Education Assistance Scheme means test desirable.

Apply: 15

NORTHERN TERRITORY

Northern Territory Division, Management Services Branch

Clerk \$8015-8770 (Class 4), Third Division, Personnel and Services Section, Darwin

Duties: No. 1196—Direct and co-ordinate the activities of a salaries pay team. Apply conditions of employment, determinations and awards, answer more complex queries concerning staff pay and conditions of service.

Qualifications: Relevant experience and a knowledge of Public Service Act, Regulations, General Orders etc desirable.

Apply 18

Clerk \$6887-7764 (Class 2/3) Third Division, Scholarships and Grants Section, Darwin

Duties: No. 1194—Approve payment of allowances, fees and travel costs and prepare ADP Input for Aboriginal Secondary and Study Grant Scheme award holders. Check assessments and calculations for payments of benefits prepared by subordinate staff. Check reported overpayments and arrange recovery action.

Apply: 18

DEPARTMENT OF HEALTH

CENTRAL STAFF

Management Services Division, Establishments and Finance Branch

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

Duties: No. 165—Examine the level and adequacy of charges for departmental services. Prepare submissions and correspondence associated with revision of such charges.

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

Apply: M1

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

Duties: No. 45—Examination of Accounts.

Qualifications: Experience in accounts work and knowledge of Treasury Regulations desirable.

Apply: M1

Pharmacy Earnings and Projects Branch

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

Duties: No. 39—Assist the Executive Officer, Class 8, in the review of pricing and research proposals and the maintenance of records associated with CSL activities.

Qualifications: Accountancy qualifications desirable.

Apply: M1

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

Duties: No. 33—Collate, compile, code and record data arising from the pharmacy inquiry. Prepare and maintain display charts.

Apply: M1

National Health and Medical Research Council Division, Administration Branch

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Hospital and Allied Services Advisory Council Secretariat, Canberra

Duties: No. 34—Assist in the organisational and other secretariat activities of the Hospital and Allied Services Advisory Council, its Committees and their associated working parties. Assist in the publication of Council documents and the development of an information service. Maintain records and files.

Apply: M1

Medical Services Division, International Health Branch

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

Duties: NP—Provide high level administrative assistance to the Branch on International Health matters. Develop and control the administrative aspects associated with Australia's participation in International Health Organisations.

Qualifications: Wide experience in health administration and/or in international agencies and tertiary qualifications desirable.

Apply: M1

DEPARTMENT OF HEALTH—continued

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

Duties: NP—Assist in the administrative arrangements associated with Australia's participation in the activities of International Health Organisations.

Apply: M1

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

Duties: NP—Provide clerical assistance within the Branch including the preparation of routine correspondence associated with Australia's participation in International Health matters.

Apply: M1

National Biological Standards Laboratory

*Technical Assistant, Grade 2 \$6723-7427, Third and Fourth Division, Pharmaceutical Chemistry Section, Canberra

Duties: No. 224—Carry out routine testing of surgical dressings, sutures, cotton wool, etc. Assist in investigations aimed at the preparation of standards for surgical products.

Qualifications: Appropriate qualifications and/or experience. School or Higher School Certificate or equivalent together with previous laboratory experience and/or part completion of an appropriate technical college course desirable.

Apply: M9

AUSTRALIAN CAPITAL TERRITORY

A.C.T. Health Services Office, Planning and Executive Services Branch

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, General Services Section, Office Services Sub-section, Canberra

Duties: No. 269—Register files, index and classify correspondence, maintain subject and nominal indexes.

Apply: M14

VICTORIA

Pathology Laboratory

Specialist \$16226-21958, Third Division, Bendigo

Duties: No. 533—Examine and report on specimens received for pathological examination. The work will relate to one or more of the following disciplines; biochemistry microbiology, haematology, cytology and histopathology.

Qualifications: Medical practitioner eligible for registration within Australia, together with post graduate qualifications in pathology.

Apply: M3

NORTHERN TERRITORY

Management Services Division, Establishments and General Services Branch

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

Duties: No. 401—Take shorthand from dictation and transcribe shorthand notes. Draft and type correspondence from oral or written instructions.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: M8

Planning and Development Division, Master and Project Planning Branch

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

Duties: NP—Maintain continual close liaison with the Department of Housing and Construction regarding the progress of projects; queries arising during construction on matters affecting the design, construction and progress of projects; equipment, fittings, etc., to be supplied by the Department of Health for installation during construction; and the installation of sundry services. Undertake planning projects in connection with major works on the Casuarina Hospital site as required. Act as Departmental representative at project meetings, discussions, etc. Represent the Branch on the Casuarina Hospital site.

District Allowance: Grade IV.

Taxation: A taxation concession of \$450 per annum plus an allowance equal to half the total deductions for dependants may be allowable.

Accommodation: Single accommodation is available. Married accommodation is available after a waiting period, however a successful interstate applicant may be assisted with an accommodation allowance in the interim. Applicants should state their requirements.

Apply: M8

Tennant Creek Hospital

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

Duties: No. 1938—Maintain proper and adequate medical histories. Operate and maintain the medical records filing system. Collect fees and issue receipts for all cash and sundry debtor payments. Prepare money for banking. Refer patients requesting credit facilities or exemption from charges to the Assistant Secretary.

Apply: M8

DEPARTMENT OF HOUSING AND CONSTRUCTION

CENTRAL OFFICE

Management Services Branch

Clerk \$9194-9869 (Class 6), Third Division, Personnel and Office Services Section, Relief Sub-section, Canberra

Duties: No. 72—Perform relief duties at the Class 6 and Class 7 levels.

Apply: N1

Development Division, Ministerial Services and Parliamentary Liaison Branch

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

Duties: No. 52—Direct the work of the Branch, which is concerned with the Ministerial and Parliamentary aspects of the Department's activities. Provide briefing papers to the Minister on matters of interest to the Department.

Qualifications: Administrative ability of a high order, together with sound experience in policy work with a proven capacity for critical analysis and assessment. Academic qualifications to be stated.

Apply: N1

Housing Assistance Division, Private Housing 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: N1

AUSTRALIAN CAPITAL TERRITORY

General Works Division

Construction Manager \$15310-16292, Third Division, Canberra

Duties: No. 819—Control and direct the operations of a Division established to provide a wide range of technical and administrative services to clients, and as required to Projects Divisions, for the repairs and maintenance of Australian Government assets, design and construction of new works and the supply of furniture, furnishings and equipment. Oversight and control the Stores, Industrial Undertakings and Plant Sections.

Qualifications: Degree or diploma in Architecture or Engineering from a recognised university or technical college or institution or other such qualifications which, in the opinion of the Board are appropriate to the efficient discharge of the duties. Experience in the management field is desirable.

Apply: AK2

Projects Division No. 1

*Assistant Director \$19597, Second Division, Canberra

Duties: No. 815—Responsible for the development, design and construction of projects in Canberra on behalf of the National Capital Development Commission.

Qualifications: Degree or diploma in Architecture or Engineering from a recognised university or technical college or institution or other such qualifications which, in the opinion of the Board are appropriate to the efficient discharge of the duties. Experience in the management sphere is desirable.

Apply: AK2

Projects Division No. 2

Assistant Director \$19597, Second Division, Canberra

Duties: No. 816—Control and direct the operations of a Division established to provide a wide range of technical and administrative services to clients for the planning, development, design and construction of major new works.

Qualifications: Degree or diploma in Architecture or Engineering from a recognised university or technical college or institution or other such qualifications which, in the opinion of the Board are appropriate to the efficient discharge of the duties. Experience in the management field is desirable.

Apply: AK2

Technical Services Division

Assistant Director \$19597, Second Division, Canberra

Duties: No. 818—Control and direct a Division providing a wide range of technical services, of an advisory or operational character, to other Divisions of the Directorate. Provide information and advice within the Directorate and participate in the development of the Region work plans and in the review and Region operations. Continually review operational and management techniques and initiate the development and use of new techniques.

Qualifications: Degree or diploma in Architecture or Engineering from a recognised university or technical college or institution or other such qualifications which, in the opinion of the Board are appropriate to the efficient discharge of the duties. Experience in the management field is desirable.

Apply: AK2

NEW SOUTH WALES

Projects Division No. 1, Technical Resources Branch

*Architect, Class 2 \$9848-11016, Third Division, Sydney

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

Qualifications: An appropriate degree or diploma in Architecture, or equivalent qualifications.

Apply: AK3

Technical Branch

Senior Technical Officer, Grade 1 \$8901-9415, Fourth Division, Design and Services Section, Sydney

Duties: No. 99—Review valuation reports in respect of applications for the purchase of existing properties and the discharge of mortgages under the Defence Service Homes Act. Peruse plans and specifications, examine tenders and prepare estimates.

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

Apply: N2

VICTORIA AND TASMANIA

Technical Division

*Works Supervisor \$9076-9407, Fourth Division, Design and Construction Section, Hobart

Duties: No. 27—Supervise and inspect mechanical work, including heating, ventilation and air-conditioning, in multi-storey buildings under construction in Tasmania. Ensure work carried out by the contractor complies with contract provisions, drawings and specifications, and that workmanship and the materials used are to the required standard.

Qualifications: Appropriate trade qualifications and supervisory experience desirable.

Apply: AK8

DEPARTMENT OF HOUSING AND CONSTRUCTION—continued**NORTHERN TERRITORY**

Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Executive Section, Darwin

Duties: No. 6—Provide secretarial and stenographic assistance to the Director of Housing and Construction and Assistant Directors.

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

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, Stores Branch

Clerk \$8187-8942 (Class 5), Third Division, Removals Section, Darwin

Duties: No. 14—Investigate (inspecting where necessary), assess and improve damage and loss claims within approved delegations. Recommend to the Furniture Removals Officer the adjustment of damage and loss claims which are in excess of delegation.

Qualifications: Knowledge of the Department of Supply procedures on furniture removal and a sound administrative background. Experience with technical work at tradesman or similar level would be an advantage.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

Clerk \$8187-8942 (Class 5), Third Division, Removals Section, Darwin

Duties: No. 60—Control the Contracts Sub-section, programme work and ensure that all activities are performed in accordance with established procedures. Sign removal orders, storage orders and amendments orders, authorise Recoverable Job Orders, sign Freight Warrants and certify related costs.

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

*Senior Draftsman \$9700-10214, Third or Fourth Division, Advisory Services Section, Hydraulic Engineering Sub-section, Darwin

Duties: No. EP (D77)—Supervise and co-ordinate the work of the House Connection Consumer Services and Master Record Plan cells. Conduct field inspections and prepare reports thereon. Co-ordinate with local authorities on by-laws and ordinance requirements.

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 Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Engineering Design Section, Darwin

Duties: No. 24—Under direction, perform technical duties in both the laboratory and the field in connection with the analysis of water supplies and sewerage effluent.

Qualifications: Extensive experience in the above duties desirable.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

*Works Supervisor \$9076-9407, Fourth Division, Electricity Supply Undertakings Section, Construction and Installation Sub-section, Darwin

Duties: No. EP (D47)—Under technical direction be responsible for the supervision of HV/LV overhead lines construction carried out by contract or day labour in Darwin and Katherine areas.

Qualifications: Appropriate trade qualifications and/or extensive experience in overhead lines desirable. Experience in supervision of Transmission Line Construction would be an advantage.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

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

Duties: No. 28—Undertake minor field design work associated with minor new construction and maintenance of development roads, water supply and sewerage reticulation systems in the Darwin Region.

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 Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Construction Section, Architectural Sub-section, Darwin

Duties: No. 209—Assist in preparation of sketch plans, specifications and associated documents for repairs, maintenance and Minor New Works. Assist in maintenance of statistical information and compilation of assets register.

Qualifications: Appropriate qualifications and/or appropriate 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

*Power Station control Room Operator, Grade 2 \$888-9218, Fourth Division Electricity Supply Undertakings Section (five positions), Alice Springs

Duties: Nos 104, 105, 106, 107, 108—In charge of an operating shift at Alice Springs diesel Power Station (23 MW installed). Carry out Station Electrical Operations including synchronising, loading and co-ordinate distribution system switching from central electrical control room. Supervise diesel operator on shift.

Qualifications: Trade qualifications as electrical fitters, mechanics or equivalent. Extensive experience in power station high voltage electrical operations and control room duties including direction of switching and application of electrical safeworking procedures desirable. First Class Engine Drivers Certificate an advantage.

District Allowance: Grade III.

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, Regional Office

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

Duties: No. 19—Supervise plant hire, movement and transfer of plant. Arrange all plant hire documentation. Maintain pool vehicles and vehicle accident register.

Qualifications: Relevant experience desirable.

District Allowance: Grade III.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

Utilities Division

*Engineer, Class 4 \$13718-14623, Third Division, Electricity Supply Undertakings Section, Major Generation Projects Sub-section, Darwin

Duties: No. EP (D84)—Senior Engineer (Diesel and Gas Turbine). Lead, develop and control a specialist team engaged in the documentation, preparation of drawings and specifications, and analysis of tenders in respect of the planning, design, Construction, maintenance and operation of diesel power

stations and gas turbine installations throughout the Northern Territory. Maintain liaison with professional, technical and statutory bodies on the more important aspects of work requirements and provide specialist advice and assistance.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Extensive experience in the design, operation and maintenance of diesel power stations and gas turbine installations desirable.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

*Power Station Plant Operator, Grade 3 \$9081-9411, Fourth Division, Electricity Supply Undertakings Section, Alice Springs

Duties: No. 110—Responsible to Control Room Operator in charge of shift. Start, operate and control diesel engines on line, together with auxiliary fuel, water treatment, compressed air and lubricating oil systems. Controls are centralised in a central control room but regular site plant inspections are required during the shift. (23 MW of plant is installed).

Qualifications: Trade qualifications as diesel fitters or equivalent and a current 1st Class Engine Drivers Certificate. Experience in the operation of large medium speed diesel engines is desirable.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

DEPARTMENT OF LABOR AND IMMIGRATION

CENTRAL OFFICE

Manpower Development and Operations No. 2 Division

*Psychologist, Class 1 \$6260-9351, Third Division, Darwin, Launceston and Townsville

Duties: Undertake vocational counselling work in conjunction with the Commonwealth Employment Service.

Qualifications: An appropriate degree with a major in Psychology or equivalent qualification.

Note 1: Applicants without previous work experience will be required to undergo twelve months intensive training, part of which will be in the Central Office located in Melbourne.

Students who complete the requirement in 1974 may apply.

Apply: P1

**DEPARTMENT OF LABOR AND
IMMIGRATION—continued**

NEW SOUTH WALES

**Employment, Training and Industrial Services
Division**

Training Branch

Industrial Training Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Training Development Section, Sydney

Duties: No. 17—Participate in surveys of industry training needs and in the activities of industry training committees.

Qualifications: Experience relevant to the duties and appropriate tertiary qualifications desirable.

Apply: P2

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

Duties: No. 38—Attend to inquiries and make appointments for interview; type urgent reports and letters; assist with organisation and marking of psychological tests.

Apply: P2

Planning and Research Branch

Investigation Officer \$7180-7935 (Class 4), Third Division, Technological Change and Occupational Research Section, Sydney

Duties: No. 27—Prepare Employment Appraisals, Youth Information Papers and Demand Appraisals of occupations: attend places of employment to observe occupations and working environment. Discuss occupations with government and private employers, professional and trade associations and educational institutions.

Qualifications: Completion of or progress towards university degree or equivalent desirable.

Apply: P2

VICTORIA

**Employment, Training and Industrial Services
Division**

Psychologist, Class 2 \$10167-11360, Third Division, Vocational Guidance Section, Geelong

Duties: No. 24—Within the established work programmes organise and administer a vocational guidance service in Geelong and surrounding areas.

Qualifications: Experience in vocational guidance, administrative ability; capacity to supervise staff.

Apply: P3

TASMANIA

Employment Branch

Employment Officer \$7180-7935 (Class 4), Third Division, District Employment Officers Pool Section, Hobart

Duties: No. 82—Interview and arrange placement of male and female applicants for employment; obtain vacancies from employers.

Apply: P7

Clerk \$7180-7935 (Class 4), Third Division, DEO Pool Section, Professional Employment Office Sub-section, Hobart

Duties: No. 10—Assist in operating an employment service for persons with recognised professional, technical and scientific qualifications at the managerial, personnel and senior executive level.

Apply: P7

Industrial Relations Branch

Assistant Director \$9194-9869 (Class 6), Third Division, Hobart

Duties: No. 1—Plan, direct and control the activities of the Branch in Tasmania. Investigate and advise on the level of industrial activity in the State.

Qualifications: A university degree with majors in Law and Economics is desirable.

Apply: P7

**DEPARTMENT OF MANUFACTURING
INDUSTRY**

CENTRAL OFFICE

**Planning and Procurement Division Production
Planning Branch**

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

Duties: No. 77—Compile delivery programmes for munitions stores on a project and store basis. Investigate and answer technical problems from customer departments and production authorities concerning the programme and production progress.

Qualifications: An approved certificate from a technical college or institute of technology or its equivalent, or such other qualifications as the Public Service Board considers appropriate together with requisite experience. Applications will be considered from persons who do not possess the above qualifications, provided they have relevant experience over a minimum period of six years. Such an applicant, if selected, will be required to pass a test to establish eligibility for the position.

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

Apply: AF1

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

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

Duties: No. 38—Officer-in-charge of Central Registry.

Qualifications: Sound knowledge of Registry procedures desirable.

Apply: AF1

Director (Class 10) \$13394-13898, Third Division Personnel Management and Development Section, Canberra

Duties: No. 1—Direct and control the Personnel Management and Development Section. Co-ordinate personnel management activities within the Department. Assist in the formulation, review, and implementation of personnel policy. Exercise delegated authority.

Qualifications: Wide knowledge of all facets of personnel administration and demonstrated aptitude for policy work desirable. Tertiary qualifications to be stated.

Apply: AF1

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

Duties: No. 14—Undertake more involved research into aspects of personnel management in the Department including manpower planning and staff development. Supervise subordinate staff engaged on similar research activities.

Qualifications: University degree or other appropriate qualifications. Research experience and ability to supervise staff desirable.

Apply: AF1

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

Duties: No. 28—Responsible for the design and development of Departmental training courses, which include:—

Residential Management Seminars Supervision, auxiliary skills, methods of instruction, and other specialist training, e.g. modern organisation theory.

Conduct the above courses locally or in the Regions.

Qualifications: Practical experience in the design and conduct of training courses for supervisory and management levels. Tertiary qualifications to be stated.

Apply: AF1

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

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

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

Apply: AF1

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

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

Qualifications: Shorthand, at least 100 words per minute.

Apply: AF1

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

Duties: No. 246—Standard Practices Officer. Continually develop and implement or review the preparation and issue of standard practices and instructions covering Departmental administrative activities.

Qualifications: Completion or near completion of studies at tertiary level.

Apply: AF1

Munitions Supply Division

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

Duties: No. 68—Member of a project team headed by a professional engineer engaged in control of production and/or procurement of ammunition, explosives or ordnance equipments for the Armed Services. Raise production orders, procurement demands and amendments. Check progress advices received to ensure complete control over manufacturing programmes: investigate deviations from programme and prepare reports on the status

of projects; raise ADP input data as required. Prepare correspondence and submissions for engineering staff.

Qualifications: Extensive experience in the identification, handling and/or procurement of ammunition, explosion or ordnance equipment desirable.

Apply: AF1

NEW SOUTH WALES

Finance Branch

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

Duties: No. 79—Maintain plant and equipment register together with machine usage, rental and repair records. Prepare estimates of revenue from machine rentals.

Qualifications: Knowledge of departmental stores procedures desirable.

Apply: AF2

Aircraft Supply Branch

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

Duties: No. 36—Prepare budgets of authorisation and expenditure for Departmental and Service Department Votes. Co-ordinate with client departments and Central Office on matters affecting budget control of Projects. Prepare the more complex procurement demands for submission to the Contracts Branch.

Qualifications: Experience in the maintenance and preparation of financial statements and associated records desirable.

Apply: AF2

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

Duties: No. 45—Prepare monthly and quarterly summaries from order progress cards. Maintain record of production manhours.

Apply: AF2

General Administration Branch

Library Officer, Grade 2 \$7464-8163, Third Division, Office Services Section, Sydney

Duties: No. 11—Provide Library and technical information service for Regional Office. Supervise library staff.

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

Apply: AF2

VICTORIA

Explosives Factory

*Foreman (Services), Grade D \$6823-7113, Fourth Division, Administrative Section, Maribyrnong

Duties: No. 65—Direct and control employees on general area maintenance and tidiness, cleaning, minor outworks activities, sheep grazing and garbage clearance. Perform administrative duties involving compilation of weekly performance summaries, issue of Factory entry permits, procurement and issue of locks and keys for Factory buildings.

Qualifications: Experience relevant to above duties desirable.

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

Apply: AF12

DEPARTMENT OF THE MEDIA

AUSTRALIAN CAPITAL TERRITORY**Information Division—Australian Government Publishing Service, Publishing Branch**

*Clerk \$9194-9869 (Class 6), Third Division, Publishing Standards and Design Section, Publishing Standards Sub-section, Canberra

Duties: No. 662—Edit copy to conform with Commonwealth style, vet copy for possible breaches of the law concerning copyright, defamation, etc., work up copy in accordance with the design specification and check printers' proofs.

Qualifications: A highly developed critical faculty and a sense of style, editorial experience and/or academic qualifications desirable.

Apply: Q2

AUSTRALIAN BROADCASTING CONTROL BOARD**CENTRAL OFFICE****Policy and Licensing Division**

Clerk \$9194-9869 (Class 6), Third Division, Policy and Development Branch, Melbourne

Duties: No. 217—Consider ministerial representations in the light of policy and prepare replies, together with appropriate background material for the information of the Minister.

Qualifications: Administrative ability and experience in the preparation of replies to ministerial correspondence. A knowledge of the Board's operations is desirable.

Apply: Q3

Secretary's Division

Clerk \$7180-7935 (Class 4), Third Division, Personnel Sub-section, Melbourne.

Duties: No. 28—Personnel Officer. Supervise the work of the sub-section to ensure that the provisions of the *Public Service Act* and Regulations, General Orders, *Superannuation Act*, Determinations, etc., are correctly applied.

Qualifications: Practical knowledge and working experience of the Sub-Treasury ADP Pay System combined with sound experience in personnel administration desirable.

Apply: Q3

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE**Bureau of Mineral Resources, Geology and Geophysics Geophysical Branch**

*Instrument Maker \$6462-6708, Fourth Division, Geophysical Services Section, Mechanical Sub-section, Canberra

Duties: No. 299,301—Manufacture a wide variety of components for construction of prototype or for repair of geophysical instruments working from design drawings etc., and assemble and fit manufactured components. Assist professional staff on research and special projects and provide technical advice.

Qualifications: A good trade background and a minimum of three years related experience desirable.

Apply: R1

*Petroleum Technologist, Class 4 \$13299-14202, Third Division, Petroleum Technology Section, Canberra

Duties: No. 695—Supervise and carry out reservoir engineering studies including the preparation of subsurface petroleum reservoir distribution maps, analysis of production test and estimation of petroleum resources and reserves using appropriate methods including reservoir modelling.

Qualifications: A degree or diploma in Science with passes in at least three of the subjects of Physics, Mathematics, Chemistry or Geology at first year standard, and at least two of the above subjects at second year standard or equivalent qualifications. Considerable experience in petroleum reservoir engineering and/or petroleum subsurface geology desirable.

Apply: R1

PAPUA NEW GUINEA

*Technical Officer (Science), Grade 2 \$8929-9443, Third or Fourth Division, Observatories and Regional Section, Observatories Sub-section, Port Moresby

Duties: No. 253—Carry out routine scientific observations and calculations and process and make basic analyses of all types of observatory recordings.

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

Apply: R1

*Technical Officer (Science), Grade 2 \$8929-9443, Third or Fourth Division, Observatories and Regional Section, Observatories Sub-section, Port Moresby

Duties—No. 715—Analyse geophysical records from the Port Moresby observatory and field stations, develop computer programmes for this analysis and special projects. Prepare data and arrange computations.

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

Apply: R1

DEPARTMENT OF NORTHERN DEVELOPMENT

CENTRAL OFFICE**Resources Division, Projects No. 1 Branch**

Senior Research Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Technical Evaluation Section, Canberra

Duties: No. 25—Assist in the detailed investigation of specific aspects of development projects, involving the application of evaluation techniques as well as assisting in the compilation of comprehensive evaluation reports.

Qualifications: Appropriate university degree. Relevant experience desirable.

Apply: T1

Commodities Division, Sugar Branch

Senior Research Officer, Grade 1 \$9194-9869 (Class 6), Third Division, International Section, Canberra

Duties: No. 52—Examine international sugar trading policies and arrangements and prepare reports as required.

Qualifications: Appropriate tertiary qualifications desirable. Some knowledge of domestic and international trade aspects of agricultural commodities of importance to Australia an advantage.

Apply: T1

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Resource Development Division, Mines Branch

*Senior Driller \$5500-5639, Fourth Division, Mining Services Section, Darwin

Duties: No. 58—Control operation of a drill; maintain rig and carry out minor repairs; collect cores and maintain records.

Qualifications: Previous drilling experience, preferably with diamond drills desirable.

Apply: U1

*Senior Technical Officer (Engineering) Grade 1, \$9700-10214, Third or Fourth Division, Mines Inspection Section (two positions), Darwin

Duties: NP—Carry out field inspections and prepare reports and recommendations in relation to exploration licences. Inspect areas under exploration for compliance with licence conditions and in particular environmental conditions.

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

Apply: U1

*Engineer, Class 2 \$9903-11046, Third Division, Mines Inspection Section, Darwin

Duties—NP—Inspection duties associated with uranium exploration and mining operations in the Northern Territory. Evolve standards for safety in uranium mining operations and investigate and control radiation hazards in operations.

Qualifications: For appointment—Educational qualifications admitting to Graduate Membership of The Institution of Engineers, Australia. For promotion or transfer—Educational qualifications admitting to Graduate Membership of The Institution of Engineers, Australia; or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Experience in mining operations and/or chemical engineering, in particular uranium, is desirable.

Apply: U1

*Engineer, Class 3 \$11705-13047, Third Division, Mines Inspection Section, Darwin

Duties: NP—Inspect mines in accordance with the relevant Ordinances and Regulations. Maintain liaison with Mining Operations and Government officers for prevention of environmental disturbances and pollution from mining operations.

Qualifications: For appointment—Educational qualifications admitting to Graduate Membership of The Institution of Engineers, Australia. For promotion or transfer—Educational qualifications admitting to Graduate Membership of The Institution of

Engineers, Australia, or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties, together with sufficient practical and administrative experience in metalliferous mines to obtain a First Class Metalliferous Mine Manager's Certificate desirable.

Apply: U1

Social and Commercial Affairs Division, Commercial and Industrial Affairs Branch

*Executive Officer \$13394-13898 (Class 10), Third Division, Marketing Section, Darwin

Duties: No. 5—Direct and control the activities of the section including the review and investigation of marketing policies and practices.

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

Apply: U1

Executive Officer \$14229-14733 (Class 10), Third Division, Secondary Industry and Tourism Section

Duties: No. 6—Direct the investigation of policy and economic matters concerned with the development of secondary, service and tourist industries.

Qualifications: Wide relevant experience particularly in the policy area 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

Lands and Community Development Division, Transport Planning Branch

Project Officer \$12218-12721 (Class 8), Third Division, Sea and Air Services Section, Darwin

Duties: NP—Undertake investigations and projects in connection with the development and integration of Sea and Air Services in the Northern Territory. Prepare relevant legislation, reports, submissions and plans on the effective use of sea and air services. Prepare information required for replies to Ministerial, Legislative Council and press questions.

Qualifications: Relevant experience. Tertiary qualifications an advantage.

Apply: U1

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

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

Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Transmission and Line Planning Branch, Melbourne

Duties: No. 80—Provide secretarial and stenographic assistance to the Branch Head.

Qualifications: Shorthand, at least 100 words per minute.

Apply: W1

**POSTMASTER-GENERAL'S DEPARTMENT—
continued****Engineering Planning and Research Division,
Research Sub-division**

Senior Fitter and Turner, Grade 1 \$5864-6024, Fourth Division, Standards and Laboratories Engineering Branch, Design (Special Projects) Section, Melbourne

Duties: No. 66—Install, test and maintain machine tools, mechanical plant and auxiliary services.

Qualifications: Tradesman qualifications in fitting and turning, preferably with extensive and current experience in the mechanical trades desirable.

Apply: W1

Engineering Works Division, Administrative Branch

Clerk \$6052-6929 (Class 2/3), Third Division, Staff, Industrial and General Services Section, Melbourne.

Duties: No. 158—Assistant Staff Movements Officer.

Apply: W1

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

Duties: No. 41—Perform works programme functions for the Branch.

Apply: W1

Buildings Branch

Senior Technical Officer (Engineering), Grade 1 \$9382-9886, Third or Fourth Division, Engineering Services Standards and Specifications Section, Melbourne

Duties: No. 33—Assist professional staff in over-sighting the provision, operation and maintenance of air conditioning and other mechanical and electrical plant in Departmental buildings.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive experience in building engineering services desirable.

Apply: W1

Support Services Branch

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

Duties: No. 65—Provide clerical support on non-technical and administrative matters which arise in or are referred to the computer systems development unit.

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Recruitment and Training Section, Melbourne

Duties: No. 77—Index, file and maintain library of printing patterns and plates, and record and maintain library of Technical Training motion picture films.

Apply: W1

Telephone Subscribers Equipment Branch

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

Duties: No. 53—Responsible to the Branch Clerk for provision of administrative assistance to the Engineer, Class 4, including preparation of

technical and non-technical correspondence, secretarial duties, co-ordination of clerical assistance and control of subordinate staff.

Apply: W1

Management Services Division, Personnel Branch

Inspector \$11383-11886 (Class 8), Third Division, Establishments Section, Establishments Review No. 1 Sub-section, Melbourne

Duties: No. 6—Undertake major reviews of Division/Branch establishments or specific designation groups.

Apply: W1

Assistant Inspector \$10204-10879 (Class 7), Third Division, Establishments Section, Establishments Review No. 2 Sub-section, Melbourne

Duties: No. 17—Undertake review of Division/Branch establishments or specific designation groups.

Qualifications above two positions: Wide experience in organisations or related investigatory activities desirable.

Apply: W1

Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Establishments Section, Establishments Review No. 2 Sub-section, Melbourne

Duties: No. 39—Prepare and issue certificates and associated documentation for the allocation and withdrawal of positions included in the Bulk Establishments Scheme; maintain associated records and those pertaining to positions created annually under (and supplementary to) the Scheme; control and administer the Headquarters 'Position Number Register'.

A. Maintain all establishment records for the Department including control and position availability ledgers, organisation charts, duty/functional statements, establishment cards.

B. Initiate and follow-up the review of all restricted positions, take appropriate action for positions no longer required and refer other cases for higher level consideration.

Apply: W1

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, General Services Section, Central Office Staffing Sub-section, Melbourne

Duties: No. 77—Ministerial and Union Assistant, Central Registry.

Postal Services Division, Post Offices Branch

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

Duties: No. 20—Formulate standards and methods of training supervisory staff of the Branch and develop suitable training courses.

Qualifications: Some knowledge of Branch operations would be an advantage.

Apply: W1

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

Duties: No. 50—Investigate and initiate proposals regarding the organisation of District Offices and Head Offices of the Post Offices Branch; review delegations and district loading bases.

Qualifications: A sound knowledge of Branch practices and procedures desirable.

Engineering Works Division, Telephone Switching Equipment Branch

Assistant Director-General \$19597, Second Division, Melbourne

Duties: No. 49—Responsible to the First Assistant Director-General (Engineering Works) for the control and management of the Branch.

Apply: W1

NEW SOUTH WALES

Engineering Division, Administrative Branch

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

Duties: Nos. 305, 306—Paysheet preparation and examination.

Apply: W2

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Costing Section (two positions), Sydney

Duties: No. 285—Analyse manhour usage under cost components. No. 311—Responsible for functional registry, archival and records arrangements.

Apply: W2

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

Duties: No. 454—Process mechanical aid running returns.

Apply: W2

Accounting Machinist Controller, Grade 1 \$6983-7223, Fourth Division, Costing Section, Sydney

Duties: No. 308—Exercise management responsibilities over adding, calculating and accounting machine services within the Engineering Division.

Qualifications: Applicants should possess extensive knowledge of Engineering Division organisation and costing procedures.

Apply: W2

Metropolitan Operations Branch

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

Duties: Officer-in-charge of a large substation installation depot (Central Exchange).

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

Apply: W2

Cable Assigner \$6710, Fourth Division, Metropolitan Operations No. 8 Section, Newtown

Duties: Cable allocation, recording and associated duties.

Apply: W2

Planning and Programming Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Transmission and Lines Planning (Metropolitan) Section, Sydney

Duties: No. 25—Provide general clerical assistance to the Sectional Clerk.

Apply: W2

Regional Operations Branch

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

Duties: No. 269—Provide relief clerical assistance within the Regional Operations Branch.

Apply: W2

Clerk \$8187-8942 (Class 5), Third Division, Radio Section, Sydney

Duties: No. 240—Sectional Administrative Officer. Responsible for the non-professional executive and administrative management of the Section.

Qualifications: Sound administrative ability and a good knowledge of Engineering Division practices and procedures desirable.

Apply: W2

Line Inspector \$8694-9193, Fourth Division, Monaro Section, Queanbeyan

Duties: Line Inspector (Service).

Qualifications: Sound knowledge of external plant installation and maintenance practices desirable.

Apply: W2

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

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

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

In lieu of notification appearing in *Gazette* No. 59 of 18.7.74. Previous applicants will be considered and need not re-apply.

Apply: W2

Lines Supervisor, Grade 1 \$6710, Fourth Division, Newcastle Section, Belmont

Duties: Party leader in charge of cable and conduit gang engaged on maintenance and installation of external plant.

Qualifications: Cable jointing qualifications and ability to control and direct staff desirable.

Apply: W2

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

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

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

In lieu of notification in *Gazette* No. 55 of 4.7.74. Previous applicants should re-apply if still interested in the position.

Apply: W2

Lines Supervisor, Grade 3 \$8033, Fourth Division, Riverina Section, Lockhart

Duties: Area supervision.

Apply: W2

Lines Supervisor, Grade 3 \$8033, Fourth Division, Western Section, Lithgow.

Duties: Area Supervision.

Apply: W2

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

Duties: Party leader. In charge of a conduit gang.

Apply: W2

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

Cable Assigner \$6710, Fourth Division, Wollongong Section (two positions), Wollongong.

Duties above two positions: Under general supervision assign cable pairs for telecommunication services and prepare and maintain associated records.

Qualifications above two positions: Applicants should be qualified cable joiner.

Apply: W2

Support Services Branch

Plant Inspector \$8237-8591, Fourth Division, Automotive Plant Section, Lidcombe

Duties: No. 25—Technical inspection in the field of mechanical aids. Prepare reports and instruct operators.

Qualifications: Applicants should be qualified motor mechanic with extensive knowledge of mechanical aids.

Apply: W2

*Apprentice \$2927-5554, Fourth Division (several positions), Sydney

Appointments will be made in the following designations: Carpenter and Joiner, Electrical Fitter and Mechanic, Electroplater, Fitter and Turner, French Polisher, Locksmith, Motor Mechanic, Painter, Panel Beater, Plant Mechanic, Refrigeration Mechanic, Sheet Metal Worker, Signwriter, Upholsterer, Welder, Wood Machinist. Appointments will also be made in the designation of Apprentice Plumber \$2956-5610.

Eligibility: Full-time Apprenticeships: Persons aged under 19 years at 31.12.74.

Short-term: Persons aged under 21 years at 31.12.74 for apprenticeship as Electrical Fitter and Mechanic, Fitter and Turner and Motor Mechanic.

Applicants for short-term apprenticeships must have a minimum educational standard of the School Certificate with passes at Credit level in Mathematics and a Science subject, or have practical experience in the trade concerned.

Applications should be made on the special form available at official Post Offices or the Examinations Officer, Personnel and Industrial Relations Branch, G.P.O., Sydney, New South Wales 2001.

Note: The conditions governing the recruitment and training of Apprentices were notified on page 92 in *Gazette* No. 25 A of 22.3.74.

Apply: W2

Postal Services Division, Mail Exchange Branch

Senior Training Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Administrative Section, Branch Services Sub-section, Redfern

Duties: No. 476—Branch Training Officer. Determine branch training needs for both manual and coding areas. Develop training programmes to suit these needs. Oversight all branch training programmes. Construct and conduct training courses covering new, specialised and more difficult topics.

Qualifications: A knowledge of Mail Exchange Branch procedures whilst not essential would be of advantage.

Apply: W2

Post Offices Branch

Postmaster, Grade 4 \$9542-10296, Third Division, Bowral

Quarters—Six rooms (three bedrooms)

Apply: W2

Senior Postal Clerk, Grade 3 \$8396-9256, Third Division, Blacktown

Note: The above two 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.

Qualifications above two 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, Sydney

Duties: No. 20—Service Officer. Responsible to the Senior Service Officer Works and Equipment for the analysis, co-ordination and inclusion in the Engineering works programmes of country Telecommunications Divisional needs for sites, buildings and equipment requirements.

Qualifications: Knowledge of manual telephone and telegraph operating equipment and accommodation needs is desirable.

Apply: W2

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Central and Head Office Section, Canberra District Telephone Office Sub-section, Canberra

Duties: No. 427—File and collect telegrams and endorse appropriate Tress routing code on telegrams for onward transmission, decode coded address on telegrams.

Apply: W2

Metropolitan Region, Sales Branch

Clerk \$7180-7935 (Class 4), Third Division, Contracts Section, Group 18, Bondi Junction

Duties: No. 420—Second-in-Charge, District Telephone Sales Office.

Qualifications: Thorough knowledge of Sales Branch procedures and Telephone Regulations desirable.

Apply: W2

Clerk \$9194-9869 (Class 6), Third Division, Telegraph and Data Facilities Section, Sydney

Duties: No. 464—Responsible to the Assistant Superintendent, Telegraph and Data Facilities Section for supervision and control of the Data Facilities Sub-section.

Apply: W2

Service Branch

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Chief Telegraph Office Section (two positions), Sydney

Duties: No. 200—Copy and set up staff rosters for various Sections of the Chief Telegraph Office and prepare daily staff sheets.

No. 211—Prepare weekly supplementary rosters, Sunday duty sheets, higher duty and overtime schedules and provide general clerical assistance to Traffic Officer, Circulation Sub-section.

Apply: W2

Finance and Accounting Branch

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

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

Qualifications: Accountancy and/or other qualifications desirable and should be stated.

Apply: W2

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

Duties: No. 9—Provide relief in the Post Offices Accounting Section.

Apply: W2

Clerk \$8187-8942 (Class 5), Third Division, Finance Section, Sydney

Duties: No. 149—Officer-in-Charge, Services and Vouchers Group.

Apply: W2

Clerk \$7180-7935 (Class 4), Third Division, Finance Section, Sydney

Duties: No. 77—Team Leader—Staff Pay Groups.

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

Duties:

No. 116—Accounting duties associated with commercial Ledgers.

Nos 33 and 50—Salary and Allowances Checker.

No. 66—Bank Accounts Clerk, Staff pay groups.

No. 238—Wages and Allowances Checker.

No. 297—Examine computer reconciliation reports.

Apply: W2

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

Duties: No. 156—Accounting duties associated with the uncertified accounts system.

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

Duties: No. 284—Assist with the preparation of salary and wages pay sheets.

Accounting Machinist, Grade 2 \$5398, Fourth Division, Finance Section

Duties: No. 189—Accounting Machining Duties associated with draft pay sheets.

Qualifications: Applicants should have passed the prescribed test.

Apply: W2

Clerk \$7180-7935 (Class 4), Third Division, Post Offices Accounting Section, Sydney

Duties: No. 43—Senior Remittance Officer.

Apply: W2

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Post Offices Accounting Section (two positions), Sydney

Duties:

No. 337—Assist with the dispatch of Philatelic Stocks.

No. 214—Search records for Licences held.

Apply: W2

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Revenue Section (two positions), Sydney

Duties:

No. 353—Officer-in-charge Overseas Calls Group.

No. 576—Crediting Officer, Closing Accounts.

Apply: W2

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Revenue Section (twelve positions), Sydney

Duties:

No. 74—Accounting duties associated with Payments Distribution.

No. 170—Perform triennial check of telephone accounts records.

Nos 222, 580—Pro-rata rental computer.

No. 376—Receive ADP payment media and arrange input to computer.

No. 564—Verifying Officer.

No. 586—Check ledger cards for concession services.

No. 587—Refund Dispatch Assistant.

Nos. 588, 595—Pensions Inquiry Assistant.

No. 589—Debit Dispatch Assistant.

No. 620—Assist international accounting of overseas calls.

Apply: W2

Personnel and Industrial Relations Branch

Clerk \$8187-8942 (Class 5), Third Division, Establishments and Management Advisory Services Section, Work Study Sub-section (two positions), Milsons Point

Duties: Nos 3, 4—Assist in clerical work study reviews.

Qualifications above two positions—Training in clerical work measurement will be provided.

Apply: W2

VICTORIA

Engineering Division, Buildings Branch

Senior Technical Officer (Buildings), Grade 3 \$11360-11661, Third or Fourth Division, Melbourne

Duties: No. 34—As Project Officer or Team Leader, undertake functional planning and formulation of design briefs; liaise with Department of Housing and Construction during design documentation and construction phases for departmental buildings of a more complex nature.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Extensive experience appropriate to the duties desirable.

Apply: W3

Metropolitan Operations Branch

Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Third or Fourth Division, City Operations Section, Port Melbourne

Duties: Officer in charge of 6000 line exchange comprising step by step and crossbar equipment.

Apply: W3

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

Telecommunications Technical Officer, Grade 2 \$8929-9443, Third or Fourth Division, Metropolitan Operations No. 7 (South) Section, Brighton

Duties: Under the control of the Officer in charge, Brighton Fault Despatch Centre, supervise staff employed on maintenance sub-station equipment. Carry out special inspections and investigations as required.

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

Apply: W3

Lines Supervisor, Grade 3 \$8033, Fourth Division, Metropolitan Operations No. 1 (West) Section, Maidstone

Apply: W3

Lines Supervisor, Grade 3 \$8033, Fourth Division, Metropolitan Operations No. 3 (North) Section (two positions), Collingwood and Thomastown

Duties above three positions: Area Supervisor.

Apply: W3

Lines Supervisor, Grade 3 \$8033, Fourth Division, Metropolitan Operations No. 7 (South) Section, Cheltenham

Duties: Estimating Supervisor.

Apply: W3

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Metropolitan Operations No. 5 (East) Section, Jordanville

Duties: No. 261—Clerical assistance to the Senior Telecommunications Technical Officer in charge of the telephone exchange.

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

Apply: W3

Regional Operations Branch

Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Third or Fourth Division, North West Section, Bendigo

Duties: Officer in charge of the Fault Despatch Centre, Bendigo.

Apply: W3

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

Duties: Field investigation of the more complex problems relating to transmission equipment throughout the State. Provide specialist assistance to Station staff.

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

Apply: W3

Lines Supervisor, Grade 3 \$8033, Fourth Division, North Eastern Section, Shepparton

Duties: Area Supervisor.

Apply: W3

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

Duties: No. 14—Works Officer.

Apply: W3

Clerk \$6052-6929 (Class 2/3), Third Division, South East Central Section, Croydon

Duties: No. 29—Assistant Personnel Officer.

Apply: W3

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Non-exchange Services Co-ordination Section, Melbourne

Duties: No. 86—Provide and maintain priority lists for non-exchange service applications.

Apply: W3

Accounting Machinist, Grade 2 \$5398, Fourth Division, South Western Section, Hamilton

Duties: No. 151—Posting of Engineering abstracts.

Qualifications: Completion of prescribed test.

Apply: W3

Support Services Branch

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

Duties: No. 378—Supervise Materials Sub-section. Carry out reviews in store layouts, handling methods and stock replenishment of stores in the Workshops.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Experience in provisioning desirable.

Apply: W3

Post Offices Branch

Postmaster, Grade 4 \$9542-10296, Third Division, Ararat

Quarters: Six rooms, three bedrooms.

Apply: W3

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

Quarters: Four rooms, two bedrooms.

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 \$6052-6929 (Class 2/3), Third Division, District Telephone Office, Dandenong

Duties: No. 113—Staff Clerk.

Apply: W3

Metropolitan Region, Sales Branch

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

Duties: No. 193—Second in charge of a District Sales Office.

Qualifications: A thorough knowledge of telephone facilities and Contracts Section procedures desirable. Supervisory experience should be stated.

Apply: W3

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

Duties: No. 146—Sales promotion work and advise customers regarding telephone facilities. Prepare quotations, agreements and other documents covering the alteration to, or provision of telephone services.

Qualifications: Applicants should indicate the extent of their experience in Telecommunications matters.

Apply: W3

Finance and Accounting Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Post Offices Accounting Section, Melbourne

Duties: No. 92—Check and balance paid Postal Orders.

Apply: W3

QUEENSLAND

Engineering Division, Buildings Branch

*Engineer, Class 2 \$9903-11046, Third Division, Engineering Services Section, Brisbane

Duties: No. 984—The preparation of design briefs for the engineering services required in Departmental major buildings.

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 electrical power industry desirable.

Apply: W4

SOUTH AUSTRALIA

Engineering Division, Country Branch

Lines Supervisor, Grade 2 \$7312, Fourth Division, Southern Section, Mount Gambier

Duties: Pole Inspections.

Apply: W5

Metropolitan Operations Branch

Engineer, Class 5 \$15310-16292, Third Division, Adelaide

Duties: No. 1701—Responsible to the Assistant Director for the efficient operation of the Branch.

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

Apply: W5

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Adelaide

Duties: No. 878—Control and direct the activities of the Building Cabling and Subscribers Special Facilities Group.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Ability to consult with and advise architects, consulting engineers etc. regarding telecommunications facilities in major building projects desirable.

Apply: W5

Regional Operations Branch

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Telegraphs and Data Section, Adelaide

Duties: No. 305—In charge of a small technical group responsible to the Engineer, Class 3 (NEX Co-ordinator) for co-ordination of the provision of Non-Exchange (NEX) Services and the equalisation/amplification of circuits that require conditioning to meet the customers' requirements.

Apply: W5

Technical Officer (Engineering), Grade 2 \$8929-9443, Third or Fourth Division, Telegraphs and Data Section, Adelaide

Duties: No. 306—Assist the Senior Technical Officer (Engineering) Grade 1 in the activities of the NEX Co-ordination Group and in particular design and document the detailed circuit configuration to meet customer needs.

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

Apply: W5

Telecommunications Division, Metropolitan Region, Sales Branch

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

Duties: No. 44—Advise subscribers and new applicants concerning provision of telephone facilities; and process applications.

Apply: W5

NORTHERN TERRITORY

Engineering Division, Country Branch

Master of Launch \$4987-5258, Fourth Division, Northern Territory Section, Cox Peninsula

Duties: No. 909—Take charge of manoeuvres and navigate Departmental launch, carry out maintenance and effect overhaul of launch, ensure loading and unloading is conducted with full regard to safety regulations, maintain Marine Terminal facilities.

Qualifications: A pass in Darwin Port Authority Test and a Marine Engine Drivers Certificate desirable.

District allowance: Grade IV

Taxation Allowance: Zone A.

Accommodation: Hostel accommodation is available to officers for approximately \$28.95 per week. A small refrigerator may be installed for an additional \$0.70 per week. A Department of the Northern Territory house or flat may become available to a married officer after a waiting period of 11 months. However, the temporary rental of a house or flat shortly after arrival can usually be arranged pending allocation of a Department of the Northern Territory house or flat. A flat will not normally be offered to an officer with children. Allocation of either a house or flat is at the discretion of the Department of the Northern Territory. Refusal of the accommodation will lead to the removal of an applicant's name from the housing lists and termination of any living allowance (other than District Allowance) paid by the Department. Rental charges will be based on the lesser of 10% of minimum salary or upon economic rental, subject to a limit of \$25 per week. In addition, occupants will be required to pay for sewerage, garbage and water services. The present charges are \$35, 32.76 and \$33 per annum respectively.

Apply: W5

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

WESTERN AUSTRALIA

Engineering Division, Construction Branch

Lineman, Grade 2 \$5990-6167, Fourth Division,
Primary Works Section, Parry Street, Perth

Duties: Hauling and jointing large size cables.

Apply: W6

Country Branch

Lines Supervisor, Grade 3 \$8033, Fourth Division,
South West and Great Southern Section, Wagin

Duties: Area Supervisor.

Apply: W6

Postal Services Division, Post Offices Branch

Inspector \$9194-9869 (Class 6), Third Division, Head
Office, Perth

Qualifications: Sound knowledge of Post Offices
Branch Practices and Procedures desirable.

Apply: W6

Postal Clerk \$4827-5989, Fourth Division, Kalgoorlie

Duties: Relief.

Qualifications: Applicants must be qualified in
accordance with conditions prescribed in *Gazette*
(No. 25 A of 22.3.74).

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

Apply: W6

TASMANIA

Engineering Division

Clerical Assistant, Grade 4 \$5636-5930, Fourth Divi-
sion, Administration Section, Hobart

Duties: No. 7—Maintain continuous statistical
record of Establishment and check regularly with
Personnel and Industrial Relations Branch. Prepare
staff statistical returns and any associated returns.
Deal with all aspects pertaining to temporary
vacancies

Qualifications: Knowledge of Engineering practices
and procedures

Apply: W7

Draftsman, Grade 2 \$8929-9443, Third or Fourth
Division, Support Services Section, Hobart

Duties: No. 36—Design and drafting work in the
Cable and Conduit group.

Apply: W7

Draftsman, Grade 2 \$8929-9443, Third or Fourth
Division, Support Services Section, Hobart

Duties: No. 77—Design and drafting work in the
Mechanical Structural and Miscellaneous group

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

Apply: W7

Technical Instructor, Grade 2 \$8130-8644, Fourth
Division, Support Services Section, Hobart

Duties: Responsible to a Senior Technical Instruc-
tor, Grade 1, for the preparation and imparting of
theoretical and practical instruction and perform-
ance of associated field work and extra-curricular
duties

Qualifications: 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

Apply: W7

Telecommunications Technical Officer, Grade 1
\$6957-7895, Fourth Division, Support Services sec-
tion, Hobart

Duties: Provide technical assistance on non-
instructional basis to the Technical Instructors at
the Technical Training Centre.

Qualifications: An approved technical college
certificate or other approved qualifications and a
sound knowledge of telecommunication equipment.
Unqualified officers may apply but if selected
would be required to pass an eligibility test before
promotion could be confirmed

Apply: W7

Lines Supervisor, Grade 2 \$7312, Fourth Division,
Northern Operations Section, Currie K.I.

Duties: Responsible for the provision and main-
tenance of Line Plant within the Currie Lines Dis-
trict

Qualifications: Applicants must be qualified Line-
men, Grade 2 and Cable Joiners possessing a
good knowledge of and extensive experience in
External Plant work both aerial and underground.
They should also have a sound knowledge of
works procedure and cost accounts instructions,
particularly in respect to telephone orders and
work authorities and should possess a current
driver's licence

Accommodation: Departmental residence available.

Apply: W7

**DEPARTMENT OF THE PRIME MINISTER
AND CABINET**

CENTRAL OFFICE

Projects Division

Clerk \$9194-9869 (Class 6), Third Division, Corres-
pondence and Information Unit, Canberra

Duties: No. 661—Prepare ministerial and other
correspondence. Secure information and maintain
records on price movements. Analysis of, and pre-
paration of, briefing material on price movements
and other related matters.

Qualifications: Tertiary qualifications in eco-
nomics or related discipline and relevant experience
desirable.

Apply: Y1

Welfare Division, Community Affairs Branch

Clerk \$11383-11886 (Class 8), Third Division, Can-
berra

Duties: No. 324—Prepare and/or draft submis-
sions and briefs for the Prime Minister and the
Secretary and prepare and/or draft the more im-
portant correspondence within fields of functions
of the Branch, as directed.

Qualifications: Tertiary qualifications desirable.

Apply: Y1

Government Division, Government Branch

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

Duties: No. 529—Assist with the preparation of submissions and briefs for the Prime Minister and the Secretary and deal with correspondence on the functions of the Branch, as directed.

Qualifications: Tertiary qualifications desirable.

Apply: Y1

Economic Division, Domestic Economic Policy Branch

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

Duties: No. 520—Examine and draft material for submissions and briefs and prepare correspondence. Undertake minor research, as directed.

Apply: Y1

Operations Division, Services Branch

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

Duties: No. 239—Officer in charge, Classified Registry.

Qualifications: Extensive registry experience desirable.

Apply: Y1

Clerk \$7180-7935 (Class 4), Third Division, Information Services Sub-section, Canberra

Duties: No. 230—Examine cables and determine distribution to Branches and Sections.

Qualifications: Knowledge of organisation and functions of the Department desirable.

Apply: Y1

THE OFFICE OF THE PUBLIC SERVICE BOARD

CENTRAL OFFICE

Management Consultancy Division, External Consultancy Techniques Branch

Senior Inspector \$14401-14904 Class 11, Third Division, Canberra

Duties: No. 620—Undertake, direct or participate in special studies and reviews directed towards improving efficiency and economy in the operations and management of Australian Government organisations; assist in achieving application of sound operational and management systems and techniques in such organisations.

Qualifications: Proven analytical ability and experience in management and systems review functions desirable. Tertiary qualifications desirable.

Apply: Y4

The Secretary's Division, Research and Information Branch

*Assistant Commissioner \$17776, Second Division, Canberra

Duties: No. 306—Plan and direct the work of the Branch. Develop and advise on policies associated with the functions of the Branch.

Qualifications: Administrative ability of a high order, together with relevant academic qualifications and research and administrative skills, desirable.

Apply: Y4

VICTORIA

**Office of the Prices Justification Tribunal,
Secretary's Branch**

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Melbourne

Duties: Collect, index and house information of use to the Branch. File papers relating to meetings of the Tribunal and provide services required by members of meetings.

Apply: Y24

**DEPARTMENT OF REPATRIATION
AND COMPENSATION**

CENTRAL OFFICE

Treatment Services Division, Institutions Branch

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

Duties: No. 22—Analyse statistical and costing data relating to the institutions, highlight trends and recommend corrective action. Assist the Pharmaceutical Services Section with administrative procedures relating to drug testing.

Qualifications: Experience relevant to the duties desirable.

Apply: Z1

NEW SOUTH WALES

Branch Office

*Specialist (Vascular Surgery) \$16226-21958, Third Division, Medical Section, Concord

Duties: NP—Perform professional specialist work in the field of vascular surgery. Provide expert opinions on assessment and attributability and in case management. Teach within the confines of the specialty. Be responsible for length of stay and quality of clinical records within the specialty.

Qualifications: Medical practitioner eligible for registration in Australia, together with appropriate post-graduate qualifications.

Apply: Z2

*Specialist (Radiology) \$16226-21958, Third Division, Medical Section, Concord

Duties: No. 226—Responsible for diagnostic radiological examinations and investigations at Repatriation General Hospital, Concord.

Qualifications: Medical practitioner eligible for registration in Australia, together with appropriate qualifications within the specialty.

Apply: Z2

*Specialist (Neurology) \$16226-21958, Third Division, Medical Section, Concord

Duties: NP—Perform professional specialist work in the field of Neurology. Provide expert opinions on assessment and attributability and in case management. Teach within the confines of the specialty of Neurology. Be responsible for the length of stay and quality of clinical records within the specialty.

Qualifications: Medical practitioner eligible for registration in Australia, together with appropriate postgraduate qualifications.

Apply: Z2

**DEPARTMENT OF REPATRIATION AND
COMPENSATION—continued**

*Specialist (Haematology) \$16226-21958, Third Division, Medical Section, Concord

Duties: No. 154—Provide advice in regard to the medical administration within the specialty of haematology. Undertake diagnosis, assessment and treatment of cases and provide opinions regarding attributability as required.

Qualifications: Medical practitioner eligible for registration within Australia, together with appropriate higher qualifications in the specialty.

Apply: Z2

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

Duties: No. 152—Control and allocate work to staff engaged in the locating of files within Entitlement Section, and the linking of correspondence to files. Carry out special searches and liaise with Entitlement officers to negotiate the release of files. Deputise for and assist the Entitlement Control Point Supervisor.

Apply: Z2

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

Duties: No. 12—Oversight new file registrations and assist in the raising of files, raise query files and temporary files for interstate transfers, etc.

Note Central Card Index where funeral benefits sub-files raised.

Apply: Z2

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

Duties: No. 212—Carry out the more difficult file searching and attachment of papers to files within Treatment Section Control Point.

Qualifications above three positions: Knowledge of appropriate Registry procedures desirable.

Apply: Z2

*Specialist \$16226-21958, Third Division, Medical Section, Sydney

Duties: No. 169—Perform specialised work in the field of Renal and Metabolic Diseases. Provide expert opinions on case management and teach within the confines of the specialty. Be responsible for length of stay and quality of clinical records within the specialty.

Qualifications: Medical practitioner eligible for registration within Australia, together with appropriate postgraduate qualifications and considerable postgraduate experience in Renal and Metabolic Diseases desirable.

Apply: Z2

*Specialist (Psychiatry) \$16226-21958, Third Division, Medical Section, Sydney

Duties: No. 66—Perform professional specialist work in the field of Psychiatry. Provide expert opinions on assessment and attributability and in case management. Teach within the confines of the specialty of Psychiatry. Be responsible for the length of stay and quality of clinical records within the specialty.

Qualifications: Medical Practitioner eligible for registration in Australia, together with appropriate post graduate qualifications.

Apply: Z2

Lady Davidson Hospital

Occupational Therapist, Class \$2 \$8987-9876, Third Division, Turramurra, Sydney

Duties: No. 215—Direct occupational therapy treatment at the hospital. This includes planning and advising on work requirements, allocating work and staff, liaison with other patient treatment areas, and ensuring that equipment and facilities are properly used and maintained. Deputise for Occupational Therapist, Class 3.

Qualifications: An appropriate degree or diploma in Occupational Therapy, or equivalent qualification.

Apply: Z2

VICTORIA**Repatriation General Hospital**

Matron, Grade 1 \$8850, Fourth Division, Nursing Services Section, Heidelberg

Duties: No. 611—Supervise nursing staff in wards and special departments. Inspect and report on patient care, ward records, equipment, linen, drugs, etc.

Qualifications: Postgraduate Nursing Administration Diploma desirable.

Apply: Z3

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Services, Heidelberg

Duties: No. 28—Maintain records and perform other clerical duties associated with the functions of the X-ray Department. Typing duties involved.

Apply: Z3

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administrative Services, Heidelberg

Duties: No. 38—Maintain records and perform other clerical duties associated with the functions of the Biochemistry Section. Typing duties involved.

Apply: Z3

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administrative Services Section, South Melbourne

Duties: No. 57—Provide a general secretarial service to the Deputy Medical Superintendent and Deputy Hospital Secretary.

Apply: Z3

SOUTH AUSTRALIA**Branch Office**

*Specialist \$16226-21958, Third Division, Medical Section, Daw Park

Duties: No. 5—Responsible for diagnostic radiological examinations and investigations at the Repatriation General Hospital, Daw Park.

Qualifications: Medical practitioner eligible for registration within Australia, together with appropriate postgraduate qualifications and experience.

Apply: Z5

WESTERN AUSTRALIA

*Specialist \$16226-21958, Third Division, Medical Section, Hollywood

Duties: No. 5—Responsible for diagnostic radiological examinations and investigations at the Repatriation General Hospital, Hollywood.

Qualifications: Medical practitioner eligible for registration within Australia, together with appropriate postgraduate qualifications and experience.

Apply: Z6

Repatriation General Hospital

*Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Technical Services, Hollywood

Duties: No. 68—Provide expert technical advice to the administration in the operation, care and day-to-day maintenance of electronic medical equipment. Assist with preparation of specifications and evaluation of tenders for proposed equipment.

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

Apply: Z6

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

Management Services Branch

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

Duties: No. 115—Arrange travel and accommodation bookings including those for overseas visits. Register movement requisitions, calculate and arrange payment of advances on travelling allowances, follow up acquittal of allowances.

Apply: AA1

BUREAU OF METEOROLOGY

NEW SOUTH WALES

Regional Office

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Facilities and Information Section, Sydney

Duties: Prepare weather bulletins and reports involving the use of codes, answer public inquiries on weather conditions. Operate teleprinter and other communications equipment.

Qualifications: Experience relevant to the duties desirable.

Note: Shift work is involved.

Apply: AA5

VICTORIA

Meteorology Research Centre

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

Duties: No. 54—Preparation of material associated with research projects. Checking and filing of meteorological data.

Qualifications: Possession of a driver's licence is desirable.

Apply: AA12

SOUTH AUSTRALIA

Regional Office

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Facilities and Information Section, Adelaide.

Duties: No. 46—Responsible for the operation of the Regional Office library including procurement of material, maintenance of file-index systems and distribution of accession lists and bibliographies.

Apply: AA8

DEPARTMENT OF SERVICES AND PROPERTY

VICTORIA

Survey and Drafting Section

Draftsman, Grade 1 \$7052-8694, Third or Fourth Division, Drafting Sub-Section, Melbourne

Duties: No. 44—Plot and draw survey and property plans from surveyors field notes and sketches including standard plan works. Make and check calculations.

Qualifications: An approved Technical College Certificate or other approved qualifications and requisite experience.

Apply: AC3

Accounts and Personnel Section

Accounting Machinist, Grade 2 \$5398, Fourth Division, Expenditure Sub-section, Melbourne

Duties: No. 79—Carry out all postings to the appropriation and rents receivable ledgers. Prepare Treasury Forms 22, 23 and 33. Balance ledgers.

Apply: AC3

QUEENSLAND

Property Branch

Clerk \$10204-10879 (Class 7), Third Division, Accommodation Section, Brisbane

Duties: No. 155—Undertake the more difficult projects concerning accommodation, construction and leasing. Negotiate on behalf of the Department. Prepare recommendations and submissions.

Qualifications: Investigation experience and knowledge of accommodation and construction requirements and practices an advantage.

Apply: AC4

NORTHERN TERRITORY

Survey Branch

Land Surveyor, Class 2 \$11469-12957, Third Division, Survey Section, Darwin

Duties: No. 2033—Plan, allocate and direct the work of a group of survey parties engaged on Real Property, topographic and engineering surveys. Supervise and check the work of private consultant surveyors.

Qualifications: Licensed or registered to practice as a Surveyor in Australia or New Zealand, ability to supervise staff and experience relative to the duties.

Apply: AC8

AUSTRALIAN ELECTORAL OFFICE

AUSTRALIAN CAPITAL TERRITORY

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

Duties: No. 25—Undertake research and investigations into electoral policy and procedural matters and prepare associated reports and submissions.

Qualifications: Completion or partial completion of a University Degree with a major in Political Science desirable. Aptitude for research work and appropriate experience.

Apply: AC9

DEPARTMENT OF SERVICES AND PROPERTY—continued**VICTORIA**

Divisional Returning Officer \$9194-9869 (Class 6), Third Division, Divisional Staff, South Melbourne

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.

Allowances: Joint Rolls Allowance \$300 per annum. Legislative Council Allowance \$50 per annum.

Apply: AC11

Clerk \$6052-6926 (Class 2/4), Third Division, Divisional Staff, Caulfield North

Duties: No. 69—Assist in the maintenance of rolls and electoral work generally.

Allowances: Joint Rolls Allowance \$180 per annum and Legislative Council Rolls Allowance \$30 per annum.

Apply: AC11

DEPARTMENT OF SOCIAL SECURITY**NEW SOUTH WALES****Regional Offices**

Pensions Officer \$8187-8942, Class 5, Third Division, District Office, Taree

Duties: No. 2317—Take evidence from claimants for age, invalid, wives and widows pensions and supporting mothers benefit. Take all action necessary to investigate these claims and report and make recommendations.

Qualifications: A sound knowledge of the Social Services Act.

Apply: AD2

VICTORIA**Health Benefits and Services Branch**

Clerk \$6052-6929, (Class 2/3), Third Division, Insurance and Organisations Section, Insurance Sub-section, Melbourne

Duties: No. 1423—Prepare correspondence concerning the most common fees and benefits in the Medical Benefits Schedule and rules. Conduct investigations and prepare reports as required by Central Office on levels of observance of the most common fee. Answer queries as required.

Apply: D3

In lieu of notification appearing in *Gazette* No. 61 of 26.7.74.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE**AUSTRALIAN CAPITAL TERRITORY****Division No. 1, Ministerial and Management Services Branch**

Clerk \$8187-8942 (Class 5), Third Division, Establishments and Finance Section, Accounts Sub-section, Canberra

Duties: No. 266—Act as Departmental Certifying Officer and alternate Authorising Officer. Control the examination and registration of accounts.

Qualifications: Sound knowledge of the Audit Act and Treasury Regulations. Academic qualifications to be stated.

Apply: AE1

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

Duties: No. 45—Assist in the preparation, control and review of Departmental estimates of expenditure.

Qualifications: Sound knowledge of and experience in preparation of departmental estimates and financial control functions desirable. Academic qualifications should be stated.

Apply: AE1

Clerk \$7180-7935 (Class 4), Third Division, Establishments and Finance Section, Ministerial Services Sub-section, Canberra

Duties: No. 97—Co-ordinate all financial matters concerning Ministerial and Departmental travel abroad.

Qualifications—Sound knowledge of Public Service Act and Regulations, General Orders and Determinations Relating to Overseas Service. Academic qualifications to be stated.

Apply: AE1

Division No. 2—General Branch

Clerk \$12389-12890 (Class 9), Third Division, Grants Commission and Special Projects Section, Canberra

Duties: No. 308—Assist with the formulation of policy advice relating to the Grants Commission Act. Liaise with other Departments and with State and Local Government Authorities on the operations of the Grants Commission. Attend regional hearings, conduct field visits. Develop and conduct seminars etc., on equalisation grants to local government.

Qualifications: Experience with policy formulation. Capacity for liaison with external organisations and for arranging seminars, public meetings etc.

Apply: AE1

Division No. 3 Priorities Branch

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

Duties: No. 154—Co-ordinate and undertake analyses and investigations on longer term policy matters for the Priorities Review Staff.

Qualifications: Tertiary qualifications, preferably at honours level, together with considerable experience in policy analysis and advice desirable.

Apply: AE1

Grants Commission

Steno-Secretary, Grade 1 \$5547-5906, Fourth Division (Several positions), Canberra

Duties: Provide stenographic and secretarial services to Senior Officers of the Commission.

Qualifications: Shorthand of at least 100 words per minute.

Apply: AE1

Local Government Finance Branch

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

Duties: No. 141—Assist with the examination of papers. Prepare statistics and relevant data.

Qualifications: Aptitude for research work and tertiary qualifications would be an advantage.

Apply: AE1

Australian Exhibit Organisation

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

Duties: Assist in the preparation of detailed estimates and in the review of expenditure and commitments in respect of the Organisation's budget. Maintain liaison with Spokane office on accounting matters.

Note: The above position has a Section 50 restriction. Officers selected will temporarily be transferred for the duration of the Organisation.

Apply: AE1

DEPARTMENT OF TOURISM AND RECREATION

CENTRAL STAFF

Steno-secretary \$6382-6741 (Grade 1), Fourth Division, Canberra

Duties: No. 25—Secretarial services to a senior officer.

Qualifications: Shorthand, 100 words per minute.

Apply: AG1

DEPARTMENT OF TRANSPORT

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Management Services Branch

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

Duties: No. 19—Senior Stores Inspector. Responsible for compilation and maintenance of Register of Fixed Assets and other records associated with stock levels. Perform stock take and stores inspection of Central Office and periodical inspection of Regional stocktaking activities.

Qualifications: Experience in general supply activities and sound knowledge of stores accounting and stocktaking requirements desirable.

Apply: AH8

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Accounting and Supply Division, Accounting Policy Branch

Assistant Investigation Officer \$6052-6929 (Class 2/3), Third Division, Legislation and General Section, Canberra

Duties: No. 23—Examine proposals regarding bank accounts and appointments under the Audit Act and Treasury Regulations and prepare related submissions and correspondence.

Apply: A11

Overseas Economic Relations Division, International Relations Branch

Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Aid and Development Section, Canberra

Duties: No. 21—Undertake or assist in the research and investigation work of the Section dealing with Australia's external economic aid programmes.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours level, or other approved qualifications.

Apply: A11

Transport and Industry Division, Manufacturing, Mining and Power Branch

Finance Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Mining and Power Section, Canberra

Duties: No. 47—Assist as directed in the investigation of proposals to encourage or facilitate mineral processing, including uranium enrichment in Australia.

Qualifications: Appropriate university degree desirable.

Apply: A11

COMMONWEALTH SUB-TREASURY

NEW SOUTH WALES

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Paymaster and Receiver Section, Sydney

Duties: No. 31—As a member of a Treasury Regulation 109 checking team, verify cheque issue details against source documents and refer discrepancies for corrective action; cancel paid claims and spoilt cheques.

Apply: A12

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Paymaster and Receiver Section, Sydney

Duties: No. 18—Operate cheque signing/bursting equipment.

Apply: A12

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Paymaster and Receiver Section, Sydney

Duties: No. 69—Sort and match Cash Sheets with relevant Forms 22A/22A(ADP) and amend Cash Sheets as required.

Apply: A12

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

Duties: No. 68—Responsible for the receipt, registration and control of batches of expenditure vouchers, etc., lodged by departments for processing.

Apply: A12

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

Duties: No. 131—Provide relief in Sub-Treasury positions as required.

Apply: A12

AUSTRALIAN BUREAU OF STATISTICS

AUSTRALIAN CAPITAL TERRITORY

Development and Co-ordination Division, Statistical Standards and Methodology Branch

Supervisor \$12389-12890 (Class 9), Methodology Section, Mathematical Research Sub-section, Canberra

Duties: No. 2—Undertake and supervise research into statistical theory, particularly in the fields of Time Series Analysis and Sample Survey Design and Analysis.

Qualifications: A degree preferably at Honours level in mathematical statistics or a related field, together with extensive research experience.

Apply: A110

DEPARTMENT OF THE TREASURY—continued**Sampling, Special Surveys and Consultation Branch**

Assistant Supervisor \$11383-11886 (Class 8), Third Division, Sampling Section, Design and Analysis Sub-section, Canberra

Duties: No. 17—Assist in the supervision of the work of the sub-section. Co-ordinate the provision of sampling and related services to the different areas of the Bureau. Undertake research related to problems of sample design.

Qualifications: University degree with Majors in mathematical or Economical Statistics or Mathematics desirable, preferably at Honours level; extensive statistical research experience.

Apply: AI10

Senior Research Officer, Grade 2 \$10204-10879 (Class 7), Third Division, Sampling Section, Special Surveys Sub-section, Canberra

Duties: No. 12—Develop the more complex aspects of survey designs and specify appropriate listing procedures. Assist in the analysis and interpretation of survey results.

Qualifications: Appropriate university degree, preferably at Honours level; considerable statistical experience.

Apply: AI10

Senior Research Officer, Grade 2 \$10204-10879, Third Division, Sampling Section, Design and Analysis Sub-section, Canberra

Duties: No. 18—Develop sampling specifications and undertake related work for complex sampling and allied projects. Collaborate with other sections of the Bureau in implementing sample surveys.

Qualifications: University degree with majors in mathematical or economic statistics or mathematics desirable, preferably at Honours level; considerable statistical research experience.

Apply: AI10

Senior Research Officer, Grade 2 \$10204-10879 (Class 7), Third Division, Special Projects Section, Analysis and Operations Sub-section, Canberra

Duties: No. 427—Lead a team engaged in the seasonal analysis and associated treatment of time series. Undertake analysis of more complex series.

Qualifications: Appropriate university degree, preferably with some mathematical/statistical background. Familiarity with project management.

Apply: AI10

Senior Research Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Development and Special Projects Section, Investigation Sub-section, Canberra

Duties: No. 5—Assist in the treatment of specific problems encountered in seasonal analysis and undertake specific research projects in the field of forecasting and associated analysis of time series.

Qualifications: Appropriate university degree including mathematical/statistical capabilities, preferably with some economics. Experience in statistical research projects.

Apply: AI10

Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Sampling Section, Consultation and Development Sub-section, Canberra

Duties: No. 31—Assist in investigations into problems of sample design and statistical and mathematical techniques generally applicable to the collection, processing and analysis of data.

Qualifications: Appropriate university degree in Mathematical or Economic statistics together with some statistical experience.

Apply: AI10

Economic Censuses and Surveys Division, Secondary Production Classification and Integration Branch

Senior Compiler \$10204-10878 (Class 7), Third Division, Manufacturing and Mining Section, Mining Sub-section, Canberra

Duties: No. 38—Direct and control the work of staff engaged in the publication of mining industry statistics. Assist in the review and development of statistics, including processing systems.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

Apply: AI10

Management Services Branch, Personnel Management Section

Assistant Inspector \$9194-9869 (Class 6), Third Division, Personnel Sub-section, Canberra

Duties: No. 7—Conduct and supervise recruitment and selection activities both from inside and outside the Public Service and also from Overseas. Prepare recommendations to the Public Service Board for outside appointments. Arrange campus interviews with University Appointment Board and take necessary follow-up action.

Qualifications: Considerable knowledge of the Public Service Act, Regulations and General Orders desirable.

Apply: AI10

Management Services Branch, Finance and General Services Section

Clerical Assistant, Grade 8 \$7854-8102, Fourth Division, General Services Sub-section, Canberra

Duties: No. 193—Officer in charge of Central Registry.

Qualifications: Extensive Registry experience and sound knowledge of Bureau functions and activities desirable.

Apply: AI10

Computer Service Centre, Operations, Techniques and Training Branch

Senior Computer Operator, Grade 1 \$6748-6949, Fourth Division, Hardware Systems and Operations Section (several positions), Canberra

Duties: In charge of the operation of a large scale serial processing Control Data 3600 computer.

Qualifications: Relevant experience. Ability to supervise and direct staff desirable.

Note: Shift work is involved.

Apply: AI10

VICTORIA**Administrative Branch**

Accounting Machinist, Grade 2 \$5398, Fourth Division, Office Services Section, Accounting Machines Sub-section, Melbourne

Duties: No. 32—Undertake special machine work and calculations demanding a high degree of accuracy.

Qualifications: Applicants must have passed the prescribed test.

Apply: AI12

QUEENSLAND

**Population and Employment Branch, Demography
and Social Section**

Senior Compiler \$9194-9869 (Class 6), Third Division, Employment and Labour Sub-section, Brisbane

Duties: No. 6—Control the day to day work of the Sub-section to achieve the goals of quality and timeliness of statistics, and economy and effectiveness of operation.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

Apply: A113

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 1464r, Brisbane, Qld 4001
- G5 The Collector of Customs, P.O. Box 50, Port Adelaide, S.A. 5015
- G6 The Collector of Customs, G.P.O. Box A9, Perth, W.A. 6001
- G7 The Collector of Customs, G.P.O. Box 148a, Hobart, Tas. 7000
- G8 The Collector of Customs, P.O. Box 210, Darwin, N.T. 5794
- H1 The Secretary, Department of Defence, P.O. Box 33, Canberra, A.C.T. 2600
- H2 The Secretary, Department of Defence, 'A' Block, Victoria Barracks, St Kilda Road, Melbourne, Vic. 3004
- H3 Department of Defence, Area Finance Officer (Air), G.P.O. Box 4131, Sydney, N.S.W. 2001
- H4 The Chief Executive Officer (Air), Headquarters Support Command, R.A.A.F. Victoria Barracks, Melbourne, Vic. 3004
- H5 Department of Defence, Area Finance Officer (Air), P.O. Box 537, Fortitude Valley, Qld 4006
- H6 Department of Defence, Area Finance Officer (Air), London House, 214 St George's Terrace, Perth, W.A. 6000
- H7 Department of Defence, Regional Secretary (Army), N.S.W.
- H8 Department of Defence, Regional Secretary (Army), Vic.
- H9 Department of Defence, Regional Secretary (Army), Qld
- H10 Department of Defence, Regional Secretary (Army), S.A.
- H11 Department of Defence, Regional Secretary (Army), W.A.
- H12 Department of Defence, Regional Secretary (Army), Tas.
- H13 Force Secretary, Headquarters, P.N.G. Defence Force
- H14 Department of Defence, Deputy Assistant Secretary (Army Office) HQ ANZUK Support Group, Singapore
- H15 The Area Secretary, H.M.A. Naval Establishments, Garden Island, N.S.W. 2000
- H16 The Personnel Manager, H.M.A. Naval Dockyard, Garden Island, N.S.W. 2000
- H17 The Executive Officer, Victoria Administration, Department of Defence (Navy Office), Victoria Barracks, Melbourne, Vic. 3004
- H18 The Assistant Manager, H.M.A. Naval Dockyard, c/o Private Bag No. 4, P.O., Williamstown, Vic. 3016
- H19 The Civil Secretary and Accountant, Naval Staff Office, Edward Street, Brisbane, Qld 4000
- H20 The Civil Secretary and Accountant, Naval Staff Office, P.O. Box 58, Fremantle, W.A. 6160
- H21 The General Manager, H.M.A. Naval Dockyard, Nelson Place, Williamstown, Vic. 3016
- I1 The Secretary, Department of Education, P.O. Box 826, Woden, A.C.T. 2606
- I2 The Regional Director, Sydney Office, Department of Education, G.P.O. Box 3987, Sydney, N.S.W. 2001
- I3 The Regional Director, Melbourne Office, Department of Education, 450 St Kilda Road, Melbourne, Vic. 3000
- I4 The Regional Director, Brisbane Office, Department of Education, G.P.O. Box 5861, Brisbane, Qld 4001
- I5 The Regional Director, Adelaide Office, Department of Education, Red Cross House, 228 North Terrace, Adelaide, S.A. 5000
- I6 The Regional Director, Perth Office, Department of Education, P.O. Box 59, Nedlands, W.A. 6009
- I7 The Regional Director, Australian Department of Education, G.P.O. Box 1349-N, Hobart, Tas. 7001
- I8 The Director of Education, Department of Education, P.O. Box 4821, Darwin, N.T. 5794
- I9 The Secretary, Australian Universities Commission, Reserve Bank Building, London Circuit, Canberra City, A.C.T. 2601
- I10 The Secretary, Commission on Advanced Education, P.O. Box 1860, Canberra City, A.C.T. 2601
- J1 The Secretary, Department of the Environment and Conservation, P.O. Box 1937, Canberra City, A.C.T. 2601
- K1 The Director-General, Office of Australian Development Assistance Agency, P.O. Box 887, Canberra City, A.C.T. 2601
- K2 The Regional Director, Papua New Guinea Office, G.P.O. Box 4201, Sydney, N.S.W. 2001
- K3 The Registrar, International Training Institute, Middle Head Centre, Middle Head, Mosman, N.S.W. 2088
- K4 The Officer-in-charge, Australian Development Assistance Agency, P.O. Box 789, Fortitude Valley, Qld 4006
- L1 The Secretary, Department of Foreign Affairs, Canberra, A.C.T. 2600
- L2 The Regional Director, Department of Foreign Affairs, Flotta Lauro Building, 486 Bourke Street, Melbourne, Vic. 3000
- L3 The Regional Director, Department of Foreign Affairs, 18th Floor, Westfield Towers, 100 William Street, Sydney, N.S.W. 2001
- M1 The Director-General of Health, Department of Health, P.O. Box 100, Woden, A.C.T. 2606
- M2 The Director of Health, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- M3 The Director of Health, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- M4 The Director of Health, G.P.O. Box 567, Brisbane, Qld 4001
- M5 The Director of Health, G.P.O. Box 2219, Adelaide, S.A. 5001
- M6 The Director of Health, G.P.O. Box M970, Perth, W.A. 6001
- M7 The Director of Health, G.P.O. Box 919r, 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

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- 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 2246U, Elizabeth Street, Melbourne, Vic. 3001
- X4 Regional Executive Officer, Department of Agriculture, G.P.O. Box 778, Brisbane, Qld 4001
- X5 Regional Executive Officer, Department of Agriculture, G.P.O. Box 2166, Adelaide, S.A. 5001
- X6 Regional Executive Officer, Department of Agriculture, G.P.O. Box M957, Perth, W.A. 6001
- X7 Regional Executive Officer, Department of Agriculture, G.P.O. Box 573F, Hobart, Tas. 7001
- Y1 The Secretary, Department of the Prime Minister and Cabinet, Canberra, A.C.T. 2600
- Y2 The Executive Officer, Australian Council for the Arts, P.O. Box 302, North Sydney, N.S.W. 2060
- Y4 The Secretary, Public Service Board, Canberra, A.C.T. 2600
- Y5 The Public Service Inspector, P.O. Box 391, Canberra City, A.C.T. 2601 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 106A, Brisbane, Qld 4001
- Y20 The Chief Auditor, Auditor-General's Office, G.P.O. Box 837, Adelaide, S.A. 5001
- Y21 The Chief Auditor, Auditor-General's Office, G.P.O. Box L913, Perth, W.A. 6001
- Y22 The Chief Auditor, Auditor-General's Office, G.P.O. Box 415D, Hobart, Tas. 7001
- Y23 The Secretary, Office of the Industries Assistance Commission, P.O. Box 80, Canberra, A.C.T. 2600
- Y24 The Director, Office of the Prices Justification Tribunal, 10 Queens Road, Melbourne, Vic. 3004
- Z1 The Secretary, Repatriation and Compensation, Albe-Marle Building, Furzer Street, Phillip, A.C.T. 2606
- Z2 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 3994, Sydney, N.S.W. 2001
- Z3 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 87A, Melbourne, Vic. 3001
- Z4 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 651, Brisbane, Qld 4001
- Z5 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 1652, Adelaide, S.A. 5001
- Z6 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box F352, Perth, W.A. 6001
- Z7 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 481E, Hobart, Tas. 7001
- AA1 The Secretary, Department of Science, P.O. Box 449, Woden, A.C.T. 2606
- AA2 The Chairman, Metric Conversion Board, 18-24 Chandos Street, St Leonards, N.S.W. 2065
- AA3 The Director of Meteorology, Bureau of Meteorology, P.O. Box 1289K, Melbourne, Vic. 3001
- AA4 The Regional Director, Bureau of Meteorology, P.O. 797, Canberra City, A.C.T. 2601
- AA5 The Regional Director, Bureau of Meteorology, P.O. Box 413, Darlinghurst, N.S.W. 2010
- AA6 The Regional Director, Bureau of Meteorology, P.O. Box 1636M, Melbourne, Vic. 3001
- AA7 The Regional Director, Bureau of Meteorology, P.O. Box 413F, Brisbane, Qld 4001
- AA8 The Regional Director, Bureau of Meteorology, West Terrace, Adelaide, S.A. 5000

- AA9 The Regional Director, Bureau of Meteorology, 127 Wellington Street, Perth, W.A. 6000
- AA10 The Regional Director, Bureau of Meteorology, P.O. Box 727G, Hobart, Tas. 7001
- AA11 The Regional Director, Bureau of Meteorology, P.O. Box 948, Darwin, N.T. 5794
- AA12 The Officer in Charge, Meteorology Research Centre, G.P.O. Box 5089AA, Melbourne, Vic. 3001
- AA13 The Assistant Secretary, Ionospheric Prediction Service Division, Department of Science, P.O. Box 702, Darlinghurst, N.S.W. 2010
- AA14 The Commissioner, Patents Trade Marks and Designs Offices, Woden, A.C.T. 2606
- AA15 The Director, Antarctic Division, 568 St Kilda Road, Melbourne, Vic. 3004
- AA16 The Director, Regional Laboratories, Australian Government Analytical Laboratories, 344 Tapleys Hill Road, Seaton, S.A. 5023
- AB1 The Secretary, Department of Manufacturing Industry, Canberra, A.C.T. 2600
- AC1 The Secretary, Department of Services and Property, P.O. Box 1920, Canberra City, A.C.T. 2601
- AC2 The Chief Property Officer, Department of Services and Property, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- AC3 The Chief Property Officer, Department of Services and Property, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC4 The Chief Property Officer, Department of Services and Property, G.P.O. Box 920M, Brisbane, Qld 4001
- AC5 The Chief Property Officer, Department of Services and Property, G.P.O. Box 1263, Adelaide, S.A. 5001
- AC6 The Chief Property Officer, Department of Services and Property, G.P.O. Box P1233, Perth, W.A. 6001
- AC7 The Chief Property Officer, Department of Services and Property, G.P.O. Box 519e, Hobart, Tas. 7001
- AC8 The Chief Property Officer, Department of Services and Property, Darwin, N.T. 5790 (Airmail)
- AC9 The Chief Australian Electoral Officer, P.O. Box 291, Civic Square, A.C.T. 2608
- AC10 The Australian Electoral Officer for New South Wales, P.O. Box 694, Darlinghurst, N.S.W. 2010
- AC11 The Australian Electoral Officer for Victoria, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC12 The Australian Electoral Officer for Queensland, G.P.O. Box 2426, Brisbane, Qld 4001
- AC13 The Australian Electoral Officer for South Australia, G.P.O. Box 344c, Adelaide, S.A. 5001
- AC14 The Australian Electoral Officer for Western Australia, G.P.O. Box N1048, Perth, W.A. 6001
- AC15 The Australian Electoral Officer for Tasmania, G.P.O. Box 519, Hobart, Tas. 7000
- AD1 The Director-General, Department of Social Security, P.O. Box 1, Woden, A.C.T. 2606
- AD2 The Director, Department of Social Security, G.P.O. Box 4158, Sydney, N.S.W. 2001
- AD3 The Director, Department of Social Security, G.P.O. Box 1970, Melbourne, Vic. 3000
- 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 11, 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 1391a, Brisbane, Qld 4001
- AF5 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 2339, Adelaide, S.A. 5001
- AF6 The Regional Director, Department of Manufacturing Industry, G.P.O. Box P1237, Perth, W.A. 6001
- AF7 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 771h, Hobart, Tas. 7001
- AF8 The Chief Superintendent, Aeronautical Research Laboratories, G.P.O. Box 4331, Melbourne, Vic. 3001
- AF9 The Chief Superintendent, Defence Standards Laboratories, P.O. Box 50, Ascot Vale, Vic. 3032
- AF10 The Manager, Stores and Transport Branch, Private Bag No. 6, P.O. Ascot Vale, Vic. 3032
- AF11 The Manager, Australian Government (Clothing) Factory, P.O. Box 175, Coburg, Vic. 3058
- AF12 The Manager, Explosives Factory, Private Bag No. 2 P.O., Ascot Vale, Vic. 3032
- AF13 The Manager, Albion Explosives Factory, Private Bag No. 2 P.O., Sunshine, Vic. 3020
- AF14 The Manager, Explosives Factory, Private Bag No. 8 P.O., Yarrowonga, Vic. 3032
- AF15 The Manager, Ordnance Factory, Private Bag No. 1 P.O., Ascot Vale, Vic. 3032
- AF16 The Manager, Ordnance Factory, P.O. Box 147, Bendigo, Vic. 3550
- AF17 The Manager, Central Drawing Office, Private Bag No. 5 P.O., Ascot Vale, Vic. 3032
- AF18 The Manager, Ammunition Factory, Private Bag No. 1 P.O., Footscray, Vic. 3011
- AF19 The Manager, Engine Works, P.O. Box 51, Port Melbourne, Vic. 3207
- AF20 The Personnel Manager, Government Aircraft Factories, Private Bag No. 4, Post Office, Port Melbourne, Vic. 3207
- AF21 The Director, Weapons Research Establishment, G.P.O. Box 2151, Adelaide, S.A. 5001
- AF22 The Manager, Defence Printing Establishment, P.O. Box 263, Brunswick, Vic. 3056
- AG1 The Secretary, Department of Tourism and Recreation, Box 264, Civic Square, P.O., Canberra City, A.C.T. 2608
- AH1 The Assistant Secretary, Management Services Branch, Surface Transport Group, Department of Transport, P.O. Box 367, Canberra City, A.C.T. 2601
- AH2 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 308, Milsoms Point, N.S.W. 2061
- AH3 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 4317, Melbourne, Vic. 3001
- AH4 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 779L, Brisbane, Qld 4001
- AH5 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 1799, Adelaide, S.A. 5001
- AH6 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 7162, P.O. Cloisters Square, Perth, W.A. 6001
- AH7 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 854i, Hobart Tas. 7001
- AH8 The Controller, Establishments Section, Surface Transport Group, Department of Transport, G.P.O. Box 2111s, Melbourne, Vic. 3001
- AI1 The Secretary, Department of the Treasury, Canberra, A.C.T. 2600
- AI2 The Director, Sub-Treasury, G.P.O. Box 2702, Sydney, N.S.W. 2001
- AI3 The Director, Sub-Treasury, G.P.O. Box 1926r, Melbourne, Vic. 3001
- AI4 The Director, Sub-Treasury, G.P.O. Box 158, Brisbane, Qld 4001
- AI5 The Director, Sub-Treasury, G.P.O. Box 1248, Adelaide, S.A. 5001
- AI6 The Director, Sub-Treasury, G.P.O. Box M937, Perth, W.A. 6001
- AI7 The Director, Sub-Treasury, G.P.O. Box 295c, Hobart, Tas. 7001
- AI8 The Director, Sub-Treasury, P.O. Box 3971, Darwin, N.T. 5790
- AI9 The Controller, Royal Australian Mint, Canberra, A.C.T. 2600
- AI10 The Commonwealth Statistician, Australian Bureau of Statistics, Canberra, A.C.T. 2600
- AI11 The Deputy Commonwealth Statistician, G.P.O. Box 796, Sydney, N.S.W. 2001
- AI12 The Deputy Commonwealth Statistician, G.P.O. Box 2796f, Melbourne, Vic. 3001
- AI13 The Deputy Commonwealth Statistician, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI14 The Deputy Commonwealth Statistician, G.P.O. Box 2272, Adelaide, S.A. 5001
- AI15 The Deputy Commonwealth Statistician, 1-3 St George's Terrace, Perth, W.A. 6000
- AI16 The Deputy Commonwealth Statistician, G.P.O. Box 66a, Hobart, Tas. 7001
- AI17 The Commissioner of Taxation, Langton Street, Parkes, A.C.T. 2600
- AI18 The Deputy Commissioner of Taxation, G.P.O. Box 4197, Sydney, N.S.W. 2001
- AI19 The Deputy Commissioner of Taxation, G.P.O. Box 533e, Melbourne, Vic. 3001
- AI20 The Deputy Commissioner of Taxation, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI21 The Deputy Commissioner of Taxation, G.P.O. Box 288, Adelaide, S.A. 5001
- AI22 The Deputy Commissioner of Taxation, G.P.O. Box A15, Perth, W.A. 6001
- AI23 The Deputy Commissioner of Taxation, G.P.O. Box 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

40 *Transfers to advertised vacancies*

AI28	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 3911, Sydney, N.S.W. 2001	AK3	The Director of Works, Tower Building, Australia Square, Sydney, N.S.W. 2000
AI29	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1973R, Melbourne, Vic. 3001	AK4	The Director of Works, Department of Housing and Construction, Tivoli Court Buildings, 239-241 Bourke Street, Melbourne, Vic. 3000
AI30	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 511H, Brisbane, Qld 4001	AK5	The Director of Works, Department of Housing and Construction, G.P.O. Box 1381 Brisbane, Qld 4001
AI31	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1946, Adelaide, S.A. 5001	AK6	The Director of Works, G.P.O. Box 2052, Adelaide, S.A. 5001
AI32	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1230, Perth, W.A. 6001	AK7	The Director of Works, Department of Housing and Construction, G.P.O. Box C115, Perth, W.A. 6000
AI33	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 533F, Hobart, Tas. 7001	AK8	The Controller of Works, G.P.O. Box 813H, Hobart, Tas. 7001
AI34	The Secretary, Australian Government Retirement Benefits Office, P.O. Box 1031, Canberra City, A.C.T. 2601	AK9	The Director of Works, Department of Housing and Construction, Darwin, N.T. 5790
AJ1	The Secretary, Department of Urban and Regional Development, P.O. Box 1890, Canberra City, A.C.T. 2601	AK10	The Director of Works, Department of Housing and Construction, P.O. Box 335, Port Moresby, P.N.G.
AK1	The Director-General, Department of Housing and Construction, G.P.O. Box 2807AA, Melbourne, Vic. 3001	AK11	The Assistant Director-General, Department of Housing and Construction, G.P.O. Box 3917 Sydney, N.S.W. 2000
AK2	The Director of Works, Department of Housing and Construction, Melrose Drive, Phillip, A.C.T. 2606		

TRANSFERS TO ADVERTISED VACANCIES

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
ATTORNEY-GENERAL'S DEPARTMENT			
AUSTRALIAN CAPITAL TERRITORY			
W. P. Wawrzyniak 67/86404C	Clerk (Class 4), Third Division	Clerk (Class 4), Third Division, Supreme Court Branch, Administration Section, Accounts Sub-section, Canberra (No. 37)	30.5.74
VICTORIA			
A. M. Rohan 63/37295E	Steno-secretary, Grade 1, Fourth Division	Steno-secretary, Grade 1, Fourth Division, Australian Legal Aid Office, Melbourne (No. 2)	4.4.74
DEPARTMENT OF THE CAPITAL TERRITORY			
AUSTRALIAN CAPITAL TERRITORY			
I. F. Douglas 68/87638M	Clerk (Class 8), Third Division, Department of Housing and Construction	Clerk (Class 8), Third Division, City Services Branch, City Manager's Office (No. 222)	2.5.74
DEPARTMENT OF DEFENCE			
AUSTRALIAN CAPITAL TERRITORY			
R. J. Wilson 61/85522K	Clerk (Class 4), Third Division	Clerk (Class 4), Third Division, Man-power Policy and Management Services Division, Management Services Branch, Management Review Section (No. 1470)	23.5.74
DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION			
AUSTRALIAN CAPITAL TERRITORY			
R. J. Holswich 66/40030E	Clerical Assistant, Grade 7, Fourth Division, Department of Urban and Regional Development	Clerical Assistant, Grade 7, Fourth Division, Property and Office Services Section, Management Services Branch, Policy Co-ordination Division (No. 136)	6.6.74
C. May 72/85538C	Clerical Assistant, Grade 2, Fourth Division, Property and Office Services Section, Management Services Branch, Policy Co-ordination Division	Clerical Assistant, Grade 2, Fourth Division, Personnel and Training Section, Management Services Branch, Policy Co-ordination Division (No. 122)	4.7.74
DEPARTMENT OF HEALTH			
CENTRAL STAFF			
S. J. Heslop 72/88180X	Clerk (Class 2/3), Third Division, Management Services Division, Establishments and Finance Branch, Finance Section (No. 45)	Clerk (Class 2/3), Third Division, National Biological Standards Laboratory, Administration Section (No. 318)	2.5.74

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
NORTHERN TERRITORY			
J. J. Pollock 68/87566T	Clerk (Class 4), Third Division, Department of Housing and Construction, Port Moresby	Clerk (Class 4), Third Division, Estimates and Costing Section, Darwin (No. 77)	9.5.74
DEPARTMENT OF MANUFACTURING INDUSTRY			
SOUTH AUSTRALIA			
I. Kotek 69/67088E	Clerk (Class 2/3), Third Division, Stores and Transport Branch, Woomera	Clerk (Class 2/3), Third Division, Stores and Transport Branch, Woodville North (No. 47)	23.5.74
DEPARTMENT OF NORTHERN DEVELOPMENT			
CENTRAL OFFICE			
J. Callan 71/86301C	Clerical Assistant, Grade 3, Fourth Division, Department of Agriculture, Canberra	Clerical Assistant, Grade 3, Fourth Division, Management and Special Services Branch, Publications and Information Section, Canberra (No. 97)	24.4.74
POSTMASTER-GENERAL'S DEPARTMENT			
NEW SOUTH WALES			
D. V. Ryan 59/31754C	Senior Mail Officer, Fourth Division, Postal Services Division, Werris Creek	Senior Mail Officer, Fourth Division, Postal Services Division, Mail Exchange Branch, Sydney	16.5.74
S. Russell 68/12618W	Postal Clerk, Third Division, unattached	Postal Clerk, Third Division, Postal Services Division, Post Offices Branch, Rockdale	16.5.74
B. W. Bradford 61/22879M	Senior Postal Clerk, Grade 1, Third Division, unattached	Senior Postal Clerk, Grade 1, Third Postal Services Division, Post Offices Branch, Gosford	23.5.74
F. J. Clifton 62/22700E	Senior Postal Clerk, Grade 1, Third Division, Enfield	Senior Postal Clerk, Grade 1, Third Division, Postal Services Division, Post Offices Branch, Swansea	23.5.74
R. P. Dixon 66/23684T	Postal Clerk, Fourth Division, Wyong	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, The Entrance (Emergency Relief)	30.5.74
L. Carroll 68/23548G	Postal Clerk, Fourth Division, Bankstown	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Liverpool	30.5.74
P. J. Maher 70/23597C	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Canberra	6.6.74
C. S. McNeil 72/22271E	Postal Clerk, Third Division, unattached	Postal Clerk, Third Division, Postal Services Division, Post Offices Branch, Curtin	6.6.74
D. J. Bruce 70/14680W	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Queanbeyan	6.6.74
QUEENSLAND			
D. W. Fairey 69/70260G	Postal Officer, Grade 2, Fourth Division, Postal Services Division, South Australia	Postal Officer, Grade 2, Fourth Division, Postal Services Division, Post Offices Branch, Gladstone	21.3.74
N. W. Ollett 68/24558A	Mail Officer, Fourth Division, Postal Services Division	Postal Officer, Grade 2, Fourth Division, Postal Services Division, Post Offices Branch, Mackay	21.3.74
N. L. Salsbury 66/61501X	Postal Officer, Grade 2, Fourth Division, Toowong	Postal Officer, Grade 2, Fourth Division, Postal Services Division, Post Offices Branch, Rockhampton	21.3.74
K. A. G. Wilkinson 59/24856R	Traffic Officer (Class 4), Third Division, Telecommunications Division	Clerk (Class 4), Third Division, Telecommunications Division, Country Region, District Telephone Office, Cairns (No. 38)	16.5.74

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
POSTMASTER-GENERAL'S DEPARTMENT—continued			
WESTERN AUSTRALIA			
R. C. Kelly 58/45198M	Clerk (Class 4), Third Division, Department of Defence (Navy Office)	Clerk (Class 4), Third Division, Per- sonnel and Industrial Relations Branch, Staffing and General Services Section, Perth (No. 65)	16.5.74
J. R. Thiele 66/22912C	Postal Clerk, Fourth Division, Postal Services Division, Ingleburn, New South Wales	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Kalgoorlie	13.6.74
DEPARTMENT OF THE PRIME MINISTER AND CABINET			
THE OFFICE OF THE PUBLIC SERVICE BOARD			
CENTRAL OFFICE			
J. A. Hamilton 66/86573P	Clerk (Class 6), Third Division, Canberra	Clerk (Class 6), Third Division, Sec- retary's Division, Management Ser- vices Section, Personnel Sub-section, Canberra (No. 13)	23.5.74
WESTERN AUSTRALIA			
E. J. Wade 70/85973M	Clerical Assistant, Grade 4, Fourth Division, Joint House Department	Clerical Assistant, Grade 4, Fourth Division, Personnel and Office Ser- vices Section, Perth (No. 28)	11.4.74
DEPARTMENT OF REPATRIATION AND COMPENSATION			
NEW SOUTH WALES			
C. A. Teh 70/10836M	Clerk (Class 2/3), Third Division	Clerk (Class 2/3), Third Division, Accounts Section, Sydney (No. 215)	6.6.73
DEPARTMENT OF SERVICES AND PROPERTY			
AUSTRALIAN ELECTORAL OFFICE			
VICTORIA			
E. H. Wings 70/39466A	Clerk (Class 2/3), Third Division, Divisional Staff, Caulfield North	Clerk (Class 2/3), Third Division, Divisional Staff, Glenroy (No. 59)	26.6.74
DEPARTMENT OF THE TREASURY			
CENTRAL STAFF			
K. H. Wood 58/11689T	Senior Finance Officer, Grade 2 (Class 9), Third Division	Senior Finance Officer, Grade 2 (Class 9), Third Division, Social Security Division, Retirement Benefits Branch, Superannuation Section, Canberra (No. 32)	23.5.74
AUSTRALIAN BUREAU OF STATISTICS			
AUSTRALIAN CAPITAL TERRITORY			
M. J. Ronai 69/85980E	Supervisor (Class 9), Third Division, Overseas Transactions Division, Inter- national Accounts and Trade Branch, Canberra (No. 2)	Supervisor (Class 9), Third Division, Economic Censuses and Surveys Divi- sion, Rural, Construction and Private Finance Branch, Canberra (No. 3)	30.5.74

PROMOTIONS

Corrigenda—provisional promotions

The undermentioned provisional promotions, notified on the dates and page numbers indicated, have been amended as follows:

DEPARTMENT OF ABORIGINAL AFFAIRS AUSTRALIAN CAPITAL TERRITORY

S. C. Ho, 29.11.73 (p. 179) Cancelled.

NORTHERN TERRITORY

A. M. Plumridge, 18.4.74 (p. 52) Confirmation withdrawn.

P. A. Perry, 2.5.74 (p. 58) Position number promoted to should read (No. 556).

D. K. R. Sinclair, 2.5.74 (p. 60) Position number promoted to should read (No. 588).

G. R. Roe, 27.6.74 (p. 59) Promotion withdrawn.

ATTORNEY-GENERAL'S DEPARTMENT NORTHERN TERRITORY

P. M. Campbell, 7.3.74 (p. 67) Lapsed.

Office of the Commissioner of Trade Practices AUSTRALIAN CAPITAL TERRITORY

M. J. Frost, 28.3.74 (p. 67) Lapsed.

DEPARTMENT OF THE CAPITAL TERRITORY AUSTRALIAN CAPITAL TERRITORY

T. L. Griffiths, 30.5.74 (p. 73) Promoted from should read 'Clerk \$8187-8942 (Class 5)'.

DEPARTMENT OF CUSTOMS AND EXCISE CENTRAL OFFICE

J. P. Smith, 25.7.74 (p. 58) Promoted from should read 'Senior Preventive Officer Grade 1 \$6556-6892, Fourth Division'.

DEPARTMENT OF DEFENCE—AIR OFFICE VICTORIA

R. W. Lewis, 16.5.74 (p. 71) Lapsed.

E. A. Warburton, 23.5.74 (p. 70) Lapsed.

C. W. Butters, 23.5.74 (p. 70) Lapsed.

E. H. Hensman, 23.5.74 (p. 70) Lapsed.

B. J. Smallwood, 23.5.74 (p. 70) Lapsed.

J. R. Henderson, 23.5.74 (p. 70) Lapsed.

DEPARTMENT OF EDUCATION CENTRAL OFFICE

E. A. Groweg, 9.5.74 (p. 75) Lapsed.

I. L. McLean, 6.6.74 (p. 80) Lapsed.

B. T. Scotney, 30.5.74 (p. 87) Cancelled.

P. J. A. Heron, 13.6.74 (p. 97) Cancelled.

J. I. Franklin, 1.8.74 (p. 63) Promoted from should read 'Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Department of Repatriation and Compensation, Sydney'.

DEPARTMENT OF FOREIGN AFFAIRS CENTRAL OFFICE

P. J. Colvin, 17.1.74 (p. 65) Lapsed.

C. M. Watson, 1.11.73 (p. 123) Lapsed.

DEPARTMENT OF HEALTH AUSTRALIAN CAPITAL TERRITORY

J. W. Craig, 13.6.74 (p. 104) Lapsed.

DEPARTMENT OF HOUSING AND CONSTRUCTION

AUSTRALIAN CAPITAL TERRITORY

A. W. Manning, 25.7.74 (p. 71) Withdrawn.

DEPARTMENT OF LABOR AND IMMIGRATION CENTRAL OFFICE

E. J. P. Berry, 30.5.74 (p. 99) Withdrawn.

L. D. Barnes, 25.7.74 (p. 74) Should read 'L. M. Barnes 69/39665P' in lieu of that notified.

NEW SOUTH WALES

J. Vandeness, 2.5.74 (p. 85) Lapsed.

R. J. Bunn, 2.5.74 (p. 85) Lapsed.

DEPARTMENT OF MANUFACTURING INDUSTRY

CENTRAL OFFICE

J. E. Binnie, 4.7.74 (p. 97) Lapsed.

V. Konowalcw, 4.7.74 (p. 99) Lapsed.

DEPARTMENT OF MINERALS AND ENERGY CENTRAL OFFICE

B. M. Meehan, 27.6.74 (p. 54) Withdrawal of provisional promotion as notified in *Gazette* of 27.6.74 is withdrawn.

POSTMASTER-GENERAL'S DEPARTMENT QUEENSLAND

L. J. Pitt, 20.6.74 (p. 74) Provisional promotion lapsed.

G. K. Dickman, 13.6.74 (p. 124) Provisional promotion, lapsed.

WESTERN AUSTRALIA

J. M. Roberts, 25.7.74 (p. 104) Personnel Number should read 67/78001M.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

Office of the Industries Assistance Commission

CENTRAL OFFICE

T. J. Sroba, 1.8.74 (p. 98) Lapsed.

Auditor-General's Office

CENTRAL OFFICE

P. W. Hall, 16.5.74 (p. 121) Position number promoted to should read '156'.

B. J. Wilson, 16.5.74 (p. 121) Position number promoted to should read '174'.

DEPARTMENT OF SCIENCE

Bureau of Meteorology

QUEENSLAND

K. J. Hunter, 4.7.74 (p. 148) Position number should read '184'.

DEPARTMENT OF SOCIAL SECURITY CENTRAL OFFICE

N. C. Baxendall, 30.5.74 (p. 128) Lapsed.

P. C. Carter, 6.6.74 (p. 123) Lapsed.

NEW SOUTH WALES

R. H. Davie, 7.3.74 (p. 108) Withdrawn.

VICTORIA

A. R. Lewis, 25.7.74 (p. 113) Position promoted to should read 'District Office, Horsham (No. 412)'.

DEPARTMENT OF THE TREASURY CENTRAL STAFF

P. J. King, 23.5.74 (p. 122) Lapsed.

J. T. McKinnon, 4.7.74 (p. 160) Lapsed.

Australian Bureau of Statistics**AUSTRALIAN CAPITAL TERRITORY**

G. Webster, 1.8.74 (p. 50) Confirmation withdrawn.
T. Mitrofanow, 25.7.74 (p. 123) Section & Sub-section and Position number should read Methodology Section 'Mathematical Research Sub-section No. 5'.
P. J. Geve, 11.7.74 (p. 131) Withdrawn.

QUEENSLAND

R. G. Jackson, 23.5.74 (p. 127) Lapsed.

Australian Taxation**NEW SOUTH WALES**

J. R. Wilson, 24.4.74 (p. 88) Lapsed.
J. J. Gardo, 24.4.74 (p. 93) Lapsed.
B. V. Lucas, 24.4.74 (p. 93) Lapsed.
M. D. Cousens, 24.4.74 (p. 94) Lapsed.

Confirmation of provisional promotions

The following provisional promotions, notified on the dates indicated, have been confirmed.

DEPARTMENT OF ABORIGINAL AFFAIRS

R. J. Mabb, 30.5.74; G. V. Lifu, S. E. Stanley, I. Pitman, 20.6.74; R. C. Simpson, 27.6.74; B. V. Bourke, D. M. Power, G. W. Quantock, T. M. Wheeler, 4.7.74.

DEPARTMENT OF AGRICULTURE

D. Gum, A. J. P. Graham, 27.6.74; D. M. Gritton, 4.7.74; W. A. Thomson, H. J. Plunkett, F. R. Selth, J. Kovac, L. W. Thompson, 11.7.74.

ATTORNEY-GENERAL'S DEPARTMENT

J. L. Cooper, 21.3.74; R. K. Biddle, 28.3.74; L. Georgeff, 13.6.74; M. R. A. Quinton, 11.7.74.

Office of the Commissioner of Trade Practices

A. Wells, 11.4.74.

DEPARTMENT OF THE CAPITAL TERRITORY

K. R. Angus, R. J. Bashfield, 28.2.74; J. H. Malouf, 18.4.74; G. R. Thom, 9.5.74; D. B. Kerr, J. N. Johnston, 30.5.74; P. R. Harvey, N. Chertok, G. F. Williams, D. Cousins, S. J. Chapman, J. Mitchell, J. P. Wood, L. W. Jupp, J. Aldridge, 11.7.74.

DEPARTMENT OF CUSTOMS AND EXCISE

D. W. Toy, P. Detoni, 14.3.74; M. C. Cole, A. M. Glasbergen, 21.3.74; N. R. Hedges, S. L. Fraumano, G. N. Howlett, P. A. Davidson, P. D. Weekes, M. J. Robinson, A. C. Stewart, S. M. Atkins, G. J. Walsh, K. G. Jenkins, 11.4.74; C. A. Ashley, Y. D. Friessbourg, K. L. Jardine, 24.4.74; J. H. Earnshaw, L. A. Sprunt, A. V. Adam, J. Baird, M. Rose, J. D. Eley, 6.6.74; P. J. Abma, G. Frizzell, 4.7.74.

DEPARTMENT OF DEFENCE—AIR OFFICE

P. J. McPhee, 6.6.74; P. J. Butler, G. J. Holt, K. W. McDonnell, P. A. Richardson, M. M. Vallant, 27.6.74.

DEPARTMENT OF DEFENCE—ARMY OFFICE

L. Milburn, R. Godenzie, R. L. Alexander, G. Spence, R. F. Stanley, R. R. Berry, C. J. P. Billett, M. E. Brock, T. A. McDermott, J. P. Lloyd, V. M. Michlmayr, B. Whelan, S. M. Lennon, M.

V. Linehan, J. L. Makin, G. R. Smith, F. A. Vella, 16.5.74; D. I. Tracey, 6.6.74; R. E. Green, R. E. Smith, R. C. Charnan, 13.6.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

A. Wolowski, 28.3.74; L. F. Andrews, R. Pascoe-Webbe, 16.5.74; M. J. Davis, M. A. T. Schirm, K. M. Kelly, C. K. Davis, F. B. Fogarty, R. M. Fogarty, C. J. McArdle, R. B. Gostelow, 23.5.74; J. Bucowski, C. F. Eldridge, D. Goldberg, 6.6.74; D. A. Cook, S. J. Heard, 20.6.74; J. M. Macken, 27.6.74.

DEPARTMENT OF EDUCATION

J. D. Howden, S. V. Dicker, W. E. Kilner, K. R. Fowler, W. A. Ingram, C. Marchesi, L. P. Sowden, 28.3.74; P. Y. Rauert, 18.4.74; N. R. Dickinson, 13.6.74; J. P. McMahon, 20.6.74; D. G. Sayer, 4.7.74; J. H. Elson, C. M. Andrews, G. S. Holbeck, 11.7.74.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

G. R. Newman-Martin, 11.7.74.

DEPARTMENT OF FOREIGN AFFAIRS

H. H. J. Armstrong, 18.4.74; H. E. Crawford, 20.6.74; K. L. Brown, 4.7.74; W. C. Inglis, 11.7.74.

Office of Australian Development Assistance Agency

W. R. Roberts, 17.1.74.

DEPARTMENT OF HEALTH

S. J. Walker, 14.2.74; M. I. Tebecis, 21.3.74; A. B. Ferguson, 11.4.74; D. Sweeney, 24.4.74; P. Judd, 13.6.74; H. S. Kook, 20.6.74; R. O. Summers, M. T. Thornton, 27.6.74; D. I. Denahy, D. R. Lowrey, L. D. Edwards, 11.7.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

S. J. H. Playford, 15.11.73; J. R. Payne, 28.2.74; C. E. R. Nelson, 11.4.74; G. P. Ryan, A. M. Farnsworth, D. Feehan, M. F. C. Gammon, D. S. Sanderson, 16.5.74; P. J. Marchant, R. Bucke, W. Hoefel, B. P. Mathey, M. E. White, A. W. Kelly, H. H. Tan, 30.5.74; M. J. Dabourne, R. J. Whitaker, 6.6.74; W. E. J. Butler, G. B. Richardson, 13.6.74; R. Pullen, A. J. Novak, P. J. Murphy, G. D. Fietz, I. D. Lindquist, G. Rhys-Jones, R. J. Correll, F. H. Potter, H. P. Kochannek, 27.6.74; M. Bartos, 4.7.74; B. N. Shea, 11.7.74.

DEPARTMENT OF LABOR AND IMMIGRATION

L. J. Sumsion, R. J. Smith, 7.2.74; K. J. Carmody, P. W. Donovan, K. G. McConaughty, P. J. Cornish, P. G. Cook, R. P. Jones, C. N. Campbell, W. J. Gigson, S. D. Greenslade, E. W. Godwin, P. C. Stanwell, J. J. Phaisey, F. C. E. Symonds, P. Han, A. F. Evans, 14.2.74; J. R. McArthur, L. J. Patton, 27.6.74; J. P. Jackson, G. C. Rycraft, J. S. Harrison, J. D. Fischer, A. Mokrij, P. J. Guilfoyle, Y. J. Buckley, 4.7.74; J. A. Clark, M. A. Holt, L. F. Green, 11.7.74.

DEPARTMENT OF MANUFACTURING INDUSTRY

R. A. Spaan, 28.3.74; D. A. Young, D. R. Berwick, B. A. McCarthy, J. Hochwald, L. D. Bratt, M. R. Butler, C. W. Bawden, J. W. Bailey, E. M. Kennard, J. E. Lever, K. J. Morony, K. W. Hunt, M. A. Needham, J. W. McIntyre, J. M. P. Kell, I. L. Landau, M. Walsh, T. J. Vaughan, T. G. Stewart, C. E. Heesom, M. L. Kelly, G. E. Smith, W. F. Pheasant,

L. J. Davey, A. P. Plunkett, J. D. Casey, H. M. Axelby, R. J. Stalker, C. W. Meaney, S. J. Willis, D. A. Drew, K. S. Mangan, R. F. Pawle, D. V. Costello, K. J. Byrnes, A. J. McKinlay, S. M. Vaughan, M. M. Campbell, B. M. Rowley, M. T. Jones, V. M. Stevens, R. D. Rudland, A. J. Cornel, G. E. Watson, E. P. Kennedy, C. Gallacher, B. Nizynski, J. P. Chiera, T. J. K. Parkinson, M. A. Bonney, W. Kelly, L. A. Jackson, F. Mack, P. K. Brown, P. J. Thompson, J. Fleming, B. J. Doolan, R. B. Stewart, L. G. Clements, I. A. Uther, 4.7.74.

DEPARTMENT OF THE MEDIA

Information Division, Australian Government Publishing Service

A. L. Peebles, 24.4.74; R. C. Boyce, 11.7.74.

Australian Broadcasting Control Board

K. V. Braslin, 13.12.73.

DEPARTMENT OF MINERALS AND ENERGY

R. A. K. Amy, 28.3.74; A. N. Page, 24.4.74; P. R. Miller, 6.7.74; P. H. Fuchs, 13.6.74; C. J. French, D. A. Druitt, W. A. Virtue, L. J. Cashmerz, I. Simmons, C. A. Flood, M. Djordjevic, C. Dutkiewicz, W. J. Haalebas, I. M. Hodgson, 11.7.74.

DEPARTMENT OF NORTHERN DEVELOPMENT

M. A. Chalmers, 11.7.74.

DEPARTMENT OF OVERSEAS TRADE

D. J. Muir, 28.3.74; T. Falla, 4.4.74; D. Chapman, J. D. Hare, 11.7.74.

POSTMASTER-GENERAL'S DEPARTMENT

G. T. Goss, 10.1.74; M. E. Hader, 17.1.74; D. R. Smith, N. A. Prodder, B. J. Oldaker, 21.2.74; A. C. Jacobsen, B. J. Moore, 28.2.74; K. C. Duke, B. C. Sandlant, 14.3.74; C. F. Hart, 21.3.74; B. G. Chandler, 4.4.74; L. R. Robins, 11.4.74; J. R. Miller, 2.5.74; J. A. Young, 9.5.74; D. P. Colborne, H. A. Steenkamer, M. F. Fish, B. P. Johnson, P. Kennedy, V. E. Armstrong, L. C. Danilczak, 16.5.74; K. B. Johnstone, T. J. Lam, T. J. Leach, T. C. McIntyre, R. L. Plows, R. E. Cooper, B. J. Williams, C. J. Annis, 30.5.74; D. L. Hodge, A. G. Stanton, S. A. Francis, P. Munut, T. C. A. Cartwright, S. Gelmi, P. J. Joyce, R. A. Jordan, B. D. Gallagher, L. R. Savage, W. Elom, A. E. Gardner, G. R. French, B. A. Brown, F. H. Heaven, J. E. Leech, 6.6.74; P. J. Addenbrooke, A. J. Williams, M. J. Scott, A. J. Jacobsen, J. M. Heron, P. R. Marsh, M. J. Teale, G. Karas, 13.6.74; A. W. Learey, K. J. Seal, A. A. Ringer, G. J. Clarkson, K. J. Palmer, J. K. Petrie, T. B. Hurley, B. H. Romer, I. S. Rowe, B. J. Burton, S. M. Johnston, E. P. Godfrey, K. J. Stanton, P. R. Brett, R. J. L. Armstrong, D. G. Brown, A. M. Ferguson, N. E. Bennion, C. D. Binnie, P. M. Byrne, J. Charles, R. F. Eyre, B. P. Wisse, P. S. Denton, S. H. Will, K. J. Strahan, P. N. Clucas, B. R. Barron, G. V. Willmott, D. R. Cameron, B. P. Dalton, W. G. Carlton, R. S. Teale, R. P. Riley, R. K. Booth, A. F. Clark, A. P. Bowra, C. D'Almeida, M. L. Kosovich, 20.6.74; J. K. Mayes, T. C. Coomans, M. J. Daddow, B. F. Fogarty, W. H. Heinrich, K. G. Hurn, W. G. Luscombe, H. D. G. Siegerts, R. K. Walscott, T. Samojlowicz, 27.6.74; D. A. Gasmier, C. B. Cleland, R. J. Colman, J. S. Kerin, D. B. Mattsson, L. B. Jackson, B. A. S. Chapman, B. L. Hedley, R. C. Stevens, A. E. Bastiaan, M. G. Stokes, J. Craig, J. L. Clayfield, D. J. L. French, J. M. McPhee, S. Szpunar, S. P. Tutt, P. N.

Roberts-Smith, I. J. Hein, I. M. Thomas, I. V. Boylan, T. W. Turner, K. A. Croft, R. J. Quinn, L. A. Stillman, F. E. Stafford, D. R. Eagles, L. Napier, G. K. Jenkins, R. D. Slade, G. Flatau, G. Collings, A. J. Rawady, R. F. Tongue, G. M. Young, C. J. Dixon, J. Bianco, A. B. McAllister, P. R. Kelly, E. W. Holbery, G. B. H. Stahn, W. E. Kemp, D. H. D. Belshaw, J. R. Riddett, J. J. Stainsby, R. L. Brohier, M. Grants, J. R. Holmes, K. A. Hancock, N. J. Esler, 4.7.74.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

W. A. Coghlan, 13.6.74; J. W. Cadden, I. J. Cummings, D. W. Haynes, P. V. James, G. C. McDonald, S. G. Klasan, A. L. McNamara, 11.7.74.

The Office of the Public Service Board

K. H. Wanganen, 24.4.74; M. C. Smith, B. A. Pettigrove, 27.6.74; A. P. Jones, L. J. Bock, 11.7.74.

Office of the Industries Assistance Commission

J. J. Salvage, 14.3.74; R. V. Curtin, 2.5.74; I. Lopez, 16.5.74; G. E. Sheldrick, R. E. Pfeiffer, 11.7.74.

Auditor-General's Office

J. H. Cadot, F. E. A. Moore, D. J. Peddie, A. J. Kimsey, 16.6.74; A. G. Buchanan, 23.5.74; R. G. Hurst, 13.6.74; O. Darmanin, 20.6.74; G. G. Allen, G. C. Bromson, S. J. Richards, 4.7.74.

DEPARTMENT OF REPATRIATION AND COMPENSATION

J. W. Burchett, 21.3.74; G. N. Barsden, 16.5.74; S. R. Ritchie, S. F. Rainey, K. J. Kasatchkow, 13.6.74; L. Marotto, R. G. Milligan, R. G. Jackson, W. R. Maxwell, 4.7.74.

DEPARTMENT OF SCIENCE

N. J. Hopkins, J. B. Whitehead, S. G. Martin, 17.1.74; J. A. Perkins, 27.6.74; M. E. Dixon, P. B. O'Meara, J. P. Cauchi, 4.7.74.

Bureau of Meteorology

J. R. Dear, G. D. Crane, 24.1.74; J. P. Core, 20.6.74.

DEPARTMENT OF SERVICES AND PROPERTY

J. C. Sandifort, 21.3.74; S. J. Bowler, R. J. Butt, 24.4.74; K. W. Watson, J. R. Wasson, 16.5.74; J. E. Stokes, F. P. Parker, R. J. Mulconry, O. G. Ostrowsky, F. E. Parker, B. Tuckey, H. T. Knowles, K. Mc. Cunningham, M. G. Davey, M. A. Fornari, 23.5.74; G. N. Brown, 30.5.74; F. A. Power, 13.6.74; D. M. Gleeson, 20.6.74; S. J. Germain, E. H. Slater, 27.6.74; J. S. Banens, D. M. Carroll, W. J. Diamond, C. N. Hoffman, R. T. Ross, A. G. Scandrett, C. Lubans, F. R. Bergensen, J. A. Cox, N. M. Chapman, D. L. Kimpton, 11.7.74.

Australian Electoral Office

J. A. Hassan, 13.6.74.

DEPARTMENT OF SOCIAL SECURITY

T. Lewis, 20.6.74; J. M. Walton, N. B. Weston, K. R. Wilson, A. R. Cowland, G. M. Feehan, K. J. Burnett, 4.7.74.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

J. M. Preston, W. G. Fyffe, D. J. Hogden, T. K. E. McNamara, 11.7.74.

National Library of Australia

I. S. McCallum, E. Jackson, L. Stallman, 27.6.74; C. Quoylo, J. Schipilow, S. A. Holt, K. Rawson, 4.7.74; G. Deutscher, J. A. D. Baskin, 11.7.74.

DEPARTMENT OF TOURISM AND RECREATION

R. Glover, 7.3.74.

DEPARTMENT OF TRANSPORT**Air Transport Group**

D. B. Gebler, J. R. Gorris, F. L. Kirtland, 7.2.74; A. Currie, J. C. Dennis, H. A. Harding, P. N. Harvey, M. L. Leveque, B. C. Livingstone, M. J. Meiklejohn, M. R. Moore, K. W. Sutherland, 16.5.74; K. L. Corden, K. R. Martin, W. K. Morris, C. Sloan, B. N. Smith, 23.5.74; C. W. A. Shang, 30.5.74; D. K. Bennett, D. J. Condon, F. Holloway, S. T. Hooper, E. J. Manczak, S. R. Royle, C. E. Tuesley, E. J. Watson, 6.6.74; G. W. Chambers, L. E. Hearn, J. D. Hjorth, R. W. Jensen, B. R. Lancashire, A. Lyritzis, G. J. Priest, E. T. Walsh, K. S. Wells, C. S. Woolcock, 13.6.74; A. J. Arkey, S. M. Bilston, L. J. Glourey, S. L. Ioannides, J. H. O'Shea, F. Roberts, R. J. Spiden, W. J. Tehan, 20.6.74.

Surface Transport Group

R. E. Squire, 23.5.74; B. P. Peisley, 4.7.74.

DEPARTMENT OF THE TREASURY

J. Toune, K. M. Brennan, 2.5.74; A. J. Parle, 23.5.74; M. P. F. Smith, R. J. Kirk, N. R. Stevens, P. J. Gruchy, M. P. Smith, A. K. Griffin, R. W. Ley, J. Hoorweg, A. W. Paterson, P. E. Dixon, 11.7.74.

Australian Bureau of Statistics

Z. J. Hebda, 24.1.74; P. L. Horne, 13.6.74; V. A. Heazlett, C. J. Sutherland, 27.6.74; D. C. Sutton, M. J. Pitt, M. S. Gehrig, A. N. Gray, P. A. Williams, R. L. Adams, R. G. M. Saunders, C. J. Poll, J. E. Millwood, B. D. Holliday, 11.7.74.

Australian Taxation Office

O. Howie, 10.1.74; C. M. Daly, M. D. Broder, M. J. McGinnity, G. J. Smith, R. J. Deuchar, V. M. Hayes, E. J. Haskell, K. B. J. Jones, P. Hubbard, R. P. Deuchar, M. G. Gleeson, J. J. Magyar, R. M. Coulson, K. J. Adamson, E. Tonkin, J. D. Malden, J. E. Schenberg, J. S. Lang, T. N. Thomson, B. W. Godfrey, C. P. Belton, R. A. Brandsma, R. S. Prouse, G. W. Daly, H. M. Rosario, P. J. Willems, A. Wood, A. G. Plummer, R. C. Burr, 31.1.74; A. Borg, D. G. MacDonald, M. Tocher, G. Lownds, K. F. Becker, S. M. O'Neil, K. M. Watson, T. J. Stevens, T. C. Ford, L. M. Quinn, R. C. Westbrook, L. M. Piper, D. C. Heathcote, N. Stewart, L. J. Collins, 16.5.74; J. Spavould, D. A. Collins, J. A. Trezise, J. Conlon, J. C. Morton, S. C. Carter, J. K. Magnussen, G. J. Bing, 13.6.74; P. A. Bell, K. Donohoue, R. K. Golder, B. J. Masters, E. J. Batten, K. L. O'Dea, J. S. G. Barclay, M. L. Jones, P. R. Brailey, G. Larcombe, G. R. Walker, B. L. Hayes, A. M. Barry, G. R. Hunt, J. K. Twomey, G. M. O'Connor, J. J. Eales, T. B. Armstrong, M. D. Johnstone, 27.6.74; R. G. Rees, G. Waterson, G. K. Shaw, P. F. York, P. E. Ragen, L. M. Mahoney, K. Dworzynski, S. M. Lemish, 11.7.74.

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

D. Beattie, A. R. Dell, M. V. Sharp, K. M. Glass, K. A. N. Jobling, B. A. Becker, 11.7.74.

Promotions Section 50 (9)**Public Service Act 1922-1973**

The Public Service Board has:

1. Cancelled the provisional promotions as in *Gazettes* indicated: S. D. Turner, T. W. Gillespie, C. J. Seath, P. M. Jamieson, J. Wilms, R. J. Byrne, M. T. Casey, R. A. Clauson, C. F. Spencer, 31.1.74; C. H. Rodger, A. Pearson, 21.3.74; H. Burke, 23.3.74; G. T. Jones, 11.4.74; L. M. Mackerras, K. J. McDonald, 18.4.74; W. S. Ginich, M. A. Behrmann, 24.4.74; S. Young, C. V. McEntee, 13.6.74; L. J. Pitt, 20.6.74; H. Wilkinson, K. N. Dabelstein, 27.6.74; D. Bamford, 4.7.74.
2. Promoted the undermentioned officers as shown:

DEPARTMENT OF THE CAPITAL TERRITORY
AUSTRALIAN CAPITAL TERRITORY

D. C. Andrews, 72/86328P, Clerical Assistant, Grade 1 \$1738-3769, Fourth Division, as Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Housing Operations Branch, Administration Section, Canberra (No. 1051), with effect from 21.3.74.

P. A. Henrick, 73/37132K, Clerk \$4950-5594 (Class 1), Third Division, as Clerk \$5806-6666 (Class 2/3), Third Division, Government Branch, Canberra (No. 656), with effect from 24.4.74.

DEPARTMENT OF DEFENCE**AUSTRALIAN CAPITAL TERRITORY**

M. Sheppeck, 70/87706G, Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, as Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Canberra (No. 555), with effect from 18.4.74.

DEPARTMENT OF FOREIGN AFFAIRS**AUSTRALIAN CAPITAL TERRITORY**

R. H. Rose, 71/85978A, Clerk \$5806-6666 (Class 2/3), Third Division, as Clerk \$7899-8639 (Class 5), Third Division, Information and Publications Section, Publications Sub-section, Canberra (No. 833), with effect from 18.4.74.

POSTMASTER-GENERAL'S DEPARTMENT**NEW SOUTH WALES**

C. A. White, 59/62383K, Assistant Superintendent \$9876-10538 (Class 7), Third Division, as Assistant Superintendent \$11032-11525 (Class 8), Third Division, Postal Services Division, Main Exchange Branch, Traffic Section, Redfern (No. 6), with effect from 28.3.74.

Michael John Saunders, 63/22178A, Telecommunications Technician \$6003-6693, Fourth Division, as Telecommunications Trainee \$2921-5657, Fourth Division, Engineering Division, Support Services Branch, Industrial Engineering and Training Section, North Sydney, with effect from 31.1.74.

Terry William Gillespie, 69/22048R, Telecommunications Technician \$6003-6693, Fourth Division, as Telecommunications Trainee \$2921-5657, Fourth Division, Engineering Division, Support Services Branch, Industrial Engineering and Training Section, North Sydney, with effect from 31.1.74.

Leonard William Cox, 73/22879M, Telecommunications Technician \$6003-6693, Fourth Division, as Telecommunications Trainee \$2921-5657, Fourth Division,

sion, Engineering Division, Support Services Branch, Industrial Engineering and Training Section, North Sydney, with effect from 31.1.74.

Neville John McSparron, 66/22423T, Telecommunications Technician \$6003-6693, Fourth Division, as Telecommunications Trainee \$2921-5657, Fourth Division, Engineering Division, Support Services Branch, Industrial Engineering and Training Section, North Sydney, with effect from 31.1.74.

Christopher George Rigley, 65/22325C, Telecommunications Technician \$6003-6693, Fourth Division, as Telecommunications Trainee \$2921-5657, Fourth Division, Engineering Division, Support Services Branch, Industrial Engineering and Training Section, North Sydney, with effect from 31.1.74.

Brian John Byrnes, 70/24957X, Telecommunications Technician \$6003-6693, Fourth Division, as Telecommunications Trainee \$2921-5657, Fourth Division, Engineering Division, Support Services Branch, Industrial Engineering and Training Section, North Sydney, with effect from 31.1.74.

James Alfred Horsley, 59/47088K, Telecommunications Technician \$6003-6693, Fourth Division, as Telecommunications Trainee \$2921-5657, Fourth Division, Engineering Division, Support Services Branch, Industrial Engineering and Training Section, North Sydney, with effect from 31.1.74.

Lawson Brett Johnson, 68/22420M, Telecommunications Technician \$6003-6693, Fourth Division, as Telecommunications Trainee, \$2921-5657, Fourth Division, Engineering Division, Support Services Branch, Industrial Engineering and Training Section, North Sydney, with effect from 31.1.74.

QUEENSLAND

P. M. Firth, 70/57179X, Clerk \$2713-5594 (Class 1), Third Division, as Clerk \$5806-6666 (Class 2/3), Third Division, Supply Branch, Office Services Section, Brisbane, with effect from 11.4.74.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

AUSTRALIAN CAPITAL TERRITORY

R. J. Philp, 66/85493G, Clerk \$7899-8637 (Class 5), Third Division, Department of Northern Development, A.C.T. as Investigator, \$8886-9548 (Class 6), Third Division, Organisation Division, Organisation Branch, No. 1, Public Service Board, Canberra (No. 414), with effect from 24.4.74.

NEW SOUTH WALES

K. Bigelow, 66/10169K, Clerk \$8886-9548 (Class 6), Third Division, as Project Officer, \$11032-11525 (Class 8), Third Division, Project Division No. 1, Project Branch No. 3, Offices of the Industries Assistance Commission, Sydney (No. 267), with effect from 21.3.74.

DEPARTMENT OF THE TREASURY

WESTERN AUSTRALIA

S. B. Dunne, 72/75246K, Clerk \$2713-5594 (Class 1), Third Division, as Assessor, Grade 2 \$5806-6666 (Class 2/3), Third Division, Income Tax Division, Assessing Branch, Section E-F, Australian Taxation Office, Perth, (No. 118), with effect from 31.1.74.

H. B. MacDONALD

Secretary
Public Service Board

Provisional promotions

The following promotions are provisional and are subject to appeal by officers to the Public Service Board, and where consequent upon another provisional promotion, are dependent upon the latter being confirmed. The date of promotion is the date of this *Gazette*, except where otherwise specifically indicated. Where an officer desires to appeal against two or more provisional promotions, a separate appeal should be lodged for each one, except where the provisional promotions have been notified in the one *Gazette* and the positions are of the same designation and classification, located in the same State, Department and Branch, when one statement listing the promotees appealed against will be accepted.

WHERE TO LODGE APPEALS

Appeals should be lodged either by letter or telegram so as to be received in the office of the appropriate officer by the close of business on the twenty-first day after the day of this notification. For this purpose 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; Food Service Advisor, Grades 1-3; Plan Records Assistant, Grade 1-2; Print 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.

'The Public Service Board is currently introducing a new set of numbers, known as Australian Government Staff numbers, replacing the existing personnel numbers. Within the near future permanent officers will be advised of their new numbers and reasons for the change. Conversion to the new numbers will occur progressively, consequently both old and new forms of number will appear for a period in the Transfers to Advertised Vacancies, Promotions and Provisional Promotions Sections of the *Gazette*.'

Provisional promotions—notification

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF ABORIGINAL AFFAIRS**AUSTRALIAN CAPITAL TERRITORY****Operations Division**

W. A. Langhorne 69/66438W	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Department of the Treasury, Australian Taxation Office	Steno-secretary, Grade 2 \$6264-6744, Fourth Division (No. 5)
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Duties: Provide secretarial assistance to the First Assistant Secretary, Operations Division.

Qualifications: Shorthand, 100 words per minute.

Operations Management Branch

R. G. Campbell 67/87418P	Clerk \$8187-8942 (Class 5), Third Division	Project Officer \$10204-10879 (Class 7), Third Division, Office of the Aboriginal Loans Commission (No. 33)
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Duties: Act as custodian of the securities held in the Branch against loans and advise on related matters.

Programme Planning Division

T. J. Krugiolka 70/88194R	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Department of the Treasury, Australian Bureau of Statistics	Steno-secretary, Grade 2 \$6264-6744, Fourth Division (No. 292)
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Duties: Provide secretarial assistance to the First Assistant Secretary, Programme Planning Division.

Qualifications: Shorthand, 100 words per minute.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Management Services Branch

F. C. Thorburn 58/46935R	Senior Finance Officer, Grade 2 \$12389-12890 (Class 9), Third Division, Department of the Treasury	Director \$14401-14904 (Class 11), Third Division, Finance Section (No. 299)
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Duties: Advise senior Departmental officers on financial management and financial and accounting policy matters. Develop, formulate and implement financial and accounting systems and sub-systems including those to monitor expenditure. Manage and control the operations of the Finance Section.

Qualifications: Proven financial management ability and accounting qualifications desirable.

J. A. Roberts 58/46909P	Senior Finance Officer, Grade 1 \$10204-10879 (Class 7), Third Division, Department of the Treasury	Senior Finance Officer, Grade 2 \$12389-12890 (Class 9), Third Division, Finance Section (No. 258)
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Duties: Plan, direct and co-ordinate the activities of the Finance Section. Ensure that effective budgetary control is exercised over the Department's financial operations and that a continuous review of departmental expenditure is maintained.

Qualifications: Extensive experience in financial management and accounting qualifications desirable.

NORTHERN TERRITORY

Northern Territory Division, Executive Services Branch

R. Spry 74/95136C	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Executive Section, Darwin (No. 41)
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Duties: Schedule, action and maintain a register of all correspondence relating to Ministerial, Legislative Council and Parliamentary communications. Arrange collation and dispatch. Prepare minor correspondence.

Projects and Services Branch

K. J. Davison 68/87771R	Clerk \$7180-7935 (Class 4), Third Division	Clerk \$8187-8942 (Class 5), Third Division, Field Pool Section, Darwin (No. 475)
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Duties: Responsible for the social advancement programme for the Aboriginal population. Oversight the physical activities of the settlement.

Qualifications: Sound administrative experience and ability to supervise the work of staff members and Aboriginals. Knowledge of appropriate Northern Territory Legislation an advantage.

DEPARTMENT OF AGRICULTURE

CENTRAL OFFICE

Management Services Branch

F. R. James 59/44301R	Chief Technical Officer (Buildings), Grade 1 \$11172-11489, Third Division, Department of Foreign Affairs, Canberra	Clerk \$11383-11886 (Class 8), Third Division, Finance and General Services Section, Property Management Sub-section, Canberra, vice C. J. Muir, prov. prom. 18.7.74 (No. 1801)
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Duties: Accommodation Officer. Plan accommodation needs for future Departmental growth in Central Office and State Offices. Investigate and prepare recommendations on all aspects of accommodation needs.

Qualifications: Previous experience in accommodation arrangements and ability to prepare reports desirable.

H. Smigielski 73/87415E	Typist, Grade 1 \$2220-4801, Fourth Division, National Library of Australia, Department of the Special Minister of State, Canberra	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Personnel and Establishments Section, Establishments Sub-section, Canberra (No. 3673)
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Duties: Prepare and distribute departmental organisation charts. Maintain master charts.

Qualifications: Some typing ability desirable.

M. R. Hewitt 73/87028P	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Australian Bureau of Statistics, Department of the Treasury, Canberra	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Finance and General Services Section, General Services Sub-section, Registry Unit, Canberra (No. 1530)
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Duties: Indexer/Former Papers Officer for Management Services Branch Sub-Registry

Qualifications: Experience in the operation of subject and normal indices together with search and attachment procedures desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF AGRICULTURE—continued

S. J. Ryan 70/88312W	Typist, Grade 2 \$4956-5266, Fourth Division, Canberra	Typist Supervisor, Grade 1 \$5727-5906, Fourth Division, Personnel and Establishments Section, Typing Services Sub-section, Canberra (No. 3691)
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Duties: Exercise supervisory responsibilities over the automatic typing pool and allocate work to operators of automatic typing machines.

Qualifications: Ability to operate automatic typing machines desirable. Previous experience in the supervision of typing staff an advantage.

Bureau of Agricultural Economics, Technical and Administrative Services Branch

D. A. Langham 73/85233T	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Canberra	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Planning and Services Section, Financial Planning and General Services Sub-section, Canberra (No. 3633)
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Duties: Under general direction, responsible for the establishment of a sub-registry for the Bureau. Perform classification and file examination duties and train subordinate staff.

Qualifications: Broad understanding of registry procedures and records management techniques, together with experience in classification and file examination desirable.

VICTORIA

Regional Office, Victoria-Tasmania

C. G. Tanner 67/38250E	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Melbourne	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Management Services Section, Personnel and General Services Sub-section, Melbourne (No. 3080)
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Duties: Arrange medical examinations for Veterinary Officers and Meat Inspectors. Provide general office services for the Victorian Regional Office including the preparation of requisitions for stores, stationery, furniture and fittings, etc. Maintain associated records.

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Management and Special Services Division, Operations Branch

L. T. Weinman 72/87645C	Librarian, Class 1 \$6270-8996, Third Division, Department of Foreign Affairs, Australian Development Assistance Agency, Canberra	Librarian, Class 2 \$9262-10299, Third Division, General Services Section, Canberra (No. 132)
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Duties: Provide major reference and bibliographical services, carry out review of collection.

Qualifications: Degree of an Australian university or diploma of a college of advanced education or equivalent institution and the successful completion of the registration examination of the Library Association of Australia.

A. E. Pond 74/87193P	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Finance Section, Canberra (No. 353)
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Duties: Maintain appropriations and commitments register; fund requisitions and claims; and check ADP printouts with input documents before filing.

R. M. Taylor 73/86115R	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, A.C.T. Police Section, Canberra (No. 205)
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Duties: Maintain motor vehicle accident file register. Create new accident files and record movement of files.

NEW SOUTH WALES

Industrial Registrar's Branch

A. M. Collins 73/13286X	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Sydney (No. 26)
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Duties: Supervise and control the operation of photocopying, duplicating and addressing machines, etc.

VICTORIA

L. C. Lapierre 69/39316G	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne (No. 24)
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Duties: Assist in examining rules and alterations thereto submitted for certification under section 139 of the Act and in the preparation of consolidated rule books or organisations. Acknowledge all records and returns lodged pertaining to organisations and their branches such as lists of officers, financial returns, etc., and prepare related correspondence.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

E. B. Spillane 73/41729K <i>Duties:</i> Supervise and direct staff and work of the staff, property and dispatch section. Prepare movement requisitions and act as travel clerk. <i>Qualifications:</i> Knowledge of Public Service conditions and Treasury Manual desirable.	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne (No. 81)
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WESTERN AUSTRALIA

Australian Legal Aid Office

W. A. Given 74/75020G <i>Duties:</i> Provide stenographic and secretarial assistance to a senior officer. <i>Qualifications:</i> Shorthand, at least 100 words per minute.	Typist, Grade 2 \$4956-5266, Fourth Division, Department of Agriculture, Perth	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Perth (No. 8)
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NORTHERN TERRITORY

Establishments and General Services Branch

B. J. Haritos 72/95057E <i>Duties:</i> Perform stenographic and typing services for officers of the Branch. <i>Qualifications:</i> Shorthand, 100 words per minute desirable.	Typist, Grade 1 \$2220-4801, Fourth Division, Department of the Northern Territory, Darwin	Typist, Grade 2, \$4956-5266, Fourth Division, Darwin (No. 9)
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Lower Courts Branch

K. J. Bloxson 73/95978W <i>Duties:</i> Receive and make preliminary examination of all Lower Courts documents. Attend to inquiries from members of the public and assess fees and issue receipts for all fees, fines and forfeitures as agent of Collector of Public Moneys.	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Darwin (No. 8)
B. P. Bodnaruk 73/95979A <i>Duties:</i> Depositions Clerk. Take depositions in the required form before the Chief Magistrate in the Local Court, Court of Summary Jurisdiction, Licensing Court, Children's Court, Coroners Court and Wardens Court. Assist the Chief Magistrate in Court as necessary. Ensure all depositions, orders, etc., are present and signed by the Chief Magistrate.	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Darwin (No. 28)

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

Establishments Branch

K. J. Free 73/15229T <i>Duties:</i> Undertake special investigations in selected areas using work measurement and methods improvement techniques to establish management reporting and manpower control systems. <i>Qualifications:</i> Appropriate qualifications and a sound knowledge and broad experience in the use of industrial engineering techniques, including work measurement and standard data systems.	Clerk \$2845-5836 (Class 1), Third Division, Postmaster-General's Department, Wollongong	Technical Officer (Engineering), Grade 2 \$8130-8644, Third Division, Organisation, Classification and Methods Section (No. 1432)
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Finance and Supply Branch

G. P. Brough 72/88063P <i>Duties:</i> Responsible for the immediate supervision and direction of the activities and staff of the purchasing cell.	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Division, Expenditure and Costing Section, vice N. G. Wood, prov. prom. 9.5.74 (No. 1340)
H. L. Donovan 73/89924A <i>Duties:</i> Carry out relief duties as directed.	Clerical Assistant, Grade 1 \$4126-4514, Fourth Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Relief Section (No. 1720)
A. Arcidiacono 72/87186R <i>Duties:</i> Carry out relief duties as directed.	Clerical Assistant, Grade 1 \$4126-4514, Fourth Division, Department of Defence—Air Office	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Relief Section (No. 1721)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE CAPITAL TERRITORY—continued

Lands Division, Conservation and Agriculture Branch

D. A. Dalton 72/88424C	Field Officer, Grade 2 \$7180-7935, Third Division, Bureau of Agriculture Economics, Department of Agriculture	Technical Officer (Science), Grade 2 \$8130-8644, Third Division, Agricultural Inspections and Service Section (No. 624)
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Duties: Carry out regular inspections of rural lands and provide extension and technical information to primary producers in the A.C.T. Supervise the activities of rural Rangers.

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

DEPARTMENT OF CUSTOMS AND EXCISE

NEW SOUTH WALES

Revenue Branch

E. F. O'Brien 58/11096G	Senior Investigation Officer, Grade 1 \$10204-10879 (Class 7), Third Division	Senior Investigation Officer, Grade 2 \$11383-11886 (Class 8), Third Division, Investigation Section (No. 4)
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Duties: Plan specific investigations involving fraud and suspected fraud. Follow through investigations to the conclusion of fact finding, assembling supporting evidence and listing of breaches. Conduct major interrogations and give evidence at Court or Part XV hearings.

Services Branch

G. H. Clout 58/10618E	Inspector \$10204-10879 (Class 7), Third Division	Senior Investigation Officer, Grade 2 \$11383-11886 (Class 8), Third Division, Inland Services Section (No. 4)
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Duties: Plan and direct the work of a group of Investigation Officers engaged in operational control of licensed premises and approved places. Evaluate results of control investigation and reports into legislative breaches. Plan and direct programmes of specific control investigation on a State wide basis.

QUEENSLAND

Management Services Branch

P. M. Cook 63/57033P	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Finance and General Services Section, vice E. B. Tatnell, prov. prom. 20.6.74 (No. 24)
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Duties: Perform duties of Certifying Officer. Act as Receiver of Public Moneys and post receipts and disbursements to Receiver's Trust Account. Prepare cheques for disbursements. Balance Receiver's Trust Account Cash Book and sign cheques drawn on Receiver's Trust Account.

G. M. Burke 62/85372R	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Finance and General Services Section (No. 30)
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Duties: Maintain Government Property Register. Take action in respect of new works, repairs and maintenance, supply, repair and servicing of furniture and fittings, office machines, etc. Supervise stores, transport and labouring staff.

S. M. Jackson 70/58570E	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Finance and General Services Section, vice G. M. Burke, prov. prom. (No. 41)
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Duties: Former Papers Officer. Attach follow on papers to files, check and mark for distribution. Maintain resubmit system.

K. I. Macintosh 72/58027P	Clerical Assistant, Grade 1 \$2481-4515, Fourth Division	Senior Storeman \$5747-6005, Fourth Division, Finance and General Services Section, (No. 31)
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Duties: Receive, check, bin and issue stores (including uniforms, stationery, etc.) and maintain stock records.

Services Branch

N. J. Graham 65/57170T	Clerk \$3346-5074 (Class 1), Third Division	Examining Officer \$6887-7764 (Class 2/3), Third Division, Inland Services Section (No. 193)
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Duties: Examine in depth oil companies, diesel fuel sales print-outs and schedules to determine areas of risk and irregularities affecting revenue.

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

NORTHERN TERRITORY

Management Services Branch

- | | | |
|---|---|--|
| L. W. Litherland
71/75197X
<i>Duties:</i> Relief Clerk within the Collectorate. | Clerk \$3346-6671 (Class 1), Third Division, Perth | Clerk \$6887-7764 (Class 2/3), Third Division, Darwin (No. 15) |
| G. D. Burford
70/67281R
<i>Duties:</i> Relief Clerk within the Collectorate. | Clerk \$3346-6671 (Class 1), Third Division, Adelaide | Clerk \$6887-7764 (Class 2/3), Third Division, Darwin (No. 56) |
| M. C. Miteff
71/95327W
<i>Duties:</i> Personnel Officer—Responsible for the application of conditions of service, payment of salaries, overtime and allowances, etc., maintain standard personnel records; prepare salary estimates and statements for Promotion Appeals Committee hearings.
<i>Qualifications:</i> Wide experience in all phases of personnel work. Sound knowledge of Public Service Act and Regulations, General Orders, Arbitrators Awards and Determinations, Superannuation, Furlough and Compensation Acts. | Clerk \$6887-7764 (Class 2/3), Third Division, Darwin | Clerk \$8015-8770 (Class 4), Third Division, Darwin (No. 14) |

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

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| B. J. O'Neill
74/66248X
<i>Duties:</i> Undertake messengerial duties, handle counter inquiries and locate files associated with a registry that handles classified material. | Clerical Assistant, Grade 1 \$2063-4514, Repatriation Department, Adelaide | Clerical Assistant, Grade 2 \$4611-4902, Fourth Division (No. 552) |
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Manpower Policy and Management Services Division, Management Services Branch

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|---|---|---|
| R. N. Smith
58/15176X
<i>Duties:</i> Develop and monitor implementation of programmes of personnel practices particularly in respect of staff reporting, development and utilisation and career planning. | Executive Officer \$11383-11886 (Class 8), Third Division | Senior Executive Officer \$12389-12890 (Class 9), Third Division (No. 2286) |
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Defence Forces Industrial Branch

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|---|---|---|
| E. A. Miles
67/86508E
<i>Duties:</i> Examine, prepare submissions and make recommendations on matters concerning financial and other conditions of service for Service personnel. | Clerk \$6052-6929 (Class 2/3), Third Division | Clerk \$7180-7935 (Class 4), Third Division, Financial Conditions of Service Section (No. 1888) |
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Programme Management and Defence Facilities Division, Programme Management Branch

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| G. K. Flanagan
66/85904W
<i>Duties:</i> Examine and report on proposals for inclusion in the Defence Programme and annual estimates; continuous review of approved programmes and estimates.
<i>Qualifications:</i> Accounting qualifications desirable. | Clerk \$9194-9869 (Class 6), Third Division | Clerk \$10204-10879 (Class 7), Third Division, Financial Planning and Control Section, vice D. J. Byrne, prov. prom. 25.7.74 (No. 1186) |
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EDP Division, System Development Branch

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| G. J. Lynch
73/87895W
<i>Duties:</i> Direct a team of programming staff engaged in analysis, design, development, programming and proving of EDP applications and procedures for the Defence and Services EDP systems in the area of Force Planning.
<i>Qualifications:</i> Appropriate formal training in programming, together with extensive experience in analysis, design, development and programming for large-scale EDP systems desirable. | Programmer \$11383-11886 (Class 8), Third Division | Senior Programmer \$12389-12890 (Class 9), Third Division (No. 2074) |
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Technical Support Branch

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| J. M. Rava
73/89867G
<i>Duties:</i> As Assistant Tape Librarian, maintain the library of magnetic tape files and associated records. Shift work is involved. | Typist, Grade 1 \$2220-4801, Fourth Division, Air Office | Clerical Assistant, Grade 2 \$4611-4902, Fourth Division (No. 1276) |
| H. Dekker
73/86420C
<i>Duties:</i> Maintain computer time allocation charts and records of inwards and outwards data in a large-scale computer operation. | Clerical Assistant, Grade 1 \$2063-4514, Fourth Division | Clerical Assistant, Grade 3 \$5048-5489, Fourth Division (No. 1333) |

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—continued

R. J. Pond 70/88412E	Clerk \$2845-5836 (Class 1), Third Division, Army Office	Programming Assistant, Grade 2 \$6052-6929 (Class 2/3), Third Division, vice P. A. Schaffer, prov. prom. 8.8.74 (No. 1516)
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Duties: Responsible for magnetic tape and disk facilities, including effective implementation of library procedures, and a certification and a rehabilitation programme.

Qualifications: Some experience of, or associated with, EDP activities and aptitude for programming desirable.

P. A. Schaffer 70/57863C	Programming Assistant, Grade 2 \$6052-6929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Division (No. 1993)
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R. C. McInness 67/87047T	Senior Computer Operator, Grade 1 \$6748-6949, Fourth Division	Clerk \$7180-7935 (Class 4), Third Division (No. 1994)
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G. O'Dea 70/86675E	Programming Assistant, Grade 2 \$6052-6929 (Class 2/3), Third Division, Navy Office	Clerk \$7180-7935 (Class 4), Third Division (No. 1995)
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J. M. Kulesz 68/66521A	Clerk \$2845-5836 (Class 1), Third Division, Army Office	Clerk \$7180-7935 (Class 4), Third Division (No. 1996)
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Duties above four positions: Assist with work scheduling, production staging and other clerical and ancillary services associated with the operation of a large scale computer installation.

DEPARTMENT OF DEFENCE—AIR OFFICE

NEW SOUTH WALES

Headquarters Support Command, Senior Equipment Staff Office Branch

M. G. Mount 72/11270A	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Equipment Liaison Office, Lidcombe (No. 91)
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Duties: Routine investigation regarding Department of Defence (Air Office) and Headquarters Support Command inquiries.

Qualifications: Knowledge of RAAF stores procedures desirable.

VICTORIA

Headquarters Support Command, Senior Engineering Staff Officer Branch

P. L. Lovett 68/40027M	Drafting Assistant, Grade 2 \$6723-7427, Fourth Division	Draftsman, Grade 1 \$7052-8694, Fourth Division, Melbourne (No. 489)
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Duties: Under direction prepare drawings associated with the development, design and modification of aircraft and telecommunication electrical/electronic systems.

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

L. J. Kerr 72/40998T	Drafting Assistant, Grade 1 \$2728-6506, Fourth Division, Postmaster-General's Department	Drafting Assistant, Grade 2 \$6723-7427, Fourth Division, Melbourne, vice P. L. Lovett, prov. prom. 8.8.74 (No. 722)
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Duties: Under supervision, prepare and amend more intricate circuit and wiring diagrams for inclusion in RAAF telecommunication publications and associated technical equipment.

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

Senior Administrative Staff Officer Branch

C. R. Lovell 73/37196T	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Staff Officer, Publications Section, Melbourne (No. 826)
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Duties: Assist in compilation of amendment supplements and reprint indices of Australian Air Publications (Weapons/Explosives/Safety Equipment Worker/Group) processing of Foreign Source Data demands, verification of numerical identification of Australian Air Publications and effect. Process amendment action to relevant orders and instructions.

H. Moffitt 71/38809P	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Melbourne (No. 26)
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Duties: Attach correspondence to files, check for subject relevancy and forward to action officers. Raise proforma and direct withdrawal of files from storage. Supervise file movement recorders. Answer queries regarding movement of files. Assist with opening and date/time stamping of inward correspondence.

Qualifications: Knowledge of RAAF Registry procedures and filing system desirable. Supervisory ability would be an advantage.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Senior Training and Air Staff Officer Branch

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| <p>B. R. Hill
72/41542G
<i>Duties:</i> In an Electronic Data Processing supply environment, ensure that all unit store vouchers are checked to meet input requirements, that all lines rejected are investigated to a satisfactory conclusion and that posting, re-audit and actual hastening is carried out immediately an error is made known.
<i>Qualifications:</i> A good knowledge of RAAF Electronic Data Processing supply procedures desirable.</p> | <p>Clerical Assistant, Grade 3 \$5883-6324,
Fourth Division</p> | <p>Clerical Assistant, Grade 4 \$6471-6765,
Fourth Division, Melbourne (No. 792)</p> |
| <p>J. O'Hagan
72/42028M
<i>Duties:</i> Voucher Posting Clerk responsible to Non-Commissioned Officer-in-charge stock control for the posting of all stores vouchers affecting stock records.</p> | <p>Clerical Assistant, Grade 1 \$2481-5349,
Fourth Division</p> | <p>Clerical Assistant, Grade 2 \$5446-5737,
Fourth Division, Melbourne (No. 616)</p> |
| <p>P. M. McAllister
68/38318P
<i>Duties:</i> Processing of all work requisitions for the area. Organise and assist in minor internal removals. Maintain furniture and property assets registers. Advise Barracks Officer of minor work requirements within area.
<i>Qualifications:</i> Knowledge of Departmental works procedures desirable.</p> | <p>Clerical Assistant, Grade 3 \$5883-6324,
Fourth Division</p> | <p>Clerical Assistant, Grade 4 \$6471-6765,
Fourth Division, Melbourne (No. 657)</p> |
| <p>L. E. Castle
72/36470C
<i>Duties:</i> Check and correct master copies of relevant flight information publications, prepare correction list for magnetic tape, proof read tape printouts, assist in laydown and dispatch of art work. Assist in preparation and dispatch of Military Aviation Notices.
<i>Qualifications:</i> Ability to type would be an advantage.</p> | <p>Clerical Assistant, Grade 1 \$2481-5349,
Fourth Division</p> | <p>Clerical Assistant, Grade 2 \$5446-5737,
Fourth Division, Aeronautical Information Section, Melbourne (No. 127)</p> |

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

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| <p>I. M. Bluett
65/85255E
<i>Duties:</i> Undertake functional review of forms under the direction of the Inspector (Forms). Undertake independent investigations into requests for introduction of new forms or for reprinting of existing forms.
<i>Qualifications:</i> Previous Organisation and Methods experience relating to forms control and design desirable.</p> | <p>Personnel Officer \$9022-9777 (Class 5),
Third Division</p> | <p>Assistant Inspector \$10029-10704 (Class 6), Third Division, Organisation and Methods Section, Canberra (No. 91)</p> |
| <p>A. W. D'Arcy
71/88416P
<i>Duties:</i> Prepare, organise and conduct basic and/or established courses and assist in development of new courses. Induction and orientation of new staff. Advise Departmental Staff on courses of study and career opportunities.
<i>Qualifications:</i> Aptitude for conference leadership, personal direction of training courses and correspondence. Academic qualifications desirable.</p> | <p>Clerk \$3346-6671 (Class 1), Third Division</p> | <p>Training Officer, Grade 1 \$8015-8770 (Class 4), Civil Training Section, Canberra (No. 9)</p> |

Joint Services Staff College

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| <p>J. A. Hollow
74/85579R
<i>Duties:</i> Provide secretarial assistance to the Commandant at the College.
<i>Qualifications:</i> Shorthand, 100 words per minute.
<i>Note:</i> Position located Cotter Road, Woden.</p> | <p>Typist, Grade 2 \$5791-6101, Fourth Division, Department of Education</p> | <p>Steno-secretary, Grade 1 \$6382-6741,
Fourth Division, Canberra (No. 10)</p> |
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VICTORIA

Third Military District, Army Design Establishment

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| <p>S. P. Bolton
71/75475C
<i>Duties:</i> Control and co-ordinate a technical library which provides information in a number of branches of design engineering.
<i>Qualifications:</i> Knowledge of training in library practices and techniques together with relevant experience.</p> | <p>Library Officer, Grade 1 \$6532-7231,
Third Division, Department of Defence
—Army, Perth</p> | <p>Library Officer, Grade 2 \$7464-8163,
Third Division, Maribyrnong (No. 336)</p> |
| <p>L. J. Keane
69/39136C
<i>Duties:</i> Direct and progress the activities of the Vehicle and General Workshop of a trials and testing Establishment. Supervise staff, maintain relevant records.
<i>Qualifications:</i> Qualified Vehicle Mechanic. Experience in the maintenance and repair of Military vehicles and knowledge of allied trades together with supervisory experience desirable.</p> | <p>Senior Mechanic \$6869-7026, Fourth Division, Department of Transport (Air Transport Group), Victorian/Tasmanian Region, Essendon Airport</p> | <p>Foreman, Grade 1 \$7881-8058, Fourth Division, Trials and Proving Wing, Monegeetta (No. 66)</p> |

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—NAVY OFFICE

NEW SOUTH WALES

Overseeing and Inspection Branch

R. J. Lever 66/14046T	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Administration Section, Cockatoo Island Dockyard (No. 11)
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Duties: Provide administrative assistance to the Principal Overseer at Cockatoo Island Dockyard. Refer correspondence and technical papers to the appropriate areas, maintain the filing system, and act as Branch Security Officer.

S. A. Fitzpatrick 70/12951K	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administration Section, Cockatoo Island Dockyard, vice R. J. Lever, prov. prom. 8.8.74 (No. 12)
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Duties: Classify, index, record and amend all books of reference, specifications and drawings. Maintain loan clothing records and stocks. Authorise demands for stationery requirements.

D. M. Barton 74/11895X	Clerical Assistant, Grade 1 \$2063-3970, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administration Section, Cockatoo Island Dockyard (No. 24)
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Duties: Receive and dispatch all files; record file movements and refer papers to appropriate action officers. Arrange for the receipt and dispatch of all safe hand mail.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Management Services Branch

G. E. Cochrane 73/88444G	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Finance and Accounts Section, Accounts Sub-section, Canberra (No. 151)
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Duties: Examiner of Accounts.

Policy Division, General Policy Branch

G. Johnson 65/11192T	Clerk \$12218-12721 (Class 8), Third Division, Parliamentary Liaison and Information Branch	Clerk \$13224-13725 (Class 9), Third Division, General Policy Section, Canberra (No. 392)
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Duties: Review policy aspects of educational developments. Provide advice and make recommendations on policy matters.

Qualifications: Academic qualifications to be stated.

Student Assistance and International Education Division, Student Assistance No. 1 Branch

L. M. Jones 71/66149W	Education Officer, Class 2 \$10248-11258, Third Division, Territorial Liaison Branch	Clerk \$12218-12721 (Class 8), Third Division, Common Services and Tribunal Section, Common Services Sub-section, Canberra (No. 10)
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Duties: Prepare replies to ministerial queries and representations and assist in the preparation of ministerial briefings.

Qualifications: A degree or comparable qualifications and experience in education desirable.

Student Assistance No. 2 Branch

M. T. Hickey 66/37523X	Clerk \$9022-9777 (Class 5), Third Division	Clerk \$10029-10704 (Class 6), Third Division, Tertiary Awards Section, Courses and Progress Sub-section, Canberra (No. 43)
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Duties: Examine and draft correspondence on special cases of individual students holding awards under the various schemes and referred by State Offices.

Qualifications: A degree (or partial completion) desirable.

Territorial and Facilities Division, Facilities Branch

M. E. Mason 70/11053A	Clerk \$9022-9777 (Class 5), Third Division, Department of Services and Property	Clerk \$10029-10704 (Class 6), Third Division, Library Facilities Section, Canberra (No. 723)
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Duties: Carry out investigations and prepare reports relating to grants under the Commonwealth Secondary Schools libraries programme. Assist with the preparation of correspondence and material for applicant schools.

Qualifications: Academic qualifications to be stated.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Pre-school and Child Care Branch

L. L. A. Purnell 73/88011M	Clerk \$3346-6671 (Class 1), Third Division, Department of Labor and Immigration	Clerk \$8015-8770 (Class 4), Third Division, Programs Section, Child Care Centres Sub-section, Canberra (No. 765)
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Duties: Examine and report on more routine applications for capital and recurrent grants under the Child Care Financial Assistance Scheme.

Qualifications: Progress towards tertiary qualifications, the ability to prepare correspondence and other material, and to liaise with other organisations desirable.

AUSTRALIAN CAPITAL TERRITORY

Office of the Commission on Advanced Education

P. C. Mitchell 70/66011P	Senior Technical Officer, Grade 1 \$9700-10214, Third Division, Department of Manufacturing Industry	Clerk \$10029-10704 (Class 6), Third Division, Commission Operations Section, Building, Sites and Equipment Sub-section, Canberra, vice A. J. O'Brien, prov. prom. 13.6.74 (No. 29)
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Duties: Examine and appraise proposals for equipment required for teaching purposes and computer facilities in colleges of advanced education. Prepare draft correspondence and submissions.

Qualifications: Academic qualifications and related experience to be stated.

P. Sweeney 58/21899G	Clerk \$8015-8770 (Class 4), Third Division, unattached	Clerk \$10029-10704 (Class 6), Third Division, Executive Section, Canberra (No. 10)
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Duties: Assist the Chairman with all aspects of his working day, including liaison with senior Federal and State officials and senior academics and industrialists; and undertake analysis and research in connection with Commission, committee and conference submission documents and important correspondence.

Qualifications: Secretarial and research ability and experience in high level liaison desirable.

VICTORIA

State Office

N. R. Benson 74/36121C	Typist, Grade 1 \$2638-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, Administration Section, Melbourne (No. 40)
R. K. Walker 72/36605W	Typist, Grade 1 \$2638-5636, Fourth Division, Department of Transport, Air Transport Group	Typist, Grade 2 \$5791-6101, Fourth Division, Administration Section, Melbourne (No. 72)

Duties above two positions: Provide stenographic assistance to senior officers of the Branch.

Qualifications above two positions: Shorthand at least eighty words per minute.

NORTHERN TERRITORY

Northern Territory Education Division, Management Services Branch

D. Bogusz 66/38477C	Clerk \$10029-10704 (Class 6), Third Division, Department of Housing and Construction, Darwin	Clerk \$12218-12721 (Class 8), Third Division, Administrative Services and Student Assistance Section, Personnel and Conditions of Service Sub-section, Darwin (No. 73)
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Duties: Direct and co-ordinate activities of Personnel and Conditions of Service, Office Services, Registry, and Typing Sub-sections. Prepare high level correspondence, ministerial and other submissions and for advice on policy. Administer Industrial Policies throughout the Northern Territory.

Qualifications: Wide experience in Personnel Management required.

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Management Services Division, Services Branch

C. J. Murphy 59/28858W	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Management Services Division	Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Communications, Technical and General Services Section, General Services Sub-section, Canberra (No. 591)
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Duties: Supervise the work of the File Examination Group and the Registry Distribution Points. Examine the more important and complex files.

P. M. Jones 68/85741X	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Management Services Division	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Communications, Technical and General Services Section, General Services Sub-section, Canberra, vice C. J. Murphy, prov. prom. 8.8.74 (No. 592)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF FOREIGN AFFAIRS—continued

E. R. Gleeson 67/86505R	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Management Services Division	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Communications, Techn- ical and General Services Section, Gen- eral Services Sub-section, Canberra (No. 638)
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Duties above two positions: File examination in Central Registry and Registry Distribution Points.

M. E. Pritchard 72/86020A	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Management Services Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Communications, Techn- ical and General Services Section, Office Services Sub-section, Canberra (No. 809)
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P. McEwan 71/85990C	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Management Services Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Communications Techn- ical and General Services Section, Office Services Sub-section, Canberra (No. 808)
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N. Collins 71/86164P	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Management Services Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Communications, Techn- ical and General Services Section, Offices Services Sub-section, Canberra, vice F. A. Watson, prov. prom. 13.6.74 (No. 807)
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H. W. Carder 71/85113P	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Defence Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Communications, Techn- ical and General Services Section, Office Services Sub-section, Canberra, vice P. M. Jones, prov. prom. 8.8.74 (No. 599)
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P. T. Lejsek 70/88091	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Management Services Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Communications, Techn- ical and General Services Section, Office Services Sub-section, Canberra (No. 595)
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B. L. Kurtz 70/88089	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Management Services Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Communications, Techn- ical and General Services Section, Office Services Sub-section, Canberra (No. 597)
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Duties above six positions: Responsible for the efficient operation of a more complex Registry Distribution Point.

G. G. Kirkham 69/86790E	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Management Services Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Communications, Techn- ical and General Services Section, Communications Sub-section, Canberra (No. 412)
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Duties: Receive, register and check the contents of non-safe hand patches. dispatches. Prepare non-safe hand dis-

W. J. King 72/86177A	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Management Services Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Communications, Techn- ical and General Services Section, Com- munications Sub-section, Canberra (No. 414)
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F. A. Scott 71/86671C	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Management Services Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Communications, Techn- ical and General Services Section, Can- berra (No. 413)
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Duties above two positions: Receive, sort and register Safe Hand correspondence for outwards dispatch and distribution within the Department and Australia. Supervise and check the preparation of schedules.

Personnel Branch

S. M. Salter 70/87267G	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Management Services Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Security Section, Can- berra, vice D. H. Greet, prov. prom. 8.8.74 (No. 64)
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Duties: Preparation and maintenance of sub-section files and associated sub-registry activities. Perform clerical duties for the section.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

G. E. Thomas 72/86461T	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Management Services Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Organisation, Staffing and Training Section, Establishments and Methods Sub-section, Canberra (No. 254)
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Duties: Draft and maintain up-to-date organisation charts. Maintain position records, duty statements, functional and procedural statements.

B. C. Rowe 70/88043T	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Management Services Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Organisation, Staffing and Training Section, Staffing Sub- section, Canberra (No. 556)
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Duties: Prepare and maintain staffing statistics and publications including PSB 39, 41, 41A, 50. Maintain section files.

Overseas Division

D. H. Greet 65/66750M	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Management Services Division	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Overseas Division (No. 803)
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Duties: Maintain the Registry at an overseas post. Perform all functions associated with the day to day running of Registry. Prepare, dispatch and receive diplomatic and local mail.

DEPARTMENT OF HEALTH

CENTRAL STAFF

Management Services Division

J. Berzins 67/85660G	Clerk \$9194-9869 (Class 6), Third Division	Clerk \$10204-10879 (Class 7), Third Division, Central Statistical Unit (No. 29)
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Duties: Supervise the compilation of statistics; compile more important statistical information for parliamentary questions, etc. Appraise statistics and recommend changes or modifications to procedures.

Qualifications: Previous statistical experience desirable; completion or partial completion of appropriate academic qualifications desirable.

Establishment and Finance Branch

D. E. Bartley 71/85580K	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Establishments Section (No. 220)
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Duties: Post Examiner, examination of files, assist in disposals work.

ADP Branch

B. J. Dunlop 73/41252C	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Postmaster-General's Department, Melbourne	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Operations, Software and Communications Section (No. 75)
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Duties: Assemble jobs for computer processing. Return documentation cards, etc., to reception area and magnetic files to library on completion.

Note: The above position involves shift work.

E. B. Diaz 74/86152W	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Operations, Software and Communications Section (No. 74)
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Duties: Magnetic File Librarian. Issue and receive magnetic files and maintain associated status records. Operate a limited range of peripherals, and equipment for the cleaning and maintenance of magnetic tapes and disk packs.

Note: This position involves shift work.

Therapeutics Division, Pharmaceuticals Benefits Branch

L. K. Willson 71/88434T	Technical Assistant, Grade 1 \$2728-6506, Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Publications and Services Section, vice M. P. McCauley, prov. prom. 1.8.74 (No. 23)
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Duties: Process applications from approved chemists for repeat authorisation forms and authorise printing. Prepare routine correspondence concerning chemists orders for repeat authorisation forms.

D. Clark 73/86799T	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Publications and Services Section (No. 98)
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Duties: Maintain distribution lists and arrange distribution of Branch publications.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF HEALTH—continued

Medical Services Division, Medical Laboratories Branch

R. J. Sullivan Inspector \$11383-11886 (Class 8), Third Senior Executive Officer \$12389-12890
59/36996P Division (Class 9), Third Division (No. 22)
Duties: Oversight and co-ordinate research and development projects within the Branch. Assist in administration of and development of policy recommendations relating to the organisation and activities of Departmental pathology laboratories and related matters.
Qualifications: Tertiary qualifications together with proven administrative ability and a knowledge of laboratory organisation and activities desirable.

AUSTRALIAN CAPITAL TERRITORY

A.C.T. Health Services Office, Planning and Executive Services Branch

W. Osiczak Clerk \$6052-6929 (Class 2/3), Third Clerk \$7180-7935 (Class 4), Third Divi-
71/10124X Division, Department of Defence—Navy sion, Health Facilities Section, Works
Office, Sydney and Property, Sub-section (No. 256)
Duties: Deal with major and minor works matters including repairs, maintenance, furniture and fittings. Regularly inspect property to ensure it is being utilised and maintained. Draft works program and prepare estimates of expenditure.

NEW SOUTH WALES

Quarantine

J. H. Maybury Quarantine Assistant, Grade 3 \$5536- Quarantine Assistant, Grade 4 \$6163-
71/12524G 5954, Fourth Division, Quarantine Sec- 6582, Fourth Division, Quarantine Sec-
tion, Newcastle tion, Newcastle (No. 339)
Duties: Supervise the operations of staff engaged, and participate in the inspection and fumigation of ships.
Qualifications: Considerable experience in and knowledge of quarantine procedures and techniques.

TASMANIA

National Acoustic Laboratories

P. V. Loren Psychologist, Class 1 \$6260-9351, Third Psychologist, Class 2 \$10167-11360,
69/38951E Division, Melbourne Third Division, Hobart (No. 63)
Duties: Control and co-ordinate the activities of the National Acoustic Laboratories in Tasmania. Audio-logical assessment and rehabilitation of approved client categories.
Qualifications: University degree with major in psychology. Considerable experience in audiology desirable.
Note: This promotion is effective from 5.12.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

AUSTRALIAN CAPITAL TERRITORY

Technical Division

G. A. Matthew Senior Housing Inspector \$7813-8001, Works Supervisor \$9076-9407, Fourth
62/85602W Fourth Division, Department of the Division, Construction Section, Can-
Capital Territory, Canberra berra (No. 109)
Duties: Supervise and inspect housing construction works being carried out by contract to ensure compliance with designs and specifications and prescribed standards. Prepare progress and completion reports and certificates for progress and final payments, make reports for recommendations on applications for extension of contract time, and maintain appropriate records.
Qualifications: Appropriate trade qualifications and/or experience in a supervisory capacity appropriate to the duties.

M. A. Lahiff Clerk \$7180-7935 (Class 4), Third Trainee Technical Officer (Engineering)
70/87824W Division \$3058-5900, Third Division, Major De-
velopment Section, Canberra (No. 63)

Note: Conditions governing the appointment or promotion of Trainee Technical Officers appeared on page 75 of *Gazette* No. 9 of 31.1.73 as amended on page 59 of *Gazette* No. 83 of 12.7.73.

Construction Section

A. W. Manning Officer-in-charge, Industrial Undertak- Officer-in-charge, Industrial Undertak-
71/940071 ings \$12389-12890 (Class 9), Third ings \$13394-13898 (Class 10), Third
Division Division, Canberra (No. 83)

Duties: Under the Assistant Director (Construction) control the operations of the Department's Quarry, Bituminous Concrete Plant, Sawmill, Concrete Products Factory and Joinery Workshop. Responsible for all aspects of production, including planning, plant development, cost control, stock control, labour utilisation and methods improvement.

Qualifications: Technological and practical experience in the construction industry, preferably associated with Industrial Undertakings is desirable. Proven organisation and management ability essential.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Management Services Division, Design Administration Branch

L. J. Bock 71/76638P	Clerk \$6052-6929 (Class 2/3), Third Division, Perth	Clerk \$7180-7935 (Class 4), Third Division, Major Development Section, Canberra, vice S. A. Baxter, prov. prom. 16.5.74 (No. 13)
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Duties: Project Clerk. In consultation with the Design Project officer, plan and control the administrative work associated with the planning, investigation and design of water supply and Sewerage Projects. Prepare progress reports on design work and advise technical staff on administrative procedures.

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

Construction Administration Branch

B. P. Mathey 72/87855C	Clerk \$5052-6929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Division, Planning Section, Canberra, vice M. A. Lahiff, prov. prom. 8.8.74 (No. 80)
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Duties: Asset Control Clerk. Control the Commonwealth Asset Master Register and ensure that an accurate listing of assets is maintained. Liaise with NCDC and client Departments and resolve queries raised. Examine maintenance recommendations and establish the frequency of inspections. Prepare and develop grid-referenced location maps for specific establishments showing actual location of all individual assets.

Qualifications: Personal attributes necessary to work with technical staff desirable.

Finance Branch

G. D. Richards 67/86756X	Clerk \$7180-7935 (Class 4), Third Divisions, Department of the Capital Territory, Canberra	Clerk \$8187-8942 (Class 5), Third Division, Canberra (No. 63)
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Duties: Officer-in-charge, miscellaneous trust ledgers. Responsible for cost ledgers for workshops, plant and tools and other assets. Preparation of financial statements and annual budgets.

Qualifications: Progress in accountancy or similar studies desirable.

R. L. Stedman 73/88419K	Clerk \$2845-5179 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, General Accounts Section, Canberra (No. 19)
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Duties: Examination of Traders, Wages and miscellaneous accounts.

W. J. Stephens 68/58097P	Clerk \$6082-6929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Division, Canberra (No. 72)
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Duties: Responsible to the Officer-in-charge, Trust Ledgers, for the supervision and control of Sundry Debtors/Creditors Ledgers.

Qualifications: Progress in Accountancy or similar studies desirable.

Housing Branch

K. Berry 73/85014R	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Department of the Treasury, Australian Bureau of Statistics, Canberra	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Canberra (No. 9)
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Duties: Prepare monthly and quarterly statistical returns for Defence Service Homes and Home Savings Grant Scheme. Maintain Regional Office Registry.

NEW SOUTH WALES

Management Services Division, Manpower Branch

M. M. Brown 73/14286K	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Training and Development Section, Sydney (No. 174)
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Duties: Provide clerical assistance associated with the conduct of Training courses. Maintain training records, prepare returns and statistics and maintain Section filing system.

QUEENSLAND

Defence Service Homes Branch

G. P. Garnett 58/17020A	Clerk \$8187-8942 (Class 5), Third Division	Clerk \$9194-9869 (Class 6), Third Division, Home Loans Section, Brisbane (No. 40)
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Duties: Direct and control the activities of the Section. Exercise delegated powers under the Defence Service Homes Act.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF HOUSING AND CONSTRUCTION—continued

SOUTH AUSTRALIA

Management Services Division, Personnel Services Branch

D. Habel 73/66083T	Typist, Grade 1 \$2638-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, Office Services Section, Adelaide (No. 93)
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Duties: Prepare offset masters for specification by the operation of an IBM magnetic tape electric typewriter using an edit control.

WESTERN AUSTRALIA

G. A. C. Johnson 73/75875W	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Registry Section, Perth (No. 118)
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Duties: Search for missing files and attach correspondence. Carry out other duties as directed.

NORTHERN TERRITORY

P. J. Clifford 72/95312G	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel Services Branch, Staff Sub-section, Darwin (No. 105)
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Duties: Check salary and deduction variations and the processing of furlough, higher duties allowance, district allowance, etc., for departmental staff. Prepare all Treasury Forms relating to the ADP salary system. Prepare correspondence.

Qualifications: Knowledge of Commonwealth Public Service Act and Regulations, General Orders and Superannuation Act.

DEPARTMENT OF LABOR AND IMMIGRATION

CENTRAL OFFICE

Industrial Relations (Industry) Division, Industry Branch 'A'

D. L. Dunn 69/37248E	Industrial Training Officer, Grade 2 \$3187-8942 (Class 5), Third Division, Training Development Branch, Manpower Development and Operations No. 1 Division	Industrial Relations Officer \$9194-9869 (Class 6), Third Division, Melbourne (No. 516)
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J. B. Stapleton 72/36184A	Industrial Training Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Training Development Branch, Manpower Development and Operations No. 1 Division	Industrial Relations Officer \$9194-9869 (Class 6), Third Division, Melbourne, vice T. J. Condon, prov. prom. 30.5.74 (No. 520)
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Duties above two positions: Assist in examining the significance of industrial relations activities in a group of industries, and the lines of action that should be pursued. Maintain and develop contact with trade unions, employers and employer organisations in the area of responsibility.

Qualifications above two positions: Tertiary qualifications, and evidence of ability to analyse complex industrial relations problems, desirable.

Management and Secretariat Division, Establishments and Systems Branch

D. J. Lawson 59/54621W	Programmer \$9194-9869 (Class 6), Third Division	Programmer \$11383-11886 (Class 8), Third Division, ADP Section, Melbourne (No. 634)
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Duties: Direct the activities of the programming teams; monitor progress and ensure completion by agreed target dates; report on the performance of operational ADP systems. Undertake the more complex construction tasks.

Qualifications: Considerable experience in program design and programming desirable.

M. H. Grogan 70/39355E	Programming Assistant, Grade 1 \$2845-5836 (Class 1), Third Division	Assistant Programmer \$8187-8942 (Class 5), Third Division, ADP Section, Melbourne (No. 648)
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Duties: Undertake programming work associated with the maintenance and revision of existing programmes

Finance and Information Branch

E. A. Bishop 73/14826G	Clerk \$2845-5836 (Class 1), Third Division, Sydney	Clerk \$6052-6929 (Class 2/3), Third Division, Canberra Office Section, Canberra (No. 680)
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Duties: Process accounts, prepare and follow up claims in connection with the recovery of expenditures. Prepare documentation on staff matters and process Treasury forms 28.

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

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

International Relations Branch

M. K. Farley 72/36536M	Clerk \$2845-5836 (Class 1), Third Division	Senior Research Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Melbourne (No. 552)
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Duties: Perform research to assist in the preparation of reports, briefs, etc., in relation to International Labour standards.

Qualifications: An appropriate university degree.

NEW SOUTH WALES

Management Services Branch

J. A. Chapman 71/12920A	Typist, Grade 1 \$2220-4801, Fourth Division	Typist, Grade 2 \$4956-5266, Fourth Division, Office Services Section, Sydney (No. 71)
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Duties: Stenographic and typing duties.

Qualifications: Shorthand, at least eighty words per minute.

Employment, Training and Industrial Services Division, Industrial Services Branch

R. M. Smythe 70/13457C	Clerk \$6052-6929 (Class 2/3), Third Division, Postmaster-General's Department	Clerk \$7180-7935 (Class 4), Third Division, Productivity Promotion Section, Sydney (No. 11)
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Duties: Assist in preparing material for meetings of the Productivity Groups Advisory Council and Committees and panels of the State Branch of the Productivity Promotion Council of Australia. Assist in preparing material for publication and other promotional literature.

Qualifications: An understanding of the nature of productivity. Ability to prepare correspondence and other written material. Some knowledge of bookkeeping.

Employment Branch

B. A. McCowan 74/13053M	Typist, Grade 1 \$2220-4801, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, District Employment Offices Pool Section, Murwillumbah
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Duties: Typing, assist with applications for employment, particularly female applicants, general office work including inquiries, filing, indexing, attend to switchboard.

VICTORIA

Employment, Training and Industrial Services Division, Employment Branch

A. V. O'Sullivan 58/35159A	Clerk \$9194-9869 (Class 6), Third Division, DEO Management Section	Employment Office Manager, Grade 3 \$10204-10879 (Class 7), Third Division, DEO Pool Section, Camberwell (No. 170)
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Duties: Under the general direction of the Assistant Director (Employment), control and direct the activities of an office of the Commonwealth Employment Service.

R. Rose 68/38421X	Assistant Employment Office Manager \$8187-8942 (Class 5), Third Division, Moorabbin	Employment Office Manager, Grade 2 \$9194-9869 (Class 6), Third Division, DEO Pool Section, Colac (No. 506)
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Duties: Under the general direction of the Assistant Director (Employment), control and direct the activities of the District Employment Office.

DEPARTMENT OF MANUFACTURING INDUSTRY

CENTRAL OFFICE

Research and Development Division

I. D. Batty 72/87969M	Clerk \$6052-6929 (Class 2/3), Third Division, Canberra	Clerk \$7180-7935 (Class 4), Third Division, Canberra (No. 47)
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Duties: Participate in the preparation of estimates of expenditure and programmes and in the periodic review of same. Progress returns of expenditure against projects. Prepare consolidated financial statements and related correspondence.

Qualifications: Progress towards accountancy qualifications desirable.

Planning and Procurement Division, Production Planning Branch

R. E. Hammond 72/86494C	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Canberra (No. 52)
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Duties: Maintain staff statistics and prepare returns. Handle Branch correspondence and files. Arrange travel for Branch officers. Maintain records and provide general clerical assistance as required.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF MANUFACTURING INDUSTRY—continued

NEW SOUTH WALES

Guided Weapons and Electronics Supply Branch

M. J. E. Ridout-Allen 61/11815C	Clerk \$8187-8942 (Class 5), Third Division	Clerk \$9194-9869 (Class 6), Third Division, Administrative Services Sec- tion, Sydney (No. 82)
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Duties: Responsible for direction and control of the Administrative Section of the Branch. Provide administrative assistance to the Branch Head and Senior Officers as required.

Qualifications: Proven administrative ability together with a knowledge of relevant regulations, instructions and orders desirable.

VICTORIA

Finance Branch

G. Schulkes 68/40117P	Assistant Cost Investigator \$7180-7935 (Class 4), Third Division, Melbourne	Cost Investigator, Grade 1 \$8187-8942 (Class 5), Third Division, Melbourne (No. 72)
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Duties: 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: Completion of a recognised course of training in accountancy; or completion of the requisite subjects of a recognised course in accountancy; or equivalent qualification.

Establishments and Services Branch

P. E. Cockerill 71/41255K	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, unattached	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Security Section, Footscray (No. 22)
L. J. Errington 61/37419E	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, unattached	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Security Section, Fishermen's Bend (No. 26)
E. A. Batchelor 70/40923R	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, unattached	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Security Section, Fishermen's Bend (No. 28)
M. Chambers 69/39522P	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, unattached	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Security Section, Maribyrnong (No. 38)

Duties above four positions: Provide clerical and typing assistance to the Establishment Security Officer. Assume responsibility for routine functions of Section in absence of Security Officer.

Qualifications: Knowledge of security measures—typing ability desirable.

B. J. Castle 67/39913R	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, unattached	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Security Section, Bendigo (No. 24)
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Duties: Assume responsibility for the operation of the security office under the remote direction of the Security Officer. Carry out necessary clerical and typing duties.

Qualifications: Knowledge of security measures—typing ability desirable.

Defence Printing Establishment

A. J. Bailey 64/37943R	Draftsman, Grade 1 \$7052-8694, Fourth Division, Maribyrnong	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Bruns- wick (No. 154)
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Duties: Assess requirements of plant, buildings and production aids and prepare specifications and estimates. Plan programme of preventive maintenance for printing plant. Conduct production work method studies and system reviews.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Practical experience relative to the duties desirable.

Defence Standards Laboratories

W. E. K. Gibbs 58/44421X	Senior Research Scientist \$12674-14706, Third Division, Maribyrnong	Principal Research Scientist \$15310- 17549, Third Division, Technical Section, Maribyrnong (No. 393)
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Duties: Initiate, direct and participate in the work of a Group engaged in solid-state physics research with Defence applications, including the study of defects in crystals. Supervise an X-ray diffraction, electron-diffraction and electron-microscopy service to the Establishment and other laboratories.

Qualifications: Ph.D. in an appropriate field or other qualifications and post-graduate research experience of equivalent standard. Extensive research experience together with demonstrated research ability of a very high order.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

S. P. Murphy 73/37821M	Technical Assistant, Grade 1 \$2845-6506, Third Division Maribyrnong	Technical Assistant, Grade 2 \$6723-7427, Third Division, Technical Section, Maribyrnong (No. 339)
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Duties: Provide technical assistance in support of a research and development programme associated with the development of marine paints and the analysis of paint and paint systems.

Qualifications: Qualifications and/or experience appropriate to the above duties. Studies towards a tertiary qualification in an appropriate field would be an advantage.

T. S. Olver 71/41412M	Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Maribyrnong	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Technical Section, Maribyrnong (No. 321)
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Duties: Under general direction, undertake technical work in support of a research and experimental programme designed to study the initiation and detonation of explosives, the mechanical and physico-chemical properties of explosives and pyrotechnics, and the development of explosives devices.

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

SOUTH AUSTRALIA

Weapons Research Establishment, Weapons Research and Development Wing, Weapon Systems Division

F. G. Brooks 65/66928W	Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Salisbury	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Target Development Group, Salisbury (No. 190)
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Duties: Under general direction, devise and develop precision mechanisms involving gyroscopes and other electro-mechanical elements and servo systems.

J. E. R. Dunkley 66/66905K	Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Salisbury	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Systems Development Group, Salisbury (No. 198)
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Duties: Under general direction, develop and test solid state circuits for receiving and transmitting at UHF. Design test equipment and conduct performance investigations on r.f. equipment.

R. J. Cluse 71/66394A	Technical Assistant, Grade 2 \$6723-7427, Third Division, Salisbury	Technical Officer (Engineering), Grade 1 \$7052-8694, Third Division, Target Development Group, Salisbury (No. 232)
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Duties: Under technical direction, develop electronic circuits in the areas High to Microwave frequencies and of solid state devices for use with remotely piloted vehicles. Carry out measurements in the same areas.

H. M. Hakkennes 71/66056E	Technical Assistant, Grade 2 \$6723-7427, Third Division, Salisbury	Technical Officer (Engineering), Grade 1 \$7052-8694, Third Division, Tracking and Command Systems Group, Salisbury, vice J. E. R. Dunkley, prov. prom. 8.8.74 (No. 209)
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Duties: Under technical direction design, construct and evaluate experimental solid state circuitry in an R and D laboratory. Equipment involved will employ varied high speed digital logic circuits for applications such as in display systems and computer peripherals.

P. Trevithick 71/66055A	Technical Assistant, Grade 2 \$6723-7427, Third Division, Salisbury	Technical Officer (Engineering), Grade 1 \$7052-8694, Third Division, Control Systems Group, Salisbury, vice F. G. Brooks, prov. prom. 8.8.74 (No. 206)
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Duties: Under technical direction design, construct and evaluate experimental solid state circuitry in an R and D laboratory. Equipment involved will employ varied high speed digital logic circuits for application in military data acquisition, transmission and data processing systems. An appreciation of military requirements and trials procedures is an advantage.

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

Trials Wing

H. M. Buchanan 72/37362G	Typist, Grade 1 \$2220-4801, Fourth Division, Regional Office, Melbourne	Typist, Grade 2 \$4956-5266, Fourth Division, Administrative Group, Woomera (No. 818)
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Duties: Perform secretarial, stenographic and general typing duties for the senior professional staff, Ranges Group, Woomera and other officers located at Range 'E' and Koolymilka.

Qualifications: Shorthand, eighty words per minute.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF MANUFACTURING INDUSTRY—continued

Applied Physics Wing, Optics and Surveillance Division

B. W. Finlayson 58/44997T	Technical Officer (Science), Grade 2 \$8929-9443, Fourth Division, unattached	Senior Technical Officer (Science), Grade 1 \$9700-10214, Fourth Division, Salisbury (No. 208)
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Duties: Under limited direction, undertake the more difficult design and development of basic micro mechanical techniques for producing arrays used in the development of infra-red imaging devices.

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

DEPARTMENT OF THE MEDIA

CENTRAL OFFICE

Planning and Finance Branch

L. P. Wilson 73/14024R	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Management Services, Personnel Sub-section (No. 95)
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Duties: Perform the duties of Staff Clerk for Film Australia and Australian Information Services Staff.

AUSTRALIAN BROADCASTING CONTROL BOARD

CENTRAL OFFICE

Secretary's Division

K. R. Robertson 61/37575M	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Melbourne	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Melbourne (No. 52)
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S. P. Little 68/37324R	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Melbourne	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Melbourne (No. 51)
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Duties above two positions: Stenographic and secretarial assistance for Board Member.

Qualifications above two positions: Shorthand, at least 100 words per minute. Experience in secretarial duties.

Engineering Services Division

I. M. Melvin 63/37520M	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Melbourne	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Melbourne (No. 53)
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Duties: Stenographic and secretarial assistance for the Controller, Engineering Services Division.

Qualifications: Shorthand, at least 100 words per minute.

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

Energy Planning Division

J. T. Larkin 58/46839A	Assistant Secretary \$19597, Second Division, Department of the Treasury, Canberra	First Assistant Secretary \$21417, Second Division, Canberra (No. 75)
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Duties: Responsible for the direction and control of the Division.

Management Services Branch

G. A. Sheridan 69/85226C	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Department of Defence —Army Office, Canberra	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Personnel and Establishments Section, Organisation Sub-section, Canberra, vice E. O'Connor, prov. prom. 13.6.74 (No. 75)
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Duties: Maintain establishment records, organisation charts and duty statements. Prepare returns of staff movements and statistics.

R. Petrovic 58/46888E	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Department of the Treasury, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, Internal Audit Section, Canberra (No. 43)
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Duties: Conduct minor audits (for example, checking receipts against cash book, petty cash advances, postage stamps advance, etc.). Prepare reports arising out of audits.

Bureau of Mineral Resources, Geology and Geophysics Operation Branch

L. J. Thwaites 72/86286M	Specifications Officer \$6729-7076, Fourth Division, Department of the Media, Canberra	Clerk \$10029-10704 (Class 6), Third Division, Administrative Section, Publications, Printing and Distribution Sub-section, Canberra (No. 690)
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Duties: Supervise, control and co-ordinate the activities of the Publications, Printing and Distribution Sub-section involved with arrangements for printing and the sale, distribution and accounting for publications and maps.

Qualifications: Experience in forms design and/or publishing involving format printing and contractual arrangements. Proven ability to supervise staff and achieve planning production programmes is desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Lands and Community Development Division

E. J. Hatt 58/44632C	Clerk \$11039-11714 (Class 7), Third Division, Department of Defence, Alice Springs	District Officer \$13224-13725 (Class 9), Third Division, District Office Section, Alice Springs (No. 1)
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Duties: Responsible for the direction and control of District Office activities in Alice Springs including financial and personnel management.

Qualifications: Wide relevant experience in the financial and personnel fields.

Local Government and Services Branch

K. W. Prior 65/66075K	Clerk \$9022-9777 (Class 5), Third Division	Investigator \$10029-10704 (Class 6), Third Division, Darwin (No. 2)
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Duties: Conduct investigations in financial arrangements for local government and community development activity. Research and examine all aspects of branch activity. Review legislation and administrative procedures.

Qualifications: Previous investigation experience and wide administrative experience desirable. Accounting or economic qualifications an advantage.

Management, Legislation and Planning Division, Finance, Supply and Transport Branch

N. F. Hargrave 73/95016P	Storeman \$4580-4808, Fourth Division	Senior Storeman \$4948-5207, Fourth Division, Supply Section, Alice Springs (No. 268)
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Duties: Perform and/or oversight stores activities including receipt, check, dispatch, stowage, preservation and recording of stores and process associated documentation, supervise staff and allocate work.

Qualifications: Comprehensive stores experience, together with ability to control staff desirable.

Social and Commercial Affairs Division, Public Utilities and Housing Branch

E. G. Williams 58/17137X	Executive Officer \$14229-14733 (Class 10), Third Division	Assistant Secretary \$17776, Second Division, Darwin (No. 1)
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Duties: Direct and control the activities of the Branch with responsibility for development of policy relating to the provision, extension and management of electricity, water supply and sewerage services. Develop and review housing policies.

Qualifications: Extensive managerial experience at senior executive level with the ability to develop policy.

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Policy Development Division, Trade Economic Analysis Branch

C. A. Bone 73/88074R	Clerk \$3346-6671 (Class 1), Third Division, Australian Bureau of Statistics, Department of the Treasury, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Policy Development and Situation Analysis Section, Canberra (No. 828)
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Duties: Analyse documents and compile summaries relating to development of Australian trade with specific countries or areas.

Qualifications: Research training or equivalent experience. Knowledge of relevant languages an advantage. Academic qualifications to be stated.

ADP and Technical Services Branch

R. J. Jorgensen 71/87980T	Clerk \$6887-7764 (Class 2/3), Third Division, Department of the Treasury, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Central Statistical Section, Economic Statistics and Special Projects Sub-section, Canberra, vice C. J. Williams, prov. prom. 27.6.74 (No. 322)
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Duties: Assist in more important projects involving trade statistics.

Qualifications: Appropriate university degree desirable. Experience in compilation of statistics.

M. L. Daly 68/75905T	Clerk \$8015-8770 (Class 4), Third Division, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Regional Offices Services Section, Industry Information Sub-section, Canberra (No. 112)
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Duties: Prepare industry reports and provide comprehensive information on manufacturing/exporting firms in Australia.

Qualifications: Ability to prepare reports and undertake research into Australian industry. Knowledge of Australian industry an advantage.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF OVERSEAS TRADE—continued

D. M. Alfreds 71/76057X	Clerk \$3346-6671 (Class 1), Third Division, Department of Manufacturing Industry, Perth	Clerk \$8015-8770 (Class 4), Third Division, Regional Offices Service Section, Industry Information Sub-section, Canberra (No. 652)
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Duties: Responsible for the preparation of input material for use in an ADP system.

Qualifications: Broad knowledge of commodities produced in Australia. Extensive experience of ADP work, ability to supervise staff.

C. I. Godwin 71/86071X	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra	Clerk \$7180-7935 (Class 4), Third Division, Regional Offices Service Section, Industry Information Sub-section, Canberra (No. 269)
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Duties: Responsible for the preparation, maintenance and consolidation of records covering Australian firms and manufacturers.

Qualifications: Ability to prepare reports. Knowledge of Australian industry an advantage.

A. M. McMahon 68/85856M	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Department of the Special Minister of State, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Regional Offices Services Section, Information Processing Sub-section, Canberra (No. 1219)
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Duties: Responsible for the preparation of input material for use in an ADP system.

Qualifications: Broad knowledge of commodities produced in Australia. Experience of ADP work, ability to supervise staff.

Management Services Branch

J. J. Kelly 58/46683P	Internal Auditor, Grade 1 \$8015-8770 (Class 4), Third Division, Department of Foreign Affairs, Canberra	Internal Auditor, Grade 2 \$9022-9777 (Class 5), Third Division, Internal Audit Section, Canberra (No. 819)
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Duties: Direct and supervise the duties of the Internal Auditor, Grade 1, and ensure that the programmed audits are adequately performed.

Qualifications: Sound knowledge of the Public Service Act and Regulations, Audit Act, Treasury Regulations and Directions, Trade Commissioners Act and Regulations. Accounting training desirable.

M. M. Murawski 68/86497T	Senior Internal Auditor \$10029-10704 (Class 6), Third Division, Department of Defence, Canberra	Inspector, Internal Audit \$11039-11714, Third Division, Internal Audit Section, Canberra (No. 818)
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Duties: Plan and direct the activities of the Internal Audit Section.

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

A. R. Cachia 70/88479C	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Canberra	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Information Services Section, Canberra (No. 1003)
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Duties: Supervise the operations relating to circulation of library material. Control subordinate staff.

Qualifications: Experience in supervision of staff and the circulation of library material an advantage.

International Trade Organisations Division, No. 1 Branch

P. C. W. Lowday 72/88069R	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, U.N. and General Section, Canberra (No. 742)
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Duties: Analysis of reports of trade policy matters arising in international organisations, assist in the preparation of Australian briefs.

Qualifications: Ability to undertake economic research. Appropriate university degree or study towards appropriate degree desirable.

No. 2 Branch

B. J. McKenna 73/57559T	Clerk \$3346-6671 (Class 1), Third Division, Department of Agriculture, Brisbane	Clerk \$8015-8770 (Class 4), Third Division, Commercial Policy Section, Canberra (No. 1398)
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Duties: Undertake research and prepare reports relating to the work of the Section.

Qualifications: Ability to undertake research and to prepare reports. Knowledge of Australia's import and export trade desirable.

Trade Relations Division

G. G. Santucci 72/10998C	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Europe, Africa and the Middle East Section, Canberra (No. 1089)
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Duties: Under direction undertake less important research into Australia's trading relations with foreign countries.

Qualifications: Analytical ability. Capacity for report writing.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

H. R. Ryan 71/13029N	Clerk \$8015-8770 (Class 4), Third Division, Bureau of Mineral Resources, Department of Minerals and Energy, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Canberra, vice A. Blums, prov. prom. 4.7.74 (No. 1087)
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Duties: Undertake research into Australia's trading relations with other countries. Assist in preparation of material for inclusion in briefs for official delegations.
Qualifications: Analytical ability. University degree desirable.

Papua New Guinea Branch

M. B. Carney 73/57288G	Clerk \$8015-8770 (Class 4), Third Division, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Canberra (No. 1426)
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Duties: Carry out less involved research and investigations on matters relating to the development of commodity trade and marketing in Papua and New Guinea.
Qualifications: Analytical ability. University degree desirable.

Overseas Markets Division, Overseas Markets Branch

R. J. Ellis 67/40211E	Clerk \$8015-8770 (Class 4), Third Division, Melbourne	Clerk \$9022-9777 (Class 5), Third Division, Americas Section, Canberra (No. 1144)
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Duties: Undertake research into particular aspects of Australia's overseas marketing with particular countries or areas.
Qualifications: Appropriate university degree desirable.

W. S. McNamara 72/88079X	Clerk \$8015-8770 (Class 4), Third Division, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Asia Section, Canberra (No. 1142)
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Duties: Undertake research into particular aspects of Australia's overseas marketing with particular countries or areas.
Qualifications: Knowledge of international trade and academic qualifications desirable.

J. W. Spinks 71/81096C	Clerk \$6887-7764 (Class 2/3), Third Division, Hobart	Clerk \$8015-8770 (Class 4), Third Division, Asia Section, Canberra, vice R. G. Marks, prov. prom. 4.7.74 (No. 1149)
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Duties: Assist in the development of long term marketing objectives in an area; assist in undertaking studies and reports on market developments and trends in economic conditions in countries in an area.
Qualifications: Knowledge of international trade and academic qualifications desirable.

Trade Commissioner Branch

W. B. Adomeit 74/86393W	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Operations Section, Canberra, vice M. A. Bonney, prov. prom. 9.5.74 (No. 1179)
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Duties: Assist in arranging briefing programmes, appointments and other details associated with movements of officers overseas.

Trade Services Division, No. 1 Branch

V. Zaharov-Reutt 68/86735W	Clerk \$3346-6671 (Class 1), Third Division, Department of Education, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Investment Overseas Section, Canberra (No. 288)
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Duties: Assemble material for departmental publications. Maintain divisional records on co-ordination matters.
Qualifications: Administrative ability and knowledge of Australia's export trade desirable.

No. 2 Branch

A. J. Goodrick 71/88251G	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Review Section, Canberra (No. 285)
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Duties: Assemble material for departmental publications. Maintain divisional records on co-ordination matters.
Qualifications: Administrative ability and knowledge of Australia's export trade an advantage.

E. A. Evans 73/57022W	Clerk \$8015-8770 (Class 4), Third Division, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Insurance and Finance Section, vice M. R. Roberts, prov. prom. 4.7.74 (No. 479)
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Duties: Assist in investigations into export finance, insurance, incentives and overseas investment facilities.
Qualifications: Experience in economic research and preparation of reports. Appropriate university degree desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF OVERSEAS TRADE—continued

Trade Promotion Division, Trade Promotion Branch

J. N. Chapman 73/36273R	Research Officer, Grade 1 \$7107-8770, Third Division, Department of Agriculture, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Trade Fairs, Displays and Projects Section, Canberra (No. 767)
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Duties: Assist with trade promotion work.

Qualifications: Knowledge of Australian industry and export trade desirable. Ability to handle trade promotion work. Academic qualifications should be stated.

C. Bridge 73/87501P	Clerk \$6887-7764 (Class 2/3), Third Division, Department of Agriculture, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Market Assistance Section, Product and Market Analysis Sub-section, Canberra (No. 1412)
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Duties: Assist with research and preparation of studies on export availability of products from developing countries and the market opportunities for these products in Australia. Compile and maintain sectional records.

Qualifications: Some research experience desirable.

REGIONAL OFFICE—VICTORIA

K. Horan 70/41659X	Clerk \$8015-8770 (Class 4), Third Division, Melbourne	Clerk \$9022-9777 (Class 5), Third Division, Melbourne (No. 75)
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Duties: Undertake investigations and inquiries concerning the development of Australian manufacturing industries and export trade.

Qualifications: Experience in undertaking investigations and preparing reports. Academic qualifications to be stated.

A. W. Seeley 58/36297P	Clerk \$9022-9777 (Class 5), Third Division, Department of Customs and Excise, Melbourne	Clerk \$10029-10074 (Class 6), Third Division, Melbourne (No. 81)
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D. G. Smith 68/36638G	Clerk \$9022-9777 (Class 5), Third Division, Department of Housing and Construction, Melbourne	Clerk \$10029-10074 (Class 6), Third Division, Melbourne, vice B. A. Welsh, prov. prom. 25.7.74 (No. 91)
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Duties above two positions: Undertake investigations and inquiries concerning the development of Australian manufacturing industries and export trade.

Qualifications: Experience in undertaking investigations and preparing reports. Academic qualifications to be stated.

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

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

R. A. Peterken 59/58856C	Technical Officer (Engineering), Grade 2 \$8626-9130, Fourth Division, Engineering Works Division	Senior Technical Officer (Engineering), Grade 1 \$9382-9886, Fourth Division, Transmission and Line Planning Branch, National Trunk Network Section, Melbourne (No. 26)
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Duties: Undertake the more complex work associated with estimates of trunk circuits and other facilities on intercapital routes and prepare consolidated requirements for the determination of bearer needs. Undertake the preparation of super group allocation plans and analysis of state utilisation documents; assist in the preparation of Sectional reports and publications.

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

Research Sub-division

P. J. Wellby 71/40555A	Engineer, Class 1 \$6454-9262, Third Division, Engineering Planning and Research Division	Engineer, Class 2 \$9903-11046, Third Division, Transmission Systems Branch, Customer Apparatus Section, Melbourne (No. 8)
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Duties: Carry out investigations into a variety of problems associated with telephone transmission and apparatus.

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

Engineering Works Division, Administrative Branch

L. A. Green 59/60237M	Clerk \$7180-7935 (Class 4), Third Division, Engineering Planning and Research Division	Clerk \$8187-8942 (Class 5), Third Division, Organisation and Methods Section, Melbourne (No. 14)
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Duties: Maintenance of forms control registers, control of printing requirements and design of forms and draft productions, together with associated composing machine specifications.

Qualifications: Skill as a penman, and forms design, desirable.

Network Performance and Operations Branch

J. F. Madigan 62/45503M	Technical Officer (Engineering), Grade 1 \$6786-8396, Fourth Division, Engineering Division, Victoria	Technical Officer (Engineering), Grade 2 \$8626-9130, Fourth Division, Telephone Switching Equipment Operations Section, Melbourne (No. 45)
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Duties: Undertake investigation, tests, measurements and field trials into specific operational aspects and interworking problems encountered in the integration of stored programme controlled exchange equipment into the APO network. Undertake development work on maintenance aids.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Field experience in the operation and maintenance of step and crossbar exchange equipment together with an understanding of solid state and integrated circuitry or electronically controlled equipment desirable.

Radiocommunications Branch

K. M. Ferguson 59/55029P	Engineer, Class 2 \$9903-11046, Third Division, Engineering Works Division	Engineer, Class 3 \$11705-13047, Third Division, Design (Structures) Section, Melbourne (No. 11)
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Duties: Responsible for the design, investigations and development of structural standards for the more novel, complex and critical structures for the APO's radio communications, television and broadcasting aerial systems. These include large self-supporting towers, sophisticated aerial systems, foundations and pre-fabricated equipment shelters.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the board as appropriate to the efficient discharge of the duties. Extensive experience in the design of tall steel structures, preferably for telecommunications desirable.

Support Services Branch

M. D. Le Masurier 68/37746A	Engineer, Class 1 \$6454-9262, Third Division, Engineering Division, Victoria	Engineer, Class 2 \$9903-11046, Third Division, Engineering Management Systems Section, Melbourne (No. 27)
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Duties: Assist in the development and application of industrial engineering techniques to the solution of engineering problems. These techniques include systems analysis and design, work study, value engineering and ergonomics.

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.

Telephone Subscribers Equipment Branch

S. Costanzo 59/57967M	Telecommunications Technical Officer, Grade 1 \$6957-7895, Third Division, Engineering Division, Victoria	Technical Officer (Engineering), Grade 2 \$8130-8644, Third Division, Melbourne (No. 28)
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Duties: As directed, determine the requirements for setting up, testing and evaluating the more complex designs of equipment in the permitted attachments field. Test, evaluate and report on this equipment.

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

Telephone Switching Equipment Branch

R. C. Benton 73/45516R	Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division, Victoria	Technical Assistant, Grade 2 \$5925-6628, Fourth Division, Circuit Design Section, Melbourne (No. 90)
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Duties: Construction and testing of less involved exchange prototype equipment.

Qualifications: Appropriate qualifications and/or experience.

Management Services Division, ADP Branch

B. S. Fenby 72/36071W	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Management Services Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Development Section, Melbourne (No. 164)
P. J. Taylor 72/41205R	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Management Services Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Development Section, Melbourne (No. 250)

Duties above two positions: During a shift of a computer operations, take charge of the control and issue of magnetic tapes.

Note above two positions: Shift work is involved. These positions will be transferred to the Victorian Administration and located at Clayton in early 1975.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Personnel Branch

A. L. Fry 59/70913G	Clerk \$9194-9869 (Class 6), Third Division, unattached	Clerk \$10204-10879 (Class 7), Third Division, General Services Section, Personnel Procedures Sub-section, Melbourne, (No. 99)
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Duties: Formulate and review policies, practices and procedures in connection with disciplinary matters. Co-ordinate and oversight handling of complex common law claims. Act as project officer for the Section.

Supply Branch

H. Zivin 59/65434X	Clerical Assistant, Grade 7 \$7359-7607, Fourth Division, Management Services Division	Clerical Assistant, Grade 8 \$7854-8102, Fourth Division, Procurement Section, Melbourne (No. 19)
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Duties: Officer-in-charge, Stationery Sub-section. Oversight the provisioning of stationery items, prepare technical specifications for tender schedules and provide technical advice on proposals for the purchase of printed matter and stationery items.

Qualifications: A good knowledge of the technical aspects of paper and a knowledge of the paper and printing industry desirable.

Postal Services Division, Mails and Transport Branch

P. D. Quinlan 65/36802E	Clerk \$8187-8942 (Class 5), Third Division, Postal Services Division	Clerk \$9194-9869 (Class 6), Third Division, Airmail Section, Melbourne (No. 12)
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Duties: Responsible for operational aspects of mail conveyance by international airline operators, preparation of airmail routing plans and estimates of relative expenditure.

Qualifications: Knowledge of departmental international airmail policy and Universal Postal Union Convention and Regulations desirable.

NEW SOUTH WALES

Engineering Division, Buildings Branch

R. J. Stewart 63/23024A	Technical Officer (Buildings), Grade 2 \$8929-9443, Fourth Division, Engineering Division, Sydney	Senior Technical Officer (Buildings), Grade 1 \$9700-10214, Fourth Division, Functional Briefing Section, Sydney (No. 88)
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Duties: Undertake functional planning and prepare building proposals for provision of non-routine building works. Assist with functional planning and preparation of building proposals for the more complex buildings.

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

Construction Branch

A. J. Hyde 67/11752C	Engineer, Class 1 \$6454-9262, Third Division, Engineering Division, Sydney	Engineer, Class 2 \$9903-11046, Third Division, Metropolitan Installation No. 1 Section, Sydney (No. 92)
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Duties: Responsible to the controlling Engineer for particular projects or operational areas as required.

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

Metropolitan Operations Branch

E. C. Nesbitt 59/42433G	Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Engineering Division, Sydney	Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Fourth Division, City Operations Section, Sydney
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Duties: Responsible for the maintenance of 2,000 type equipment at Central Telephone Exchange.

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

E. A. Horton 59/47092P	Line Supervisor, Grade 3 \$8033, Fourth Division, Engineering Division, Waitara	Line Inspector \$8694-\$9193, Fourth Division, Metropolitan Operations No. 3 Section, Pennant Hills
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Duties: Line Inspector (Service).

G. A. Lloyd 59/47271P	Line Supervisor, Grade 3 \$8033, Fourth Division, Engineering Division, Chatswood	Line Inspector \$8694-\$9193, Fourth Division, Metropolitan Operations No. 3 Section, Ryde
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Duties: Line Inspector Service, in charge of lines staff attached to the Subscriber District.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Regional Operations Branch

Q. A. Durand 68/23877A (1.7.68)	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, Wickham	Lineman, Grade 2 \$5990-6167, Fourth Division, Newcastle Section, Wickham
C. W. Smith 59/45243E (27.9.56)	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, Bellingen	Lineman, Grade 2 \$5990-6167, Fourth Division, North Coast Section, Coffs Harbour

Duties: Cable jointing.

Support Services Branch

R. J. Eslick 70/14078W	Trainee Draftsman \$3537-6699, Fourth Division, Department of Housing and Construction, Sydney	Drafting Assistant, Grade 2 \$6723-7427, Fourth Division, Drafting Section, Sydney (No. 451)
G. R. Maddern 71/11749A	Clerk \$2845-5836 (Class 1), Third Division, Finance and Accounting Branch, Sydney	Drafting Assistant, Grade 2 \$6723-7427, Third Division, Drafting Section, Sydney (No. 450)

Duties: Less involved drafting work in the Trunk and Telegraph Lines Sub-section.

I. J. R. Massa 73/13578C	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Workshops Section, Alexandria (No. 406)
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Duties: Maintain stock cards, records and statistics relative to telephone and dial reconditioning. Prepare all requisitions for ordering, transferring and disposing of material.

Postal Services Division, Mail Exchange Branch

A. F. Steele 71/11663C	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Postal Services Division, Redfern	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Section, Branch Services Sub-section, Redfern (No. 59)
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Duties: Maintain records of daily absences throughout the Unit area and follow up to ensure that leave applications are submitted. Examine late attendance dockets, record details on individual record cards, prepare monthly summary of late attendances, as well as prepare and dispatch to the Accountant lists of pay deductions connected with late attendances. Prepare statistical returns, special reports, etc., relating to leave taken by staff. Other duties as prescribed.

Post Offices Branch

M. R. Beaulock 71/22021M	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division, Strathfield	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Orange
G. J. Presland 72/23445G	Postal Officer, Grade 1 \$4475-4823, Fourth Division, Wollongong	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Wollongong
C. D. Devine 74/22675R Duties: Driving duties.	Assistant Postal Officer \$2181-4361, Fourth Division, unattached	Postal Officer, Grade 1 \$4475-4823, Fourth Division, Bankstown
R. E. Redfern 74/22797X	Assistant Postal Officer \$2181-4361, Fourth Division, Toukley	Postman \$4475-4823, Fourth Division, Toukley

Telecommunications Division, Country Region

P. C. Hill 64/22135A	Clerk \$2845-5836 (Class 1), Third Division, Engineering Division, Sydney	Clerk \$6052-6929 (Class 2/3), Third Division, Central and Head Office Section, Sydney (No. 416)
D. E. O'Sullivan 59/26968P	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Telecommunications Division, Parramatta	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, North Section, Parramatta District Telephone Office Sub-section, Parramatta (No. 510)

Duties: Telephone directory editing and classification officer, advice counter and telephone inquiries.

Note: This position may be transferred to Penrith at a later date.

R. C. Meadows 59/31195E	Postal Clerk \$4827-5989, Third Division, Postal Services Division, Forbes	Clerk \$6052-6929 (Class 2/3), Third Division, South Section, Parkes District Telephone Office Sub-section, Parkes (No. 333)
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Duties: Investigation of minor service complaints. Evaluation of staffing records and provide general assistance in the Service Sub-section.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

A. I. Bickley 73/22672M	Telephonist \$2191-4740, Fourth Division, Telecommunications Division, Broken Hill	Monitor \$5199-5546, Fourth Division, South Section, Parkes District Telephone Office Sub-section, Broken Hill
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Qualifications: Occupant must be qualified for transfer or promotion as Monitor (Telephone).

P. A. Lewis 64/24322W	Telephonist \$2191-4740, Fourth Division, Telecommunications Division, Wollongong	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, South Section, Wollongong District Telephone Office Sub-section, Wollongong (No. 207)
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Duties: Maintenance of records and filing duties in the District Telephone Office.

Metropolitan Region, Sales Branch

J. J. O'Grady 72/12544M	Clerk \$2845-5836 (Class 1), Third Division, unattached	Assistant Survey Officer \$7180-7935 (Class 4), Third Division, Survey Section, Sydney (No. 390)
J. W. Beale 67/78396X	Clerk \$5052-6929 (Class 2/3), Third Division, Telecommunications Division, Sydney	Assistant Survey Officer \$7180-7935 (Class 4), Third Division, Survey Section, Sydney (No. 146)

Duties above two positions: Undertake field surveys throughout New South Wales and forecast subscribers telephone and telegraph development. Duties involve some country assignments and absence from headquarters as required on personal projects or as member of a team.

Note above two positions: Will be transferred to North Sydney in the near future.

L. F. James 73/11623G	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Telecommunications Division, Burwood	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Telegraph and Data Facilities Section, Sydney (No. 612)
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Duties: Sort and dispatch telegraph, datel and miscellaneous facility orders in accordance with prescribed schedules, follow-up and return of documents and bring under notice delays beyond prescribed limits.

Service Branch

G. A. Nixon 58/22811C	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Department of Defence—Navy Office, Sydney	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Chief Telegraph Office Section, Sydney (No. 197)
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Duties: Leave Clerk.

L. G. Valentine 73/14038R	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Department of the Treasury, Australian Taxation Office, Sydney	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Chief Telegraph Office Section, Sydney (No. 158)
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Duties: Telephonic acceptance of information regarding faults on departmental and private wire services, preparation of fault dockets and maintenance of relevant records.

C. H. De La Motte 70/24256E	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Telecommunications Division, Sydney	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Service Advisory Section, Sydney (No. 227)
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Duties: Maintain punch card Mailing List of approximately 20,000 addresses and arrange bulk mailing of Customer Education Material.

W. J. Belshaw 59/45729P	Clerk \$8187-8942 (Class 5), Third Division, Telecommunications Division, Sydney	Clerk \$9194-9869 (Class 6), Third Division, Works and Equipment Section, Sydney (No. 54)
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Duties: Predict Metropolitan Region needs for telephone equipment and facilities and participate in negotiations concerning establishment and review of related programmes.

VICTORIA

Engineering Division, Administrative Branch

A. J. Ross 70/41598M	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Engineering Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division Costing Section, Melbourne (No. 205)
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Duties: Cost motor vehicle and mechanical aids running returns.

S. Thorpe 73/36228C	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Costing Section, Melbourne (No. 170)
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Duties: Labour Tally Assistant.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Metropolitan Operations Branch

H. B. Singe 59/67668C <i>Duties:</i> In charge of the Television Operations Centre and Programme Trunk Terminal. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience.	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, City Operations Section, Melbourne City Operations Transmission Room at the City West
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N. K. Nelson 59/67336W <i>Duties:</i> Penman.	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 3 (North) Section, Macleod
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G. W. Rose 62/45111X <i>Duties:</i> Party Leader.	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 3 (North) Section, Bundoora
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R. M. Nott 67/46098R	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Cable Assigner \$6710, Fourth Division, Metropolitan Operations No. 3 (North) Section, Northcote
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A. Costa 71/39914T <i>Duties:</i> Senior Fault Dispatch Assistant.	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Engineering Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Metropolitan Operations No. 2 (North West) Section, Brunswick (No. 145)
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Regional Operations Branch

J. Gill 59/66685R <i>Duties:</i> Officer in charge of a technicians district with an SXS exchange, RAX'S, radio and long line equipment and subscribers equipment.	Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Engineering Division	Senior Telecommunications Technical Officer, Grade 1 \$10495-11059, Fourth Division, South East Central Section, Coves
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R. H. Harding 59/71118T <i>Duties:</i> Responsible to the Officer in charge for the efficient operation, of the cell responsible for subscriber installation and maintenance, ARK, RAX and PABX maintenance.	Telecommunications Technician \$7052- 7756, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Gippsland Section, Traralgon
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M. Maloney 62/45437R <i>Duties:</i> Responsible to the Officer in charge for the efficient operation of a cell involving subscribers equipment installation. <i>Qualifications above three positions:</i> An approved technical college certificate or other approved qualifications, and requisite experience.	Telecommunications Technician \$7052- 7756, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Gippsland Section, Morwell
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J. A. Olsson 59/67370W <i>Duties:</i> Second in charge of Sectional Store. <i>Qualifications:</i> Experience in stores duties is desirable.	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 2 \$7312, Fourth Division, Gippsland Section, Sale
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G. F. Powell 59/67478R	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 2 \$7312, Fourth Division, North Eastern Section, Wangaratta
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E. J. Warren 59/67893T <i>Duties above two positions:</i> Party Leader.	Lines Supervisor, Grade 1 \$6710, Fourth Division, Engineering Division	Lines Supervisor, Grade 2 \$7312, Fourth Division, South Western Section, North Geelong
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W. R. Nankivell 66/37951W <i>Duties:</i> Personnel Officer.	Clerk \$6052-6929 (Class 2/3), Third Division, Engineering Division	Clerk \$7180-7935 (Class 4), Third Division, North Western Section, Bendigo (No. 82)
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A. F. Hall 65/45585X	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division	Cable Assigner \$6710, Fourth Division, North Western Section, Bendigo
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Support Services Branch

J. K. Smith 59/57127M	Senior Technical Instructor, Grade 2 \$10554, Fourth Division, Engineering Division	Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Fourth Division, Industrial Engineering and Training Section, Hawthorn East (No. 34)
<i>Duties:</i> Design, develop and produce standards of training courses, including teacher training. Investigate accommodation needs and budget expenditure. Undertake special investigations as required. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience and possession of appropriate teaching qualifications is desirable. In lieu of notification appearing in <i>Gazette</i> No. 61 of 25.7.74. The effective date of the above provisional promotion is 25.7.74.		
C. S. Bond 72/39818T	Tradesman \$6097-6348, Fourth Division, Engineering Division	Technical Assistant, Grade 1 \$3274-6506, Fourth Division, Workshops Section, South Melbourne (No. 384)
<i>Duties:</i> Prepare planning card and issue job orders. <i>Qualifications:</i> Qualified Tradesman.		
I. R. Bell 69/45600T	Telecommunications Technician \$7052- 7756, Fourth Division, unattached	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
C. I. Bishop 67/45248P	Telecommunications Technician \$7052- 7756, Fourth Division, Engineering Division	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
G. S. Brunton 66/45164K	Telecommunications Technician \$7052- 7756, Fourth Division, Engineering Division	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
G. R. Buckingham 70/45100X	Telecommunications Technician \$7052- 5972, Fourth Division, Engineering Division	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
J. A. Calderwood 66/45169G	Telecommunications Technician \$7052- 7756, Fourth Division, Engineering Division	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
C. M. Carey 68/45284P	Telecommunications Technician \$7052- 7756, Fourth Division, unattached	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
S. B. Davenport 63/45657P	Telecommunications Technician \$7052- 7756, Fourth Division, Engineering Division	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
T. J. Deen 69/45233R	Telecommunications Technician \$7052- 7756, Fourth Division, unattached	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
P. R. Dodd 69/45237K	Telecommunications Technician \$7052- 7756, Fourth Division, Engineering Division	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
F. Fenwick 68/45363E	Telecommunications Technician \$7052- 7756, Fourth Division, unattached	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
A. A. Hill 68/45429P	Telecommunications Technician \$7052- 7756, Fourth Division, unattached	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
G. L. House 68/46139E	Telecommunications Technician \$7052- 7756, Fourth Division, unattached	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
S. L. E. Jackson 73/45043C	Apprentice Telecommunications Trades- man \$2615-5768, Fourth Division, Engineering Division	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
G. F. Kelly 68/45468M	Telecommunications Technician \$7052- 7756, Fourth Division, unattached	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
B. R. Kreuger 69/45354T	Telecommunications Technician \$7052- 7756, Fourth Division, unattached	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
G. T. Lloyd 64/45761T	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
M. F. Matthews 68/45513P	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Telecommunications Trainee \$3537-6599, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
R. H. Parker 68/45564C	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
P. N. Riddle 65/45413G	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division	Telecommunications Trainee \$3537-6599, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
I. S. Ritchie 69/45461W	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Telecommunications Trainee \$3537-6599, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
G. J. H. Russell 64/45836E	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division	Telecommunications Trainee \$3537-6599, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
R. B. Shores 65/45431M	Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
M. E. Spear 68/45657T	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
W. A. Sullivan 68/45668E	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Telecommunications Trainee \$3537-6599, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
K. R. Taylor 68/45674T	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
A. C. Van Rooyen 63/45715M	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East
J. H. Webber 68/45697W	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, Hawthorn East

Note above twenty-seven position: (i) Confirmation of promotion is conditional on admission to the certificate course by the Technical Training Institution concerned; (ii) For conditions governing promotion or transfer as Telecommunications Trainee see *Gazette* No. 25 A of 23.3.74.

Postal Services Division, Mail Exchange Branch

P. D. Carroll 66/45765T	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Melbourne (No. 90)
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Duties: Sampling Officer. Carry out regular sampling of mail passing through the Mail Exchange Branch.
Qualifications: A sound knowledge of Postal Regulations desirable.

Post Offices Branch

A. I. Smith 59/64231E	Postmaster, Grade 2 \$7315-8108, Third Division, North Brighton	Postmaster, Grade 3 \$8396-9256, Third Division, City Road
J. E. Wall 71/45700T (4.5.71)	Assistant Postal Officer \$2181-4361, Fourth Division, Wycheproof	Postal Officer, Grade 1 \$4475-4823, Fourth Division, Mildura
G. W. Dryburgh 72/46259A (18.7.72)	Assistant Postal Officer \$2181-4361, Fourth Division, Stawell	Postman \$4475-4823, Fourth Division, Stawell
L. T. McNaughton 72/46410A (4.9.72)	Assistant Postal Officer \$2181-4361, Fourth Division, Preston	Postman \$4475-4823, Fourth Division, Preston
R. J. Parish 71/45727P (11.5.71)	Assistant Postal Officer \$2181-4361, Fourth Division, Murtoa	Postman \$4475-4823, Fourth Division, Stawell

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Telecommunications Division, Country Region

C. S. Prins 66/37198G	Clerk 6052-6929 (Class 2/3), Third Division, Telecommunications Division	Clerk \$7180-7935 (Class 4), Third Division, District Telephone Office, Dandenong (No. 89)
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Duties: Oversight and direct the day to day work of subordinate staff in the Sales Section.

Qualifications: A thorough knowledge of telephone facilities, contracts procedures and telephone regulations is desirable.

Finance and Accounting Branch

I. R. George 68/86859M	Engineer, Class 1 \$6454-9262, Third Division, Department of Manufacturing Industry, Melbourne	Statistical Officer \$11383-11885 (Class 8), Third Division, Finance Section, Melbourne (No. 253)
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Duties: Within the State Administration develop and apply sampling methods to provide information required by management. Co-ordinate the collection of statistical data; advise on statistical matters generally and undertake assignments as required under the direction of the Chief Statistical Officer at Central Administration.

Qualifications: An appropriate university degree and preferably some training in mathematics in addition to statistics is desirable.

In lieu of notification appearing in *Gazette* No. 61 of 25.7.74. The effective date of the above provisional promotion is 25.7.74.

G. M. Booth 68/47079K	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Revenue Section, Melbourne (No. 126)
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Duties: Maintain register of Credit Cards.

A. J. Schwinghammer 73/37606C	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Revenue Section, Melbourne (No. 25)
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Duties: Statements Officer.

QUEENSLAND

Engineering Division, Administrative Branch

G. H. Jesson 59/17948X	Clerk \$7180-7935 (Class 4), Third Division, Engineering Division	Clerk \$8187-8942 (Class 5), Third Division, Costing Section, Brisbane (No. 56)
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Duties: State Budget Officer.

Construction Branch

N. J. Cope 67/61061K	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Metropolitan Installation No. 1 Section, Brisbane
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Duties: Lead a small team in the installation of exchange equipment in the metropolitan area.

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

Country Branch

C. R. McPhee 59/19759P	Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Engineering Division	Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Central Section, Mackay
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Duties: Under the direction of the District Engineer, carry out duties related to the control and inspection of the work of technical staff, the investigation of technical problems and other duties of a technical nature in the district.

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

Metropolitan Operations Branch

G. Martindale 59/16590X	Telecommunication Technician \$7052-7756, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, City Operations Section, Brisbane
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Duties: Responsible for fault diagnosis and clearance at the highest level. Supervision of other staff in all areas of the Edison Exchange complex involving ARF subscribers and Tandem equipment and a range of miscellaneous specialised equipment. In charge of the Exchange complex on the late shift.

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

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
N. A. Finlayson 59/18470X	Lineman, Grade 2, \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$8033, Fourth Division, Outer Metropolitan Operations No. 2 Section, Brisbane
A. E. Vogel 59/19390P	Lines Supervisor, Grade 2 \$7312, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$8033, Fourth Division, Outer Metropolitan Operations No. 2 Section, Brisbane

Duties above two positions: Estimating Supervisor.

Above two positions: In lieu of notification in *Gazette* No. 59 of 18.7.74. Effective date of prov. proms. 18.7.74.

R. J. Greensill 64/61045R	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Outer Metropolitan Operations No. 1 Section, Burleigh Heads
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Duties: Responsible to the Senior Telecommunications Technical Officer Grade 2 for the efficient operation of the Burleigh Heads and Currumbin exchanges and associated SCAXs.

P. G. Grove 59/44080P	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division, New South Wales	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Outer Metropolitan Operations No. 1 Section, Surfers Paradise
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Duties: Responsible to the Senior Telecommunications Technical Officer Grade 2, Subscribers Equipment Section, for the efficient operation of the Gold Coast Fault Dispatch Centre.

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

Planning and Programming Branch

G. B. Williams 59/20210M	Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Traffic Engineering Section, Brisbane (No. 47)
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Duties: Analyse complex technical data, traffic measurements and computer output and prepare computer traffic reports.

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

Regional Operations Branch

J. C. Palmer 59/16728E	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Trunk Service Section, Brisbane
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Duties: Power equipment routine test design and long line maintenance, Edison Trunk Terminal, Edison Exchange.

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

Support Services Branch

W. D. Cotter 68/61502K	Mail Officer \$4591-5508, Fourth Division, Postal Services Division	Bodymaker \$6097-6348, Fourth Division, Automotive Plant Section, Brisbane (No. 1455)
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Duties: Apply trade knowledge and experience to the repair of the bodywork of motor vehicles.

Qualifications: Appropriate trade qualifications.

Postal Services Division, Mail Exchange Branch

J. D. Murray 74/61396A (26.3.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Mail Officer \$4591-5508, Fourth Division, Brisbane
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Post Offices Branch

B. Jackson 71/61972A	Postal Officer, Grade 1 (Relief) \$4475-4823, Fourth Division, Mackay	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Mackay
P. R. Smith 71/61271G	Postal Officer, Grade 1 \$4475-4823, Fourth Division, Rockhampton	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Mackay
C. Keirsnowski 64/62002M	Postman \$4475-4823, Fourth Division, Rockhampton North	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Rockhampton
J. Gill 59/33218W	Postman \$4475-4823, Fourth Division, Surfers Paradise	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Southport
J. E. Beard 73/61270K	Postman \$4475-4823, Fourth Division, Surfers Paradise	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Surfers Paradise
A. F. Cook 71/62083R	Postal Officer, Grade 1 \$4475-4823, Fourth Division, Surfers Paradise	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Surfers Paradise

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

M. J. Cupit 71/58135E	Postal Officer, Grade 1 \$4475-4823, Fourth Division, Surfers Paradise	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Surfers Paradise
E. J. Crowley 74/61375G (18.4.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Cloncurry	Postal Officer, Grade 1 \$4475-4823, Fourth Division, Cloncurry
A. J. Eichmann 73/61904T (14.11.73) <i>Duties:</i> Delivery of telegrams per motor-cycle.	Assistant Postal Officer \$2181-4361, Fourth Division, Mater Hill	Postal Officer, Grade 1 \$4475-4823, Fourth Division, Mater Hill
I. R. Insch 74/61187E (6.2.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Townsville	Postman \$4475-4823, Fourth Division, Ayr
G. W. McLellan 71/62028X (12.11.74 (12))	Assistant Postal Officer \$2181-4361, Fourth Division, Bundaberg	Postman \$4475-4823, Fourth Division, Bundaberg
C. M. Cronin 73/62084C (9.1.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Pittsworth	Postman \$4475-4823, Fourth Division, Pittsworth
P. D. Ruggero 74/61189P (6.2.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Townsville	Postman \$4475-4823, Fourth Division, Townsville

Telecommunications Division, Country Region

P. D. Hartley 68/61489M	Telephonist \$2191-4740, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, District Telephone Office, Cairns (No. 83)
<i>Duties:</i> Records Officer. Maintain office filing system and receive and dispatch mail.		
D. J. Riordan 65/61309A	Telegraphist \$4827-5989, Third Division, Telecommunications Division	Clerk \$6052-6929 (Class 2/3), Third Division, District Telephone Office, Townsville (No. 125)
<i>Duties:</i> Process applications for telephone facilities.		

Finance and Accounting Branch

J. P. Galway 59/24987A	Clerk \$7180-7935 (Class 4), Third Division, Finance and Accounting Branch	Clerk \$8187-8942 (Class 5), Third Division, Post Offices Accounting Section, Brisbane (No. 100)
<i>Duties:</i> Senior Money Order Examiner.		
E. C. Himstedt 59/72092X	Training Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Finance and Accounting Branch	Clerk \$9194-9869 (Class 6), Third Division, Revenue Section, Brisbane (No. 227)
<i>Duties:</i> Accountant—Data Transcription Unit.		
J. V. Sheppard 59/25171E	Clerk \$8187-8942 (Class 5), Third Division, Finance and Accounting Branch	Clerk \$9194-9869 (Class 6), Third Division, Revenue Section, Brisbane (No. 226)
<i>Duties:</i> Officer in charge of conversion of telephone accounting system from manual to ADP.		

SOUTH AUSTRALIA

Engineering Division, Metropolitan Operations Branch

L. J. Hogan 59/14461A	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Adelaide
<i>Duties:</i> Responsible to the Senior Telecommunications Technical Officer Grade 3 for the control of field station staff, a part of the City Fault Dispatch Centre district as regards standard of workmanship on subscribers and PABX maintenance, technical guidance, on the job training, materials and tools requirements, motor vehicle and safety of tools and equipment. Investigate the more serious service defects and prepare reports.		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience. Sound knowledge of maintenance procedures and ability to control staff desirable.		

Postal Services Division, Post Offices Branch

K. G. Meade 59/11093K	Senior Postal Clerk, Grade 1 \$6252-6816, Third Division, Seaton	Instructor, Grade 2 \$7315-8108, Third Division, Adelaide (No. 38)
<i>Duties:</i> Impart theoretical instruction in manipulative skills and postal subjects at the Postal Training Centre.		
<i>Qualifications:</i> Comprehensive knowledge of Post Office procedures together with experience in instructing duties desirable.		
In lieu of notification appearing in <i>Gazette</i> No 61 of 25.7.74. Effective date of this promotion is 25.7.74.		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Telecommunications Division, Country Region

P. J. Mausolf 73/66556G	Clerk \$2845.5836 (Class 1), Third Division, Engineering Division	Clerk \$6052-6929 (Class 2/3), Third Division, District Telephone Office Section, Murray Bridge Sub-section, Murray Bridge (No. 44)
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Duties: Staff and General Clerk: Process leave applications, allowances, paysheets and assist in the preparation of Exchange rosters and Staff estimates.

Qualifications: Sound knowledge of Public Service Act and Regulations, General Orders, Personnel Instructions, Awards and Determinations desirable.

Metropolitan Region, Service Branch

R. J. Bridgman 59/12137G	Overseer (Telegraphs), Grade 1 \$5048-5489, Fourth Division, unattached	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Chief Telegraph Office Section, Adelaide (No. 296)
G. J. Gates 59/12448W	Overseer (Telegraphs), Grade 1 \$5048-5489, Fourth Division, unattached	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Chief Telegraph Office Section, Adelaide (No. 295)

Duties above two positions: Officer-in-charge, Delivery Sub-section. Conduct inspections of outdoor staff.

K. W. Robinson 67/70778P	Assistant, Grade 1 \$2063-4514, Fourth Division, unattached	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Chief Telegraph Office Section, Adelaide (No. 184)
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Duties: Assume control of Delivery Sub-section in the absence of the Overseer, Delivery and provide day-off relief for Cable Assistants.

Note: Shift work involved.

Personnel and Industrial Relations Branch

T. R. Bettesworth 71/67128P	Assistant, Grade 1 \$2063-4514, Fourth Division, Personnel and Industrial Relations Branch	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Staffing and General Services Section, General Services Sub-section, Adelaide (No. 141)
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Duties: Maintain and search Name Index, register files and open mail.

WESTERN AUSTRALIA

Engineering Division, Country Branch

M. M. P. Bertani 62/78125X	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 2 \$7312, Fourth Division, South West and Great Southern Section, T2L, Party
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Duties: In charge of an external plant construction party in country areas.

Qualifications: Occupant should be a qualified cable joiner.

Telecommunications Division, Sales Branch

E. Butson 70/78732G	Phonogram Operator \$2191-4740, Fourth Division, Telecommunications Division	Teleprinter Operator \$2220-4801, Fourth Division, Contract Section, Perth (No. 183)
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Duties: Transmission of telephone orders by teleprinter.

Qualifications: Ability to operate teleprinter machine.

Engineering Division, Metropolitan Operations Branch

C. E. Joyce 68/78501X (21.6.68)	Lines Assistant, Grade 2 \$5120-5296, Fourth Division, Engineering Division	Lineman, Grade 2 \$5990-6167, Fourth Division, Metropolitan Operations No. 1 Section, Midland
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Postal Services Division, Post Offices Branch

A. W. Ferguson 71/78563E	Postal Officer, Grade 1 \$4475-4823, Fourth Division, Postal Services Division	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Fremantle
J. B. Dunkley 73/79509K (30.8.73)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Postman \$4475-4823, Fourth Division, North Beach
D. J. Twyford 73/79514T (30.8.73)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Postman \$4475-4823, Fourth Division, Balga
M. P. Goldup 73/79491A (16.8.73)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Postman \$4475-4823, Fourth Division, Nedlands

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Telecommunications Division, Service Branch

M. F. Parry 59/65874M	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Service Standards Sec- tion, Perth (No. 35)
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Duties: Arrange diversion and interception of telephone calls. Discuss with applicants and determine the available method which best suits the needs of individual cases. Maintain close liaison with the Engineering Division for the provision of each individual voice announcement. Prepare orders and distribute the information to the other sections and exchanges for necessary action. Ensure that the Information Records are effectively maintained. Assist as directed with General Service complaint functions.

Qualifications: A thorough understanding of telephone operating practices and procedures as well as a knowledge of the general principles of operation of the local telephone switching network desirable.

S. J. Chadwick 74/78160C (26.2.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Telecommunications Division	Assistant, Grade 1 \$2182-4514, Fourth Division, Main Trunk Exchange, Perth
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Duties: Provide messengerial duties to the Main Trunk Exchange and Chief Telegraph Office.

Country Region

S. N. Bolt 72/75644M	Clerk \$2845-5836 (Class 1), Third Divi- sion, Telecommunications Division	Clerk \$6052-6929 (Class 2/3), Third Division, District Telephone Office, Geraldton (No. 30)
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Duties: Staff Clerk. Issuing authorities, employment of exempt staff, maintain records of staff within the district including leave and service history details.

Qualifications: Knowledge of Public Service Regulations and Personnel Instructions desirable.

Finance and Accounting Branch

A. L. Hughes 59/50957A	Mail Officer, \$4591-5508, Fourth Divi- sion, Postal Services Division	Clerk \$6052-6929 (Class 2/3), Third Division, Revenue Section, Perth (No. 233)
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Duties: Operate Cash Register Machine for amounts received in payment of Revenue Accounts, issue Broad-
cast, Television and Combined licenses, balance all receipts processed through the Cash Register and pay
to Receiver of Public Moneys for banking.

Qualifications: Knowledge of Revenue Section Accounting procedures and Treasury Regulations desirable.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

AUSTRALIAN CAPITAL TERRITORY

I. Castles 58/46743W	First Assistant Secretary \$21417, Second Division	Deputy Secretary \$23238, Second Divi- sion (No. 312)
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THE OFFICE OF THE PUBLIC SERVICE BOARD

CENTRAL OFFICE

Secretary's Division, Assistant Secretary's Branch

F. P. Campbell 69/87962X	Clerk \$8187-8942 (Class 5), Third Divi- sion, Department of the Special Minis- ter of State, Canberra	Clerk \$9194-9869 (Class 6), Third Divi- sion, Management Services Section, Accounts and Office Services Sub- section, Canberra (No. 348)
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Duties: Control, direct and co-ordinate the operation of the Accounts and Office Services Sub-section. Investigate the need for, and prepare submissions on requests for office machines. Responsible for forms control and design. Prepare furniture and fittings, new works and repairs and maintenance proposals and implement programmes.

Personnel Management Division

C. Perry 62/12462P	Assistant Inspector \$11383-11886 (Class 8), Third Division, Canberra	Inspector \$12389-12890 (Class 9), Third Division, Canberra (No. 581)
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Duties: Develop and continuously oversight the management system for the planning and monitoring of the Board's annual and three year training programmes conducted by central and State Offices. Undertake projects and other duties for the First Assistant Commissioner, Personnel Management Division.

Personnel Policy Branch

G. J. Angelides 73/10026E	Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Department of Services and Property, Australian Electoral Office, Canberra	Clerk \$9194-9869 (Class 6), Third Divi- sion, Personnel Resources Section, Canberra (No. 693)
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Duties: Under direction, participate in investigations and projects concerned with personnel resources avail-
able to the Service currently and in the future, and, in addition, such matters as lateral recruitment and
equal employment opportunity for disadvantaged groups.

Qualifications: Academic qualifications to be stated.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Recruitment Branch

R. N. Smith 58/15176X	Executive Officer \$11383-11886 (Class 8), Third Division, Department of Defence, Canberra	Inspector \$12389-12890 (Class 9), Third Division, Recruitment Programmes Sec- tion, Canberra (No. 253)
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Duties: Develop recruitment policy proposals and procedures, and direct recruitment campaigns.

ADP Division, ADP Systems Branch

G. D. Wyndam 72/10134W	Assistant Programmer \$8187-8942 (Class 5), Third Division, Canberra	Programmer \$9194-9869 (Class 6), Third Division, Operations Sections, Canberra (No. 460)
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Duties: Under direction, undertake development of input/output systems for small scale computers and assist with other aspects of computer services and software for Board's systems.

Qualifications: Experience in design and programming of computer-based systems. Knowledge of software systems and computer technology particularly for small computers. Tertiary qualifications desirable.

Management Information Branch

M. H. Bowen 73/86993K	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Statistical Section, Canberra (No. 434)
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Duties: Code or check code movements associated with the continuous Record of Personnel-query errors and inconsistencies with Departments.

R. L. Gates 74/85263E	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Statistical Section, Canberra, vice M. H. Bowen, prov. prom. 8.8.74 (No. 261)
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Duties: Code provisional promotions from the *Gazette* for inclusion in the continuous Record of Personnel.

Employment Conditions Division, Employment Conditions Branch No. 1

N. R. Ellis 65/85834R	Clerk \$9194-9869 (Class 6), Third Divi- sion, Canberra	Assistant Inspector \$10204-10879 (Class 7), Third Division, Canberra (No. 325)
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Duties: Undertake special investigations into aspects of conditions of service particularly those arising from work relating to Joint Council Matters. Perform the functions of Assistant Secretary to the Joint Council and Secretary to some of its sub-committees.

NEW SOUTH WALES

Establishment Services Branch No. 1

D. W. Cheetham 62/10843T	Assistant Inspector \$11032-11525 (Class 8), Third Division, Sydney	Inspector \$12019-12510 (Class 9), Third Division, Sydney (No. 14)
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Duties: Investigate and report on the more important organisations, classification and methods proposals. As required, assist with development of subordinate staff and control an investigation group.

VICTORIA

Personnel Services Branch

M. E. Long 67/36485T	Clerk \$9194-9869 (Class 6), Third Divi- sion, Recruitment Section, Melbourne	Psychologist, Class 2 \$10167-11360, Third Division, Special Services Sub- section, Recruitment Section, Melbourne (No. 99)
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Duties: Oversight and review selection and placement methods and evaluate techniques for improved performance.

Qualifications: Degree with major in Psychology.

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

CENTRAL OFFICE

Services Branch

A. D. Mikkelsen 66/57345E	Programmer \$11383-11886 (Class 8), Third Division, Australian Bureau of Statistics, Department of the Treasury, Canberra	Senior Programmer \$12389-12890 (Class 9), Third Division, ADP Section, Can- berra (No. 172)
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Duties: Examine the potential for use of automatic data processing within the Commission.

Qualifications: Extensive experience in systems analysis and design and relevant tertiary educational qualifications desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE PRIME MINISTER AND CABINET—continued

Project Division No. 1, Project Branch No. 2

T. J. Sroba 72/10964P	Clerk \$8187-8942 (Class 5), Third Division, Sydney	Clerk \$9194-9869 (Class 6), Third Division, Sydney (No. 272)
<i>Duties:</i>	As directed, assist in the preparation of material and drafting of submissions for use by the Commission in its inquiries.	
<i>Qualifications:</i>	Ability to collate and analyse information and prepare submissions, together with appropriate academic qualifications desirable. Some knowledge of quantitative economics an advantage.	
N. L. Brunlow 71/41484T	Clerk \$10204-10879 (Class 7), Third Division, Department of Overseas Trade, Melbourne	Project Officer \$11383-11886 (Class 8), Third Division, Melbourne (No. 163)
<i>Duties:</i>	Under direction, assist with preliminary planning or preparation for Commission inquiries, collate facts relevant to the inquiry. Prepare analysis of evidence and draft reports.	
<i>Qualifications:</i>	Ability to collate and analyse information and prepare submissions. Appropriate academic qualifications desirable. Some knowledge of quantitative economics an advantage.	

AUDITOR-GENERAL'S OFFICE

CENTRAL OFFICE

B. L. Crump 68/85536W	Audit Inspector, Grade 2 \$9194-9869 (Class 6), Third Division, Melbourne	Audit Inspector, Grade 3 \$10204-10879 (Class 7), Third Division, Banking Directorate, Canberra (located Melbourne) (No. 211)
<i>Qualifications:</i>	Accountancy qualifications or equivalent university qualifications should be stated.	

SOUTH AUSTRALIA

J. K. Wickham 67/66005T	Assistant Audit Inspector \$7180-7935 (Class 4), Third Division, Adelaide	Audit Inspector, Grade 1 \$8187-8942 (Class 5), Third Division, Adelaide (No. 22)
H. V. Winter 69/66806C	Assistant Audit Inspector \$7180-7935 (Class 4), Third Division, Adelaide	Audit Inspector, Grade 1 \$8187-8942 (Class 5), Third Division, Adelaide (No. 50)
<i>Qualifications above two positions:</i>	Accountancy qualifications or equivalent university qualifications should be stated.	

WESTERN AUSTRALIA

N. J. Ottley 72/75631R	Clerk (Audit), Grade 2 \$6052-6929 (Class 2/3), Third Division, Perth	Assistant Audit Inspector \$7180-7935 (Class 4), Third Division, Perth, vice M. P. Brown, prov. prom. 25.7.74 (No. 27)
<i>Duties:</i>	Under supervision perform audit duties mainly of a regulatory nature.	

DEPARTMENT OF REPATRIATION AND COMPENSATION

CENTRAL OFFICE

Management Services Division, Methods and Services Branch

B. J. Walker 72/86622P	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division (No. 134)
<i>Duties:</i>	Create personal case and policy files as requested. Raise personal case index cards and maintain the numerical registers.	
N. K. Beikoff 58/33666R	Clerk \$9022-9777 (Class 5), Third Division, Brisbane	Assistant Inspector \$10029-10704 (Class 6), Third Division, Methods and Work Study Section, Brisbane (No. 18)
<i>Duties:</i>	Undertake, as a member of a team, clerical work measurement studies in selected areas.	
<i>Qualifications:</i>	Experience in detailed work measurement, particularly Mulligan technique, desirable.	
B. J. Butterworth 58/33688P	Clerk \$8015-8770 (Class 4), Third Division, Brisbane	Assistant Inspector \$10029-10704 (Class 6), Third Division, Methods and Work Study Section, Brisbane (No. 16)
<i>Duties:</i>	Undertake, as a member of a team, clerical work measurement studies in selected areas.	
<i>Qualifications:</i>	Experience in detailed work measurement, particularly Mulligan technique, desirable.	

NEW SOUTH WALES

Branch Office

L. P. Scott 72/10497C	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Registry Section, Sydney (No. 72)
<i>Duties:</i>	Raise replacement file covers. Assist in the recording of registered mail and maintenance of valuable documents register. Assist in the opening of incoming mail. Assist in the recording of remittances and payments to the Receiver of Public Moneys.	

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

A. Van Reede 72/10537W	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Registry Section, Sydney (No. 141)
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Duties: Supervise a group of file search assistants, allocate work and assist in file location.

N. A. Hilditch 66/14011A	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Accounts Section, Sydney (No. 140)
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Duties: Inquiries and Authorities Assistant. Assist in the fortnightly dispatch cycle of Repatriation pension cheques. Prepare transfer authorities. Check payee listings.

Qualifications: Knowledge of Pension payment procedures desirable.

L. R. A. Fayd'herbe 70/12962W	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Personnel Section, Sydney (No. 62)
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Duties: Maintain training records and documentation including staff reports. Prepare training and conference rooms. Assist in the preparation of training aids.

C. A. Davies 70/10120P	Clerk \$2845-5836 (Class 1) Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Pensions Section, Sydney (No. 167)
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Duties: Prepare correspondence answering more complex queries and ministerial inquiries regarding pensions and related benefits. Examine and prepare applications for payment of pensions and allowances to deceased pensioners' widows and dependants.

Qualifications: Sound knowledge of Repatriation Act and Regulations and General Orders Pensions desirable.

K. R. Fraser 68/10404E	Clerk \$2845-5836 (Class 1) Third Division	Clerk \$7180-7935 (Class 4) Third Division, Personnel Section, Sydney (No. 5)
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A. M. Zayed 68/12979T	Clerk \$6052-6929 (Class 2/3), Third Division, Out-Patient Clinic, Sydney	Clerk \$7180-7935 (Class 4), Third Division, Personnel Section, Sydney (No. 6)
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Duties above two positions: Investigate, report and make recommendations on minor reviews of Branch establishments. Assist investigators on major assignments into organisation requirements including work counts, work measurement studies, analysis and documentation.

Qualifications above two positions: Ability to perform detailed investigations and prepare reports desirable.

Repatriation General Hospital

J. Taylor 69/13815C	Typist, Grade 2 \$4956-5266, Fourth Division, Office Services Section, Sydney	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Services Section, Concord (No. 209)
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Duties: Carry out secretarial, shorthand and typing duties for Assistant Medical Superintendent.

Qualifications: Typing ability and shorthand necessary.

T. W. Purcell 58/31026M	Clerk \$8187-8942 (Class 5), Third Division	Clerk \$9194-9869 (Class 6), Third Division, Supply and Accounts Sub-Section, Administrative Services Section, Concord (No. 83)
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Duties: Assistant Hospital Secretary (Supply and Accounts)—Control and co-ordinate supply, accounting and stores functions throughout the hospital. Prepare estimates and review as necessary. Prepare more important correspondence and conduct interviews with suppliers, agents and representatives.

Qualifications: Tertiary qualifications in Commerce, Accountancy or related studies desirable. Knowledge of supply and stores procedures an advantage.

Lady Davidson Hospital

J. R. Huf 73/10177C	Typist, Grade 1 \$2220-4801, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administrative Services Section, Turrumurra (No. 103)
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Duties: Operate telephone switchboard. Maintain index of patients and staff employed. Prepare stationery requisitions. Operate photo-copying machine. Sort and dispatch mail.

Out-Patient Clinic

J. Pizzo 70/13601K	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Services Section, Sydney (No. 52)
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Duties: Attend to patients reporting for medical examination by Specialist Medical Officers. Approve reimbursement of travel expenses and arrange travel requirements. Prepare certificates of attendance and unfitness.

VICTORIA

Repatriation General Hospital

A. Martinelli 70/38279R	Trainee Technical Officer (Medical Laboratory) \$5895-6699, Fourth Division	Technical Officer (Medical Laboratory) \$7052-8694, Fourth Division, Technical Services Section, Heidelberg (No. 216)
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Duties: Technical Officer (Microbiology).

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF REPATRIATION AND COMPENSATION—continued

Out-Patient Clinic

J. M. Long 67/37954A	Radiographer, Grade 1 \$5569-6858, Third Division	Radiographer, Grade 2 \$7212-7918, Third Division, X-ray Section, South Melbourne (No. 41)
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Duties: Direct the work and staff of the radiographic department at the clinic.

L. E. Bergemann 58/36297P	Assistant Inspector (Establishments) \$11039-11714 (Class 7), Third Division	Inspector (Personnel and Establish- ments) \$12218-12721 (Class 8), Third Division, Personnel Section, South Mel- bourne (No 1)
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Duties: Responsible for Personnel management in the Branch Office and Institutions. Control and direct Personnel Section activities comprising staff, industrial, establishments and training.

QUEENSLAND

Branch Office

H. W. Brodby 65/57924A	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division	Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Accounts Section, Bris- bane (No. 69)
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Duties: Senior Stocktaker.

Qualifications: Sound knowledge of Stores Accounting and ability to supervise desirable.

SOUTH AUSTRALIA

Branch Office

J. L. White 70/66994P	Clerk \$2845-5836 (Class 1), Third Divi- sion, Personnel Section, Adelaide	Clerk \$6052-6929 (Class 2/3), Third Division, Accounts Section, Adelaide (No. 6)
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Duties: Maintain Appropriation Ledger and Liabilities Register. Prepare journal entries and financial returns and maintain statistical data.

R. M. Kenning 68/66263K	Clerk \$6052-6929 (Class 2/3), Third Division, Pensions Section, Adelaide	Clerk \$7180-7935 (Class 4), Third Divi- sion, Pensions Section, Adelaide (No. 10)
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Duties: Clerk-in-charge, British Pensions.

P. N. Reed 70/66360W	Clerk \$2845-5836 (Class 1), Third Divi- sion, Pensions Section, Adelaide	Clerk \$6052-6929 (Class 2/3), Third Division, Pensions Section, Adelaide, vice R. M. Kenning, prov. prom. 8.8.74 (No. 11)
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Duties: British Pensions Examiner.

S. M. Bartsch 65/67083T	Clerk \$6052-6929 (Class 2/3), Third Division, Pensions Section, Adelaide	Clerk \$7180-7935 (Class 4), Third Divi- sion, Pensions Section, Adelaide (No. 13)
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Duties: Supervise, control and direct staff in the correspondence, adjustments and advices groups. Assist with training and preparation of procedure manuals. Prepare involved correspondence for the group.

R. P. Luke 69/66991A	Clerk \$2845-5836 (Class 1), Third Divi- sion, Pensions Section, Adelaide	Clerk \$6052-6929 (Class 2/3), Third Division, Pensions Section, Adelaide, vice S. M. Bartsch, prov. prom. 8.8.74 (No. 19)
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Duties: Reconciliation Clerk.

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

Management Service Branch

M. P. Moodie 67/36781C	Clerk \$6887-7764 (Class 2/3), Third Division, Department of Housing and Construction, Melbourne	Clerk \$8015-8770 (Class 4), Third Divi- sion, Finance and Supply Section, Canberra (No. 95)
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Duties: Undertake procurement of stores and equipment and supervise stocktaking.

W. D. Lopez 73/85969E	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Establishments and Services Section, Canberra (No. 51)
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Duties: Prepare requisitions for office stores. Maintain stationery store, receive bulk supplies, issue as necessary and maintain running stock records.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

PATENT TRADE MARKS AND DESIGNS OFFICE

AUSTRALIAN CAPITAL TERRITORY

S. E. Kendall 74/94004C	Typist, Grade 1 \$5275-5636, Fourth Division, Department of Defence—Army Office, Canberra	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Canberra (No. 828)
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Duties: Provide secretarial and stenographic assistance for a senior officer.

Qualifications: Shorthand, at least 100 words per minute.

IONOSPHERIC PREDICTION SERVICE

NEW SOUTH WALES

Management Services Unit

M. P. Bowles 72/14231M	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Personnel and Officer Services Section, Sydney (No. 81)
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Duties: Maintain appropriate staff records. Provide general clerical assistance.

J. I. Smith 71/13940A	Computing Assistant \$3346-6324, Fourth Division	Clerk \$6887-7764 (Class 2/3), Third Division, Accounts and Supply Section, Sydney (No. 61)
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Duties: Collector of Public Moneys, perform duties of Purchasing Officer and act as Paying Officer.

Qualifications: Knowledge of Audit Act, Treasury Regulations and Directions desirable.

BUREAU OF METEOROLOGY

HEAD OFFICE

Automatic Data Processing Branch

B. S. King 69/38058E	Assistant Programmer \$7180-7935 (Class 5), Third Division	Programmer \$9194-9869 (Class 6), Third Division, Applications Section, Mel- bourne (No. 65)
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Duties: Implement program modifications and participate in investigation and correction of faults in operational ADP systems.

Qualifications: Commensurate experience in programming for a large computer installation. Tertiary level education with mathematics desirable.

ADP Branch

A. G. Kerr 71/42270M	Assistant Programmer \$8187-8942 (Class 5), Third Division	Programmer \$9194-9869 (Class 6), Third Division, Operations Section, Melbourne (No. 11)
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Duties: Assist with implementing and maintaining operating systems.

Qualifications: Programming experience with a large computer system and tertiary level education with mathematics desirable.

J. Kains 71/13012G	Assistant Programmer \$8187-8942 (Class 5), Third Division	Programmer \$9194-9869 (Class 6), Third Division, Applications Section, Mel- bourne (No. 55)
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Duties: From systems specifications implement programs for specific and general projects.

Qualifications: Commensurate experience in programming for a large computer. Tertiary level mathematics desirable.

Services Branch

P. C. Van Wissen 71/42472P	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Postmaster General's Department, Melbourne	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Analysis Section, Mel- bourne (No. 17)
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Duties: Decode observational messages. Enter decoded data on synoptic and upper air routes. Identify missing and anomalous data; take corrective action as required.

Qualifications: Neatness and legibility of handwriting an advantage.

Note: This position involves shift work.

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Management Services Branch

P. A. Spehr 59/11660E	Inspector \$11383-11886 (Class 8), Third Division	Senior Inspector \$12389-12890 (Class 9), Third Division, Management Consul- tancy Section (No. 676)
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Duties: Develop improved systems for staff and establishment control within the Department to ensure that establishment and staffing reflect Departmental priorities and workloads with particular reference to the Bulk Establishment Control Scheme.

Qualifications: Extensive experience in the application of Establishment/Staff control systems and procedures desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF SERVICES AND PROPERTY—continued

J. Y. Goode 70/88065R	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Personnel and Services Section (No. 737)
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Duties: Officer-in-charge and Classifier. Supervise and direct the work of the Overseas Property Bureau Registry. Classify correspondence.

Qualifications: Ability to supervise staff. Experience in the operation and management of a filing system.

TASMANIA

Property Branch

C. R. R. Turner 66/81152C	Clerk \$8187-8942 (Class 5), Third Division	Clerk \$9194-9869 (Class 6), Third Division, Land Section, Hobart (No. 47)
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Duties: Undertake more complex investigations associated with variations to Australian Government land holdings.

Qualifications: Ability to conduct investigations and prepare reports.

DEPARTMENT OF SOCIAL SECURITY

CENTRAL OFFICE

Hospital Insurance and Nursing Division, Nursing Homes Benefits Branch

D. Wilson 58/22125P	Senior Executive Officer \$12389-12890 (Class 9), Third Division	Director \$13394-13898 (Class 10), Third Division, Nursing Homes Fees Section, Canberra (No. 692)
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Duties: Direct and control the Section and reviewing fees and benefits levels for Nursing Homes as laid down under the National Health Act.

Benefits, Policy and Review Division, Planning and Research Branch

S. D. Spooner 67/90033C	Senior Project Officer \$11328-11886 (Class 8), Third Division	Assistant Director \$12389-12890 (Class 9), Third Division, Development and Overseas Information Section, Canberra (No. 277)
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Duties: Undertake projects for the development of new schemes and new approaches in the social security field in Australia. Devise and plan proposals to an advanced stage where their implementation is possible.

Qualifications: Experience in the area of research and/or policy.

Management Division, Establishments and Finance Branch

G. Kennedy 73/88932M	Clerk \$2845-5836 (Class 1), Third Division, unattached	Clerk \$6052-6929 (Class 2/3), Third Division, Personnel and Services Section, Canberra (No. 42)
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Duties: Assist Recruitment Officer. Prepare *Gazette* notifications, vacancy notices and draft press advertisements. Prepare correspondence associated with interviews, promotions and transfers. Examine and consolidate staff statistics and associated returns. Prepare and maintain position occupancy records.

J. A. Nugent 72/85716X	Typist, Grade 1 \$2113-4801, Fourth Division	Typist Supervisor, Grade 1 \$5727-5906, Fourth Division, Canberra (No. 657)
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Duties: Supervise and control the work of the typing pool.

OFFICE OF THE AUSTRALIAN HEALTH INSURANCE COMMISSION

Administration and Finance Branch

P. M. Cain 72/88105R	Research Officer, Grade 1 \$6272-7935, Third Division, The Office of the Public Service Board, Canberra, unattached	Clerk \$9194-9869 (Class 6), Third Division, Administration Section, Canberra (No. 858)
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Duties: Plan and implement recruitment campaigns; undertake research into recruitment and staffing difficulties, recruitment techniques, etc. Provide advice on recruitment matters.

Note: With the establishment of the Commission, the occupant of the above position will be transferred thereto and the Public Service positions will be abolished. The Officers Rights Declaration Act is to apply to officers appointed to the Commission.

Note: In lieu of notification appearing in *Gazette* No. 63 of 1.8.74.

Executive

A. E. Garske 58/344269	Senior Assistant Director \$12389-12890 (Class 9), Third Division, Brisbane	State Manager \$14401-14904 (Class 11), Third Division, Brisbane (No. 858)
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Duties: Responsible for the administration of the Health Insurance Scheme within the State.

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

Note: With the establishment of the Commission, the occupant of the above position will be transferred thereto and the Public Service positions will be abolished. The Officers' Rights Declaration Act is to apply to officers appointed to the Commission.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Management Division, ADP Branch

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)
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Duties: Co-ordinate and control the work of programmers engaged on the design, program development and maintenance and operation of ADP systems.
In lieu of notification in *Gazette* No. 59 of 18.7.74.

VICTORIA

Management Branch

S. Gray 71/38931G	Computer Operator, Grade 1 \$5538-5842, Fourth Division, unattached	Computer Operator, Grade 2 \$6142-6446, Fourth Division, Operations Section, Melbourne (No. 145)
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Duties: Operate the full range of peripheral equipment. Provide relief in the operation of the system and console typewriter and maintain record of computer performance. Shift work involved.

S. R. Wheeler 71/42474X	Data Processing Operator, Grade 1 \$2160-4801, Fourth Division	Data Processing Operator, Grade 2 \$5398, Fourth Division, Operations Section, ADP Sub-section, Melbourne (No. 105)
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Duties: Operate card punch and verifying machines relating to input of variable components of a more complex nature.

Regional Offices Branch

P. A. McColl 69/38259C	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Management Branch	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Regional Office, Geelong Rehabilitation Unit (No. 810)
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Duties: Provide high-level clerical assistance to the regional rehabilitation team, including attendance to all general inquiries concerning the Australian Government Rehabilitation Service and the Training Scheme for Widow Pensioners, preparation of routine correspondence, and the handling of all general accounting duties.

J. S. McVeigh 66/37787A	Clerk \$6052-6929 (Class 2/3), Third Division	Examiner, Grade 3 \$6912-7652 (Class 4), Third Division, Regional Office, Geelong (No. 1502)
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Duties: Compute overpayments of pensions and allowances, prepare submissions and review existing overpayment cases.

Qualifications: A sound knowledge of the Social Services Act, pensions procedures and instructions desirable.

Benefits Branch

F. Monteleone 67/39404T	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Management Branch	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, General Counter and Inquiry Bureau Section, Melbourne (No. 14)
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Duties: Attend to callers at the General Inquiry Counter in relation to all matters within the provisions of the Social Services Act.

Health Benefits and Services Branch

A. Grech 71/41887T	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Benefits Branch	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Institutions Section, Nursing Benefits Sub-section, Melbourne (No. 1479)
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Duties: Register claims received from approved Hospitals, Nursing Homes and Handicapped Children's Homes and ensure necessary supporting documents are attached. Assist with the checking of monthly claims to ensure that they are correctly completed and eligible for benefit payments.

B. W. Male 73/40596P	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Institutions Section, Nursing Benefits Sub-section, Melbourne (No. 1463), vice V. Cope, prov. prom. 24.7.74 (No. 1709)
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W. A. Buck 73/39628X	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Institutions Section, Nursing Benefits Sub-section, Melbourne (No. 1710)
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Duties above two positions: Check monthly claims and supporting documents from approved Hospitals, Nursing Homes and Handicapped Children's Homes to ensure that they are correctly completed and eligible for benefit payments.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF SOCIAL SECURITY—continued

SOUTH AUSTRALIA

Regional Office

T. N. Horne 68/66561C	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Institutions Sub- section, Health Benefits and Services Section	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Port Adelaide (No. 979)
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Duties: Attend to all counter and telephone inquiries regarding general departmental activities.

Qualifications: Broad knowledge of departmental activities and various Acts. Ability to satisfactorily handle inquiries from members of the public.

A. M. Davidson 73/66714P	Assessor, Grade 1 \$3346-6671 (Class 1), Third Division, Unemployment and Sickness Benefits Section, Benefits Branch	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Port Adelaide (No. 971)
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Duties: Process new claims in respect of subsidised health benefits, sickness and special benefits and advise on all benefit matters.

Qualifications: Broad knowledge of the Social Services Act.

P. G. Witham 73/37675E	Clerk \$3346-6671 (Class 1), Third Divi- sion, Geelong Regional Office	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Alice Springs (No. 928)
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Duties: Assess claims for unemployment, sickness and special benefit.

J. J. Cook 62/66675R	Inquiry Officer, Grade 2 \$6127-6520, Fourth Division, Morphett Vale	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Port Lincoln (No. 974)
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Duties: Process new claims in respect of subsidised head benefits, sickness and special benefits and advice on all benefit matters.

Qualifications: Broad knowledge of the Social Services Act.

E. J. McGorman 68/66443P	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Unemployment and Sickness Benefits Section, Benefits Branch	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Port Lincoln (No. 982)
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Duties: Attend all counter and telephone inquiries concerning the full range of departmental activities.

Qualifications: Broad knowledge of departmental activities and community resources. Ability to handle inquiries from members of the public.

Management Branch

K. M. Winger 68/667272G	Clerk \$3346-6671 (Class 1), Third Divi- sion, unattached	Clerk \$6887-7764 (Class 2/3), Third Division, Staff Sub-section, Establish- ment and Finance Section (No. 614)
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Duties: Team Leader—supervise and direct a Salaries team. Oversight maintenance of standard personnel records in relation to increments, promotions, and transfers, appointments, retirements, resignations, separations and furlough.

A. L. Mills 67/66761E	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Institutions Sub- section, Health Benefits and Services Section	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Establishment and Finance Section (No. 797)
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Duties: Forms Assistant—Maintain a cyclical review and ordering system for all forms, processes monthly Stock Statement of Forms, ensure that stocks of forms are adequate and take action to obtain interim supplies when needed.

WESTERN AUSTRALIA

Health Benefits and Services Branch

F. E. Browne 58/34267W	Clerk \$8015-8770 (Class 4), Third Divi- sion, Nursing Benefits Section	Clerk \$9022-9777 (Class 5), Third Divi- sion, Nursing Benefits Section
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Duties: Supervise, co-ordinate and control work on Nursing Homes Inspection Programme, Benefit Claims Payments and Domiciliary Nursing Care Benefits.

Qualifications: Sound knowledge of National Health Act, Branch procedures and instructions.

R. W. Roberts 67/75169P	Clerk \$8015-8770 (Class 4), Third Divi- sion, Insurance and General Services Section	Clerk \$9022-9777 (Class 5), Third Divi- sion, Insurance and General Services Section
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Duties: Examine and report on less complex fee applications and assist in the examination of applications lodged by large institutions. Visit premises as required for the purpose of verifying Data included in applications.

Qualifications: Accountancy qualifications desirable. General knowledge of National Health Act relating to institutions.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Benefits Branch

W. N. Clarke 58/13509C	Pensions Officer \$9022-9777 (Class 5), Third Division, Pensions Section	Determining Officer \$10029-10704 (Class 6), Third Division, Pensions Section (No. 114)
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Duties: Exercise delegated authority to determine claims for Pensions and Allowances. Vary, suspend, restore or cancel any Pension or Allowance. Supervise and co-ordinate the work of a group within the entitlement section.

Qualifications: Sound knowledge of the Social Services Act.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE AUSTRALIAN CAPITAL TERRITORY

Division No. 1

L. Kacer 73/89919R	Typist, Grade 2 \$4956-5266, Fourth Division, Department of Foreign Affairs, Canberra	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Royal Commissions Branch, Canberra (No. 202)
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Duties: Provide stenographic and secretarial services.

Qualifications: Shorthand of at least 100 words per minute.

General Branch

V. W. Ryan 59/27196P	Clerk \$9194-9869, (Class 6), Third Divi- sion, Postmaster-General's Department	Clerk \$11383-11886, (Class 8), Third Division, General Section, Canberra (No. 14)
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Duties: Prepare submissions and briefs on matters relating to parliamentary delegations travelling overseas.

Ministerial and Management Services Branch

A. C. Bawden 73/89849C	Clerical Assistant, Grade 1 \$2063-4363, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5048-5489, Services Section, Office Services Sub- section (No. 32)
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Duties: Maintain supplies of stores and stationery in Central Office and purchase new supplies as required. Maintain a stock control system. Process all movement requisitions for approval and make travel and accommodation bookings.

World Exposition Branch

L. A. Summerfield 73/86886G	Clerical Assistant, Grade 1 \$2063-4363, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Honours Section, Awards Sub-section (No. 116)
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Duties: Maintain registers, card index and assist in the provisions of press cutting service.

Qualifications: Appropriate experience desirable.

NATIONAL LIBRARY OF AUSTRALIA

AUSTRALIAN CAPITAL TERRITORY

Co-ordination and Policy Branch

M. Beaver 72/88171W	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$8187-8942 (Class 5), Third Divi- sion, Publications Section, Canberra (No. 744)
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Duties: Supervise arrangements for the printing of National Library publications and other materials. Act as secretary to Publications Committee.

P. Finch 73/85034E	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Publications Section, Canberra (No. 905)
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Duties: Supervise subordinate staff involved in sales and subscription activities.

J. Dowling 72/85578E	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Publications Section, Canberra (No. 906)
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Duties: Prepare and dispatch invoices for monograph material to customers. Maintain record of accounts paid. Receive new publications and note stock records.

T. Bujna 73/89933C	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Publications Section, Canberra (No. 907)
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Duties: Maintain mailing lists or inform printers of additions to mailing lists. Arrange for internal distribution of new publications and assist with external distribution.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF THE SPECIAL MINISTER OF STATE—continued

Information Reference and Research Branch

D. J. Killen 71/57029W	Librarian, Class 1 \$6270-8996, Third Division	Librarian, Class 2 \$9262-10299, Third Division, General Reference Section, ERIC Sub-section, Canberra (No. 915)
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Duties: Research user needs and prepare selective dissemination of information and retrospective search profiles for assessing of the Educational Research data base.

Qualifications: Experience and training in automated information retrieval services desirable together with a degree orientation or experience in education. A degree or diploma from a university, college of advanced education or equivalent qualifications and registration examination of the Library Association of Australia or equivalent.

Resources Organisation and Development Branch

P. Sutton 71/85481E	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Selection Acquisition and Processing Section, Selection and Search Sub-section, Canberra (No. 543)
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Duties: Receive, acknowledge and send demand notices for items due by legal deposit. Negotiate for the presentation of Australian monographs not due under legal deposit.

Y. Jackson 73/85738M	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Selection, Acquisition and Processing Section, Acquisition Sub-section, Canberra (No. 172)
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Duties: Alphabet serial intake. Record receipt of serial pieces in Current Serial Record and claim missing issues.

V. Dubikas 71/86183X	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Cataloguing Section, Stocktake Sub-section, Canberra (No. 683)
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Duties: Record new corrected call numbers on cards in the main catalogue.

A. Driscoll 72/86290R	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Cataloguing Section, Catalogue Revision and Maintenance Sub-section, Canberra, vice J. Dowling, prov. prom. 8.8.74 (No. 532)
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Duties: Withdraw catalogue entries requiring revision. Assist in the revision of the existing dictionary catalogue as required.

H. Sprogis 74/85836C	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Cataloguing Section, Catalogue Revision and Maintenance Sub-section, Canberra (No. 528)
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Duties: Sort and file catalogue cards into main catalogue.

M. Lord 71/86309P	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Cataloguing Section, Catalogue Revision and Maintenance Sub-section, Canberra (No. 525)
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Duties: Search limited range of bibliographies and copy catalogue entries.

R. Krampe 73/87052G	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Cataloguing Section, Catalogue Revision and Maintenance Sub-section, Canberra (No. 522)
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Duties: Check material to be catalogued against NLA catalogues and authority files. Provide relevant information for the cataloguers. Undertake bibliographical searches as required.

DEPARTMENT OF TRANSPORT

AIR TRANSPORT GROUP

CENTRAL STAFF

Civil Aviation Agency, Executive Services Branch

B. J. Stewart 63/75125E	Clerk \$7180-7935 (Class 4), Third Division	Clerk \$8186-8942 (Class 5), Third Division, Business and Property Section, Port Moresby (No. 98)
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Duties: Negotiate and arrange all leases of sites and buildings on Airports and prepare contracts and all leave documents in accordance with the Airports (Business Concessions) Act. Arrange and oversight all insurance.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Airways Engineering Branch

J. G. Lewis 58/50503W	Supervising Mechanic (Civil Aviation), Grade 2 \$7381-7986, Fourth Division	Supervising Mechanic (Civil Aviation), Grade 3 \$8278-8479, Fourth Division, Mechanical Section, Port Moresby (No. 161)
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Duties: Inspect departmental facilities in the Region to assess the performance of mechanical equipment and the proficiency of the staff and to ensure that required maintenance and operational standards are being maintained. Establish nature and extent of problems requiring special investigation and prepare appropriate reports.

Qualifications: Extensive technical experience in the maintenance and operation of the wide range of mechanical equipment used by the agency. Experience in directing the work of technical staff.

NEW SOUTH WALES REGION

Operations Branch

O. J. Zomaya 74/11295T	Communications Officer Fourth Division	\$3379-5989, Airways Telecommunications Officer, Grade 1 \$3424-6289, Fourth Division, Airways Operations Section, Sydney (No. 386)
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Duties: Prepare in prescribed format and transmit, using a Keyboard Display Unit (KDU), flight plan messages, involving interpretation of flight plans.

Qualifications: Satisfactory completion of the appropriate training course.

Airports Branch

M. C. Johnstone 72/59414R	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Sydney (No. 6)
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Duties: Provide general administrative assistance to the Building Section Head. Co-ordinate requests for and the preparation of works documentation. Collaborate with technical staff in the processing of private authorities buildings proposals.

VICTORIA-TASMANIA REGION

Executive Services Branch

C. A. Helm 72/38080W	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Personnel and Offices Services Section, Personnel Sub-section, Melbourne (No. 140)
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Duties: Supervise and direct the activities of the Personnel Registry and Statistics Group. Train subordinate staff. Classify and index correspondence. Search indexes to identify appropriate files for action officers. Post entries on appropriate registration cards, allocate numbers. Develop and maintain a precedent index. Determine disposal action in accordance with the disposal schedule.

QUEENSLAND REGION

Airways Engineering Branch

E. J. Osmond 58/50939E	Radio Technical Officer, Grade 2 \$7843- 8347, Fourth Division	Senior Radio Technical Officer, Grade 1 \$8588-9103, Fourth Division, Coolan- gatta (No. 57)
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Duties: Supervise and direct the maintenance and operation of radio communication, radio navigational and associated equipment in the Coolangatta area.

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

SOUTH AUSTRALIA-NORTHERN TERRITORY REGION

Adelaide Airport

T. I. O'Day 69/66345E	Airport Traffic Officer Fourth Division	\$5195-5475, Senior Airport Traffic Officer \$5791- 6093, Fourth Division, Adelaide (No. 47)
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Duties: As shift leader, direct, supervise, train and assist Airport Traffic Officers engaged in security patrols, the enforcement of the Airports (Surface Traffic) Act 1960, and the control of vehicular traffic and parking. Prepare reports associated with breaches of security, parking infringements and investigate reports of unauthorised trading or soliciting for vehicular transport business.

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Land Transport Policy Division, Rail and Urban Transport Branch

J. C. Royes 71/88048G	Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division	Clerk \$12218-12721 (Class 8), Third Division, Rail Transfers Section, Canberra (No. 38)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF TRANSPORT—continued

R. C. Carter 73/87999X	Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division	Clerk \$12218-12721 (Class 8), Third Division, Rail Transfers Section, Canberra (No. 39)
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Duties above two positions: Assist in tasks associated with the transfer of responsibility of State railway systems to the Commonwealth.

Qualifications: Experience in associated policy areas.

VICTORIA

Navigational Aids Section, Lightkeeping Sub-section, Victoria Region

H. Dodemaide 74/36712E	Lightkeeper \$4516-4822, Fourth Divi- sion, Wilsons Promontory	Head Lightkeeper \$5230-5495, Fourth Division, Wilsons Promontory (No. 57)
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Duties: Responsible for the efficient management of the lightstation including maintenance of lighthouse apparatus and equipment.

Qualifications: Previous experience as Lightkeeper.

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Accounting and Supply Division, ADP Branch

J. J. Finn 60/47140T	Programmer \$9194-9869 (Class 6), Third Division	Clerk \$10204-10879 (Class 7), Third Division, Strategic Design Section, Canberra (No. 164)
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Duties: Control and supervise the operation of the ADP Branch administrative support group. Administer the operation of the Branch Project Control System.

Qualifications: Administrative and supervisory ability of a high order, together with a good standard of written expression desirable. Some knowledge of ADP an advantage.

Financial Institutions Division, Banking and Insurance Branch

J. W. Hartwell 73/88166C	Principal Research Officer \$11383-11886 (Class 8), Third Division, Australian Bureau of Statistics	Senior Finance Officer, Grade 2 \$12389- 12890 (Class 9), Third Division, Bank- ing Section, Canberra (No. 9)
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Duties: Undertake more complex projects relating to policy and legislative aspects of banking and related financial areas. Assist in the preparation of Cabinet and Ministerial submissions, instructions to Parliamentary Counsel and other important correspondence.

Qualifications: Degree in Economics or Commerce, or other appropriate tertiary qualifications, and experience in policy formulation desirable.

Private Sector Transactions Branch

R. E. Murray 70/87238R	Finance Officer, Grade 1 \$9194-9869 (Class 6), Third Division	Finance Officer, Grade 2 \$10204-10879 (Class 7), Third Division, Company Finances Section, Canberra (No. 31)
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Duties: Investigate and report on investment proposals by companies and regulations relating thereto.

Qualifications: Appropriate university degree and experience in dealing with policy issues desirable.

General Financial and Economic Policy Division, Economic Branch

D. E. Russell 69/85772P	Senior Research Officer, Grade 2 \$10204-10879 (Class 7), Third Division	Senior Finance Officer, Grade 2 \$12389- 12890 (Class 9), Third Division, Monet- ary Policy Section, Canberra (No. 19)
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Duties: Undertake the more complex projects, and conduct and supervise research and investigation into the monetary situation, assessment of trends and of their implications for monetary policy, analyses of the inter-relations between the Australian Government's financial operations and monetary developments and of proposals concerning monetary policy.

Qualifications: Degree in Economics, Commerce or Arts (Economics) preferably at Honours standard.

Management Services Branch

S. J. Lukeman 74/38833E	Clerk \$2845-5836 (Class 1), Third Divi- sion, unattached	Assistant Inspector \$9194-9869 (Class 6), Third Division, Establishments Sec- tion, Staff Development and Training Sub-section, Canberra (No. 327)
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Duties: Direct and carry out the administration of manpower planning and staff development schemes.

Qualifications: Previous relevant experience desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Social Security Division, Education, Science and General Branch

K. J. Howman 69/57098N	Investigation Officer, Grade 2 \$8187-8942 (Class 5), Third Division	Finance Officer, Grade 2 \$10204-10879 (Class 7), Third Division, Education Section, Canberra (No. 59)
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Duties: Examine policy proposals concerning tertiary education and make preliminary assessments of their implications. Examine annual estimates of revenue and expenditure of the Department of Education and of Commissions concerned with tertiary education.

Qualifications: Tertiary qualifications and experience in investigation and policy work desirable.

OFFICE OF THE INSURANCE COMMISSIONER

Authorisations Branch

P. N. Helson 71/88380A	Clerk \$2845-5836 (Class 1), Third Division, Department of Manufacturing Industry	Clerk \$6052-6929 (Class 2/3), Third Division, Registration and Brokers Section, Canberra (No. 33)
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Duties: Prepare and check memoranda and formal documents and orders for issue to insurance companies and brokers. Maintain safekeeping of documents, registers and record the issue and recovery of authorisations, etc.

COMMONWEALTH SUB-TREASURY

NORTHERN TERRITORY

P. K. Ivory 74/95316G	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Payroll and Ledgers Section, Darwin (No. 5)
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Duties: Salaries Clerk. Examination of salary variation advices prior to submissions for data preparation. Maintenance of associated records.

AUSTRALIAN BUREAU OF STATISTICS

AUSTRALIAN CAPITAL TERRITORY

Computer Service Centre, Operations, Techniques and Training Branch

B. Knott 69/86922K	Senior Computer Operator, Grade 2 \$7297-7567, Fourth Division, Canberra	Clerk \$8187-8942 (Class 5), Third Division, Hardware Systems and Operations Canberra (No. 268)
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Duties: Scheduling of work for a particular shift for multi-programming computers.

Qualifications: Experience in a computer operations environment, ability to make decisions and direct staff desirable.

A. G. Booth 68/87093A	Senior Computer Operator, Grade 2 \$7297-7567, Fourth Division, Department of Defence, Canberra	Clerk \$8187-8942 (Class 5), Third Division, Hardware Systems and Operations Section, Canberra (No. 269)
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Duties: Scheduling of work for a particular shift for multi-programming computers.

Qualifications: Experience in a computer operations environment, ability to take decisions and direct staff desirable.

Note: Shift work is involved in the above position.

P. R. Kowaltzke 72/85119G	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Canberra	Clerk \$7180-7935 (Class 4), Third Division, Hardware Systems and Operations Section, Canberra (No. 271)
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P. J. McCulloch 61/11620T	Senior Computer Operator, Grade 2 \$7297-7567, Department of Defence—Army Office	Clerk \$7180-7935 (Class 4), Third Division, Hardware Systems and Operations Section, Canberra (No. 224)
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Duties above two positions: Assist in the scheduling of computers for a particular shift. Maintain records of machine usage for application groups, oversight work flow in the computer and magnetic tape library.

Qualifications: Experience in a Computer processing environment desirable.

Note: Shift work is involved in the above two positions.

Applications Systems Branch

M. J. Da Silva 72/85939T	Computer Operator, Grade 2 \$6142-6446, Fourth Division, Canberra	Programming Assistant, Grade 2 \$6052-6929 (Class 2/3), Third Division, Canberra (No. 77)
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Duties: Undertake coding documentation, program development and associated duties as required as a member of a program development or maintenance team.

Qualifications: Previous appropriate experience and completion or partial completion of tertiary qualifications desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY—continued

Development and Co-ordination Division, Co-ordination Branch

A. M. Mackay 70/11139X	Principal Research Officer \$11383-11886 (Class 8), Third Division, Canberra	Supervisor \$12389-12890 (Class 9), Third Division, Departmental Statistics Section, Department of Health Sub- section, Canberra, vice S. J. Storm, prov. prom. 1.8.74 (No. 57)
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Duties: Supervise the operations and development work of the statistical unit. Participate in the provision of advice on a wide range of statistical matters including development of statistical systems for the planning and evaluation of health care.

Qualifications: Appropriate academic qualifications and experience in the development of new statistical series and the conduct of surveys is desirable.

Demography Social and Manpower Division, Employment and Labour Branch

P. F. Thomas 71/88365K	Clerk \$7180-7935 (Class 4), Third Division, Canberra	Compiler \$8187-8942 (Class 5), Third Division, Labour Force Section, Employment Sub-section, Canberra, vice J. Angus, prov. prom. 6.6.74 (No. 31)
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Duties: Control the day to day work of staff engaged in producing monthly employment estimates and assist in the introduction of revised methods.

Qualifications: Considerable statistical experience. Appropriate academic qualifications desirable.

E. P. Vaughan 72/88066C	Clerk \$6052-6929 (Class 2/3), Third Division, Canberra	Clerk \$7180-7935 (Class 4), Third Division, Labour Force Section, Employment Sub-section, Canberra, vice P. F. Thomas, prov. prom. 8.8.74 (No. 14)
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Duties: Under direction, responsible for the work of staff engaged in the compilation and reconciliation of employment statistics.

Qualifications: Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.

J. A. Macgregor 73/87712T	Clerk \$2845-5836 (Class 1), Third Division, Canberra	Clerk \$6052-6929 (Class 2/3), Third Division, Labour Force Section, Employment Sub-section, Canberra, vice E. P. Vaughan, prov. prom. 8.8.74 (No. 34)
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Duties: Assume responsibility for the preparation of estimates of employment in specified areas as directed.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

Demography and Social Branch

D. J. Williams 58/21499W	Senior Compiler \$10204-10879 (Class 7), Third Division, Canberra	Assistant Supervisor \$11383-11886 (Class 8), Third Division, Demography and Social Section, Vital Statistics Sub- section, Canberra (No. 8)
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Duties: Responsible for major aspects of the analysis and dissemination of demographic data. Ensure the timeliness and reliability of statistics compiled. Co-ordinate specific investigations undertaken.

Qualifications: Appropriate academic qualifications and extensive statistical experience desirable.

Economic Censuses and Surveys Division, Secondary Production, Classification and Integration Branch

B. C. Hall 58/18066R	Supervisor \$12389-12890 (Class 9), Third Division, Canberra	Director \$14401-14904 (Class 11), Third Division, Internal Trade & Enterprise Section, Canberra (No. 1)
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Duties: Direct the work of the Section. Resolve or make recommendations concerning problems of conceptual complexity and issues of policy.

Qualifications: Appropriate academic qualifications desirable. Extensive statistical experience and proven executive ability.

Economic Account Division, National Account and Public Finance Branch

P. H. Chan 74/87334W	Clerk \$2845-5836, Class 1, Third Division, Canberra	Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Econometric Applications Section, Canberra (No. 4)
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Duties: Assist in the preparation of forecasts and associated statistics. Maintain the data system of the section.

Qualifications: Appropriate university degree and statistical or other relevant research experience.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

B. R. Bacon 74/36420A	Clerk \$2845-5836 (Class 1), Third Division, Canberra	Senior Research Officer, Grade 2 \$10204-10879 (Class 7), Third Division, Econometric Applications Section, Canberra (No. 2)
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Duties: Undertake econometric research projects and economic analyses; supervise compilation and analysis of forecasts and associated statistics.

Qualifications: Appropriate university degree and considerable statistical or other appropriate research experience.

Management Services Branch, Finance and General Services Section

M. E. Smith 72/87611P	Librarian \$6270-8996 (Class 1), Third Division, Department of Agriculture, Canberra	Librarian \$9262-10299 (Class 2), Third Division, General Services Sub-section, Canberra (No. 186)
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Duties: Direct and maintain reader services including reference and information work, bibliographic services, loans and the training of junior staff.

Qualifications: University degree and approved technical college diploma together with the completion of the Registration Examination of the Library Association of Australia or its equivalent. Extensive experience in all aspects of library procedures is necessary for the above position.

N. L. Humphery 74/86106E	Data Processing Operator-In-training \$2160-4319, Fourth Division, Canberra	Typist, Grade 1 \$2220-4801, Fourth Division, General Services Sub-section, Canberra (No. 124)
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Duties: Perform general typing duties.

Qualifications: Ability to type at 35 words per minute as prescribed by the Public Service Board Section 53 Determination of 5.12.68.

Personnel Management Section

P. J. Godwin 70/12202R	Training Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Department of Defence—Navy Office, Canberra	Senior Training Officer, Grade 1 \$9194-9864 (Class 6), Third Division, Staff Development and Training Sub-section, Canberra, vice B. T. Fogarty, prov. prom. 23.5.74 (No. 74)
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Duties: Participate in the development and conduct of management/supervisory training programmes, and training in auxiliary skills; advise on the effectiveness of these programmes. Supervise other staff engaged on training duties.

Qualifications: Experience in the management of training programmes: Proven skill in supervision and conference leadership. Academic qualifications desirable.

VICTORIA

Publications and Research Branch, Research Section

M. T. Ryan 71/37215M	Clerk \$10204-10879 (Class 7), Third Division, Department of Defence—Army Office	Assistant Supervisor \$11383-11886 (Class 8), Third Division, Melbourne (No. 6)
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Duties: Supervise the activities of the Section, taking responsibility for statistical validity, economy and adequacy of procedures, and appropriateness of techniques used. Ensure adherence to staffing standards.

Qualifications: Appropriate academic qualifications desirable and extensive statistical experience.

QUEENSLAND

Distribution and Finance Branch, Trade, Transport and Integration Section

D. A. Gilmour 68/57918K	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division, Australian Taxation Office	Clerk \$7180-7935 (Class 4), Third Division, Retail and Wholesale Trade Sub-section, Brisbane (No. 11)
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Duties: Direct and engage in the examination, editing and querying of Retail Survey returns and maintain statistical standards.

Qualifications: Previous statistical experience, completion or partial completion of appropriate academic qualifications an advantage.

Finance and Prices Section, Distribution and Finance Branch

J. M. Thompson 58/18143X	Research Officer \$8187-8942, Grade 2, Third Division	Senior Compiler \$9194-9869 (Class 6), Third Division, Business Surveys and Financial Institutions Sub-section, Brisbane (No. 9)
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Duties: Control the day to day work of the Sub-section to achieve the goals of quality and timeliness of statistics and economy and effectiveness of operation. Resolve technical problems of a complex nature.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY—continued

Research, Publications and Services Branch, Administrative Section

D. J. Wilson 68/57995A	Accounting Machinist, Grade 1 \$2220- 4801, Fourth Division	Accounting Machinist, Grade 2 \$5398, Fourth Division, Office Services Sub- section, Brisbane (No. 16)
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Duties: Undertake special machine work and calculations demanding a high degree of accuracy in connection with the preparation of statistics. Perform other machine work as required, using any type of calculator or adding machine installed in the pool.

Qualifications: To have passed the prescribed test.

SOUTH AUSTRALIA

Finance, Population and Employment Branch

K. A. Mueller 69/66068E	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Divi- sion, Employment and Labour Section, Adelaide (No. 75)
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Duties: Direct the processing of returns for labour collections. Exercise quality control over all operations in labour group.

Qualifications: Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.

L. C. Hart 72/66169A	Clerk \$2845-5836 (Class 1), Third Divi- sion	Clerk \$6052-6929 (Class 2/3), Third Division, Demography and Social Sec- tion, Adelaide (No. 27)
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Duties: Check editing and coding of birth, death and marriage records and returns from hospitals and other health authorities. Resolve queries.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

J. A. Cooper 71/66366P	Clerk \$2845-5836 (Class 1), Third Divi- sion	Clerk \$6052-6929 (Class 2/3), Third Division, Finance, Trade and Transport Section, Adelaide (No. 29)
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Duties: Extract details of new vehicle registrations from Motor Vehicles Department. Liaise with officers of that Department.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

J. W. Allen 72/66488M	Clerk \$2845-5836 (Class 1), Third Divi- sion	Clerk \$6052-6929 (Class 2/3), Third Division, Population Survey Operations Section, Adelaide (No. 100)
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Duties: Assist in the recruitment, selection, training and re-training of interviewers.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

J. A. Haydon 73/66024G	Research Officer, Grade 1 \$6272-7935, Third Division	Clerk \$7180-7935 (Class 4), Third Divi- sion, Demography and Social Section, Adelaide (No. 50)
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Duties: Engage in collection and tabulation of data required for preparation of intercensal estimates of the population of local government areas.

Qualifications: Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.

F. Cheok 73/66012R	Research Officer, Grade 1 \$6272-7935, Third Division	Clerk \$7180-7935, (Class 4), Third Divi- sion, Population Survey Operations Sec- tion, Adelaide (No. 35)
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Duties: Conduct tests to check the quality and probity of Field Agents during interview. Resolve queries and review standard techniques.

Qualifications: Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.

G. S. Hamlyn 68/66081W	Research Officer, Grade 1 \$6272-7935, Third Division	Clerk \$7180-7935, (Class 4), Third Divi- sion, Population Survey Operations Sec- tion, Adelaide (No. 16)
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Duties: Undertake the selection, rotation and re-selection of samples used in population surveys.

Qualifications: Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.

Production and Distribution Branch

S. J. Baker 67/66278X	Clerk \$8187-8942 (Class 5), Third Divi- sion	Senior Compiler \$9194-9869 (Class 6), Third Division, Primary Industry and Construction Section, Adelaide (No. 4)
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Duties: Control the Building and Construction Sub-section. Resolve technical problems of a complex nature.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
J. A. Short 68/66311A	Clerk \$6352-6929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Division, Primary Industry and Construction Section, Adelaide (No. 21)
<i>Duties:</i> Examine Rural Census returns for accuracy, comparability and consistency. Resolve queries. <i>Qualifications:</i> Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.		
J. C. G. Webster 71/66598M	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Primary Industry and Construction Section, Adelaide (No. 62)
<i>Duties:</i> Examine building permit returns from local and other government authorities for accuracy, comparability and consistency. Determine query action where necessary. <i>Qualifications:</i> Previous statistical experience and/or appropriate tertiary studies an advantage.		

AUSTRALIAN TAXATION OFFICE

HEAD OFFICE

Management Division, ADP Branch

J. L. Trigg 66/58349K	Programmer \$9194-9869 (Class 6), Third Division	Programmer \$11383-11886 (Class 8), Third Division, Software Section (No. 767)
<i>Duties:</i> Undertake less complex assignments relating to operating systems, compilers, communications packages, utilities and other miscellaneous software requirements of the Taxation Office central computer installation.		
A. T. Phillips 68/57940T	Programmer \$9194-9869 (Class 6), Third Division	Programmer \$11383-11886 (Class 8), Third Division, Applications Section (No. 184)
<i>Duties:</i> Undertake more involved assignment in relation to systems analysis and design; preparation of run charts, logic charts, input/output layouts, error reports, data preparation requirements, equipment and software requirements. <i>Qualifications above two positions:</i> Accountancy or other appropriate tertiary qualifications desirable.		
T. L. Sims 72/87640E	Assistant Programmer \$8187-8942 (Class 5), Third Division	Programmer \$9194-9869 (Class 6), Third Division, Planning and Services Section (No. 154)
<i>Duties:</i> Carry out assignments in relation to maintenance of libraries of programmers, magnetic tape and computer time requirements and computer usage for departmental purposes.		
M. Hansen 72/76177M	Assistant Programmer \$8187-8942 (Class 5), Third Division	Programmer \$9194-9869 (Class 6), Third Division, Software Section (No. 403)
<i>Duties:</i> Undertake assignments relating to operating systems, compilers, communications packages, utilities and other miscellaneous software requirements of the Taxation Office central computer installation. <i>Qualifications above two positions:</i> Accountancy or other tertiary qualifications desirable.		
D. Just 73/57020M	Assistant Programmer \$8187-8942 (Class 5), Third Division, Australian Bureau of Statistics	Programmer \$9194-9869 (Class 6), Third Division, Planning and Services Section (No. 151)
<i>Duties:</i> Carry out assignments in relation to detailed research into and maintenance of up to date intelligence on available hardware, software and data preparation facilities.		
B. C. Foster 70/88357W	Assistant Programmer \$8187-8942 (Class 5), Third Division, Australian Bureau of Statistics	Programmer \$9194-9869 (Class 6), Third Division, Software Section (No. 776)
<i>Duties:</i> Undertake assignments relating to operating systems, compilers, communications packages, utilities and other miscellaneous requirements of the Taxation Office central computer installations. <i>Qualifications above two positions:</i> Accountancy or other appropriate tertiary qualifications desirable.		
J. H. McKell 73/57006A	Assistant Programmer \$8187-8942 (Class 5), Third Division	Programmer \$9194-9869 (Class 6), Third Division, Applications Section (No. 180)
R. George 70/75798R	Assistant Programmer \$8187-8942 (Class 5), Third Division	Programmer \$9194-9869 (Class 6), Third Division, Applications Section (No. 378)
<i>Duties above two positions:</i> Carry out assignments in relation to the preparation, development and documentation of programmes.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY—continued

J. F. Hurren 73/87557A	Assistant Programmer (Class 5), Third Division	\$8187-8942	Programmer \$9194-9869 (Class 6), Third Division, Planning and Services Section (No. 155)
<i>Duties:</i> Carry out assignments in relation to systems analysis and design including agreement of systems with other Sections; preparation of run charts, logic charts, input/output layouts, error reports, data preparation requirements and test data.			
G. H. Rowe 68/57038R	Assistant Programmer 5), Third Division	\$8187-8942 (Class	Programmer \$9194-9869 (Class 6), Third Division, Software Section (No. 778)
<i>Duties:</i> Carry out assignments relating to suppliers' operating systems and data entry, communications and printing software requirements of the Taxation Office mini State Computer installations.			
<i>Qualifications above four positions:</i> Accountancy or other tertiary qualifications desirable.			

Management Services Branch

H. L. Bray 70/58282T	Clerk \$8187-8942 (Class 5), Third Division	Clerk \$9194-9869 (Class 6), Third Division, Management Control and Operations Research Section (No. 34)
<i>Duties:</i> Assist generally in the conduct of work study/work measurement assignments and prepare flow charts of existing and proposed procedures.		

Revenue and International Division, Treaties and Projects Branch

S. H. Allan 67/11869H	Clerk \$9194-9869 (Class 6), Third Division	Advising Officer \$11383-11886 (Class 8), Third Division, Treaties Section (No. 337)
<i>Duties:</i> Conduct research into and advise senior officers on the less difficult technical matters associated with taxation systems and international tax conventions of other countries. Prepare ministerial and other correspondence in connection with the above matters and assist in preparation of papers relating to legislation.		
<i>Qualifications:</i> Completion of training in accountancy or law recognised by the Public Service Board; or compliance with other provisions of the Section 53 determination published in <i>Gazette</i> No. 163 of 1.11.73.		

VICTORIA

Income Tax Division, Assessing Branch

M. G. Sherlock 70/38842T	Assessor, Grade 2 2/3), Third Division	\$6052-6929 (Class	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice G. A. Gilbert, prov. prom. (No. 368)
J. F. Pelly 70/39684X	Assessor, Grade 2 2/3), Third Division	\$6052-6929 (Class	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice A. Glass, prov. prom. (No. 369)
N. Courcouris 70/37692X	Assessor, Grade 2 2/3), Third Division	\$6052-6929 (Class	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice M. F. Ramage, prov. prom. (No. 370)
M. C. Carroll 70/38114T	Clerk \$2845-5836 (Class 1), Third Division, unattached		Assessor, Grade 3 \$7180-7935 (Class 4), C/D Section, Melbourne (No. 351)
V. A. Slater 70/37608P	Assessor, Grade 2 2/3), Third Division	\$6052-6929 (Class	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice B. Tagell, prov. prom. (No. 372)
B. D. McGowan 70/38496K	Assessor, Grade 2 2/3), Third Division	\$6052-6929 (Class	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice M. F. Lane, prov. prom. (No. 374)
D. B. Hellings 70/38840K	Assessor, Grade 2 2/3), Third Division	\$6052-6929 (Class	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice P. Malins, prov. prom. (No. 376)
D. J. Allsopp 71/36036A	Assessor, Grade 2 2/3), Third Division	\$6052-6929 (Class	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice L. M. Wright, prov. prom. (No. 377)

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
B. J. Alexander 71/37275C	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice N. W. Forbes, prov. prom. (No. 379)
J. L. Sanders 69/36867G	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne (No. 380)
G. B. Doig 64/36307R	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice P. J. Turner, prov. prom. (No. 318)
B. P. Wordsworth 71/37428A	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice I. L. Denovan, prov. prom. (No. 381)
H. J. Sowerby 71/42251C	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne (No. 498)
J. A. Tyrrell 71/37268K	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice J. Schoen, prov. prom. (No. 502)
M. E. Heiskanen 72/36052E	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice G. B. Prince, prov. prom. (No. 503)
D. J. Grecian 72/39782E	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice G. P. Bach, prov. prom. (No. 653)
I. C. Lucas 72/40382E	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne (No. 659)
D. M. Montiford 72/40826C	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, (No. 661)
D. J. Jokubaitis 72/36651M	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice G. J. Green, prov. prom. (No. 492)
K. C. Amery 69/37322X	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice N. J. Jeffkins, prov. prom. (No. 358)
A. L. Baker 69/38380R	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice L. M. Read, prov. prom. (No. 360)
H. Brubacher 70/39057M	Assessor, Grade 2 \$6052-6959 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice L. J. Taylor, prov. prom. (No. 362)
J. P. Leury 69/36898G	Clerk \$2845-5836 (Class 1), Third Division, Management Branch	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne (No. 329)
M. D. Edwards 70/39052P	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice S. Freer, prov. prom. (No. 364)
M. F. Dalton 69/38488M	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice P. K. Littlejohn, prov. prom. (No. 365)
R. L. Mott 69/38835A	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne (No. 367)
E. W. Reich 72/37759T	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, E. D. and G. D. Section, Melbourne, vice A. W. Ross, prov. prom. (No. 3460)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY—continued

M. P. Donnelly 68/37230W	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, E. D. and G. D. Section, vice M. S. Worsfield, prov. prom. (No. 580)
E. Christodoulou 67/37632A	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne (No. 295)
R. A. Worn 67/37797X	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice E. M. Brasher, prov. prom. (No. 301)
M. F. McNamara 68/36601E	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne (No. 304)
M. J. Sloane 68/37342W	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice A. G. Fonti, prov. prom. (No. 306)
M. R. Hibbert 69/37634R	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice G. B. Wilson, prov. prom. (No. 309)
J. A. Zun 69/38017X	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice R. C. Winterbine, prov. prom. (No. 311)
H. M. Skopellos 67/37790R	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice T. J. Chitty, prov. prom. (No. 316)
M. T. Bolger 69/38320A	Clerk \$2845-5836 (Class 1), Third Division, Management Branch	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice G. R. Bradford, prov. prom. (No. 326)
A. R. Condie 67/38572E	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice J. R. Parker, prov. prom. (No. 323)
P. A. Manassa 67/40402W	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice C. L. Ferdinands, prov. prom. (No. 324)
K. H. Bettiol 70/36412P	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne (No. 320)
N. B. McClelland 72/37165C	Assessor, Grade 2 \$5052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice J. P. McCarthy, prov. prom. (No. 327)
J. M. Killaly 70/37518M	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice K. P. Conway, prov. prom. (No. 328)
J. M. Lotherington 70/37482X	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice K. J. Spence, prov. prom. (No. 319)
B. L. McGlade 72/38463C	Clerical Assistant, Grade 1 \$2063-4514 Fourth Division, Management Branch	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne (No. 331)
L. W. Stephens 70/37910M	Clerk \$2845-5836 (Class 1), Third Division, unattached	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice J. S. Lamb, prov. prom. (No. 347)

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

G. J. Murphy 71/37107E	Clerk \$2845-5836 (Class 1), Third Division, Management Branch	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice G. Fostiropoulos, prov. prom. (No. 349)
P. A. Broad 69/36958P	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne (No. 303)
A. D. Jones 69/40347T	Clerk \$2845-5836 (Class 1), Third Division, Management Branch	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice J. Farrugia, prov. prom. (No. 350)
J. B. O'Donnell 70/38134G	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne, vice G. R. Frank, prov. prom. (No. 352)
A. M. Scarff 70/12281R	Clerk \$2845-5836 (Class 1), Third Division, Management Branch	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne (No. 355)
J. A. Lawson 69/37190T	Assessor, Grade 2 \$6052-6929 (Class 2/3), Third Division	Assessor, Grade 3 \$7180-7935 (Class 4), Third Division, C/D Section, Melbourne (No. 354)

QUEENSLAND

Management Branch

I. C. Ferguson 69/57839K	Clerical Assistant, Grade 1 \$2182-4514, Fourth Division, Investigation Branch	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Records Sub-section, Brisbane (No. 739)
<i>Duties:</i> Maintain index card system, recording all data relevant to a taxpayer's identity.		
R. M. Aspinall 58/28317C	Typist Supervisor, Grade 1 \$5727-5906, Fourth Division, Investigation Branch	Typist Supervisor, Grade 2 \$6386-6565, Fourth Division, Correspondence (Income Tax) Sub-section, Brisbane (No. 621)

Duties: Supervision and control of a large typing pool.

Qualifications: Ability to control staff.

B. L. Rouillon 71/58433X	Typist, Grade 1 \$2220-4801, Fourth Division, Correspondence (Income Tax) Sub-section	Typist, Grade 2 \$4956-5266, Fourth Division, Correspondence (Income Tax) Sub-section, Brisbane (No. 626)
H. C. Lenton 71/58608T	Typist, Grade 1 \$2220-4801, Fourth Division, Correspondence (Income Tax) Sub-section	Typist, Grade 2 \$4956-5266, Fourth Division, Correspondence (Income Tax) Sub-section, Brisbane, vice J. M. Allsopp, prov. prom. (No. 629)

Duties above two positions: General typing and stenographic duties for senior officers.

Qualifications: Shorthand, 100 words per minutes, desirable.

L. C. Porter 65/57880P	Accounting Machinist, Grade 1 \$2220-4801, Fourth Division, Accounting Section	Accounting Machinist, Grade 2 \$5398, Fourth Division, Accounting Section, Brisbane (No. 1224)
<i>Duties:</i> Operate a multi-register ledger accounting machine.		
<i>Qualifications:</i> Must have passed prescribed test.		

C. M. McDonald 58/28984R	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Records Sub-section	Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Records Sub-section, Brisbane (No. 783)
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Duties: Supervisor, Division 1. Responsible for the supervision and control of the staff and work flow of the Sorting and Grading, Index, Special Returns and Typing Units.

E. J. Hudd 58/28758W	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Records Sub-section	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Records Sub-section, Brisbane, vice C. M. McDonald, prov. prom. (No. 734)
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Duties: Supervisor, Index. Supervise, direct and train the staff engaged on indexing duties and on the answering of index inquiries.

D. W. Leo 58/28848X	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Assessing Branch, Calculations Section	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Records Sub-section, Brisbane, vice E. J. Hudd, prov. prom. (No. 695)
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Duties: Supervisor, Sorting and Grading. Supervise, direct and train the staff engaged on sorting and grading.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY—continued

R. K. Riley 64/57488X	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Enforcement Section	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Projects and ADP Services Section, Brisbane, vice J. Prouse, prov. prom. (No. 1387)
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Duties: Oversight the work of Clerical Assistants, Grade 1, engaged in the checking of all types of notices and refund cheques printed by computer process.

V. Kiddell 68/57473G	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, unattached	Steno-secretary, Grade 2 \$6254-6744, Fourth Division, Brisbane (No. 3)
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Duties: Provide stenographic and typing services to Second Division Officers.

Qualifications: Shorthand, at least 100 words per minute.

Income Tax Division, Assessing Branch

K. V. Hume 64/57593R	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Management Branch, Accounting Section	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Calculations Section, Brisbane, vice D. W. Leo, prov. prom. (No. 251)
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Duties: Transcribe rates of basic tax and check final additions on assessment forms.

Investigation Branch

J. M. Allsopp 64/57579E	Typist, Grade 2 \$4956-5266, Fourth Division, Management Branch, Corre- spondence (Income Tax), Sub-section	Typist Supervisor, Grade 1 \$5727-5906, Fourth Division, Brisbane, vice R. M. Aspinall, prov. prom. (No. 393)
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Duties: Supervision and control of typing pool.

Qualifications: Ability to control staff.

Valuations Branch

J. Prouse 62/57514K	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Management Branch, Projects and ADP Services Section	Searcher, Grade 1 \$6127-6520, Fourth Division, Brisbane (No. 506)
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Duties: Conduct searches on titles, property descriptions and ownership.

F. Gulyas 69/57909X	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Drafting Assistant, Grade 1 \$2728-6506, Fourth Division, Brisbane (No. 503)
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Duties: Chart valuations, sales, etc., on office maps and prepare minor plans, charts and graphs.

SOUTH AUSTRALIA

Management Branch

B. R. Cleland 62/66828P	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Internal Audit Section, Adelaide (No. 970)
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Duties: Auditing Assistant.

D. R. Guy 65/67279G	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Projects and ADP Ser- vices Section, Adelaide (No. 1000)
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Duties: Cancellations Assistant.

S. J. Lampshire 64/66936C	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Accounting and Tax- payer Services Section, Adelaide (No. 1045)
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Duties: Ground Floor Interviewer.

M. Cock 69/66646M	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Accounting and Tax- payer Services Section, Adelaide (No. 1046)
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Duties: General Clerical Assistant Duties Inquiry Sub-section.

V. J. Randall 65/66276G	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Accounting and Tax- payer Services Section, Adelaide (No. 847)
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Duties: Senior Correspondence Assistant.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

B. J. Wright 69/66603W	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Projects and ADP Ser- vices Section, Adelaide, vice D. R. Guy, prov. prom. (No. 633)
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Duties: Error Extractor.

K. L. Cross 72/67128E	Typist, Grade 1 \$2638-5636, Fourth Division	Data Processing Operator, Grade 2 \$6233, Fourth Division, Projects and ADP Services Section, Adelaide (No. 673)
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L. Lavan 70/67006R	Typist, Grade 1 \$2638-5636, Fourth Division	Data Processing Operator, Grade 2 \$6233, Fourth Division, Projects and ADP Services Section, Adelaide (No. 682)
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Duties above two positions: Operate 1020 punch machine and 1021 verifying machine.

Qualifications: Must have passed prescribed test.

Income Tax Division, Assessing Branch

D. F. McEntee 65/67157A	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Services Section, Ade- laide, vice B. R. Cleland, prov. prom. (No. 890)
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Duties: Urgent Actions and Rebates Officer.