

Australian Government Gazette

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**PUBLIC
SERVICE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

and from Commonwealth Sub-Treasuries at:

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

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

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

NOTICES FOR PUBLICATION and related correspondence should be addressed to:

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

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

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

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

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

General issues:

Contracts arranged: Tuesday at 2 p.m.

All other notices: Wednesday at 2 p.m.

Public Service issues:

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

Promotions section: Monday at 9 a.m.

All other notices: Thursday at 2 p.m.

Special issues and Periodic issues: by arrangement.

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

ORDERS IN COUNCIL

Appointments and acting appointments as Permanent Head

INSTRUMENT OF APPOINTMENT OF PERSON TO ACT IN THE PLACE OF THE DIRECTOR-GENERAL, DEPARTMENT OF SOCIAL SECURITY

I, SIR JOHN ROBERT KERR, The Governor-General of Australia, acting with the advice of the Executive Council and in pursuance of section 54 of the *Public Service Act 1922-1973*, hereby appoint Max Wryell Esquire, Deputy Director-General, Department of Social Security, to act in the place of Laurence John Daniels Esquire, the occupant of the office of Permanent Head of the Department of Social Security, designated as Director-General of Social Services, during the period commencing on the twenty-second day of August, 1974 and ending when the said Laurence John Daniels resumes duty.

Dated this seventh day of August 1974.

JOHN R. KERR
Governor-General

By His Excellency's Command.

BILL HAYDEN

Minister of State for Social Security.

Appointments, promotions, etc. for Parliamentary departments

DEPARTMENT OF THE PARLIAMENTARY LIBRARY

Transfer: Rosemary Catherine Nicholson, from Librarian, Class 1 \$6270-8996, Third Division, National Library of Australia, Department of the Special Minister of State, to Librarian, Class 1 \$6270-8996, Third Division, Technical Services Section, Legislative Reference Service, Department of the Parliamentary Library.

Positions created and abolished

DEPARTMENT OF AGRICULTURE

Northern Territory

Office created: Forestry and Timber Bureau, Forest Research Branch, Regional Section: Fourth Division—Clerical Assistant, Grade 5 (one).

Office abolished: Forestry and Timber Bureau, Forest Research Branch, Regional Section: Third Division—Clerk (one).

(Ex. Min. No. 31)

DEPARTMENT OF IMMIGRATION

Central Office

Office created: Management Services Branch: Third Division—Senior Inspector \$10393-10824 (one).

Offices abolished: Overseas Division: Third Division—Assistant Director (Immigration Publicity) \$10891 (one); Journalist, Grade A1 \$9655-10039 (three); Journalist, Grade A \$8271-8670 (one).

New South Wales

Offices created: Integration Branch: Third Division—Social Worker, Class 1 \$4601-6894 (one). Regional Office, Wollongong: Fourth Division—Clerical Assistant, Grade 2 (one). Regional Office, Newcastle: Third Division—Clerk (one). Fourth Division—Clerical Assistant, Grade 2 (one).

Victoria

Offices created: Executive Section: Third Division—Clerk (one). Fourth Division—Clerical Assistant, Grade 2 (one).

(Ex. Min. No. 20)

DEPARTMENT OF MANUFACTURING INDUSTRY

Australian Capital Territory

Office created: Stores and Transport Branch: Fourth Division—Transport Supervisor, Grade 1 (one).

New South Wales

Offices created: Stores and Transport Branch: Fourth Division—Transport Supervisor, Grade 4 (two); Transport Supervisor, Grade 3 (five); Transport Supervisor, Grade 2 (one); Transport Supervisor, Grade 1 (two).

Victoria

Office abolished: Stores and Transport Branch: Fourth Division—Clerical Assistant, Grade 1 (one).

Offices created: Stores and Transport Branch: Fourth Division—Transport Supervisor, Grade 3 (one); Transport Supervisor, Grade 2 (one); Transport Supervisor, Grade 1 (five).

Queensland

Office abolished: Stores and Transport Branch: Third Division—Clerk (one).

Offices created: Stores and Transport Branch: Fourth Division—Transport Supervisor, Grade 3 (one); Transport Supervisor, Grade 2 (one).

South Australia

Offices abolished: Stores and Transport Branch: Third Division—Clerk (one). Fourth Division—Clerical Assistant, Grade 3 (one).

Offices created: Stores and Transport Branch: Fourth Division—Transport Supervisor, Grade 4 (two); Transport Supervisor, Grade 3 (five); Transport Supervisor, Grade 2 (one); Transport Supervisor, Grade 1 (five).

Tasmania

Office created: Stores and Transport Branch: Fourth Division—Transport Supervisor, Grade 1 (one).

(Ex. Min. No. 2)

DEPARTMENT OF THE NORTHERN TERRITORY

Northern Territory

Offices created: Lands and Community Development Division, Local Government and Services Branch: Third Division—District Officer, Class 5 (one). Fourth Division—Clerical Assistant, Grade 4 (one). Urban Development and Town Planning Branch: Third Division—Clerk, Class 6 (one). Management, Legislation and Planning Division, Establishments and ADP Branch: Third Division—Clerk, Class 6 (two). Parliamentary Liaison Section: Third Division—Executive Officer, Class 10 (one). Resource Development Division Forestry, Fisheries, Wildlife, Environment and National Parks Branch: Third Division—Executive Officer, Class 10 (one); Project Officer, Class 8 (three); Clerk, Class 6 (three); Biologist, Class 2 (two); Clerk, Class 4 (one); Librarian, Class 1 (one). Fourth Division—Senior Technical Officer (Science), Grade 2 (two); Senior Draftsman (one); Technical Officer (Science), Grade 2 (one); Draftsman, Grade 1 (one); Technical Assistant, Grade 2 (one); Typist, Grade 2 (one); Typist, Grade 1 (one). Mines Branch: Third Division—Engineer, Class 3 (one); Engineer, Class 2 (one). Fourth Division—Senior Technical Officer (Engineering), Grade 1 (two).

Offices created: Management, Legislation and Planning Division, Establishments and ADP Branch: Fourth Division—Typist Controller, Grade 1 (one); Resource Development Division, Forestry, Fisheries, Wildlife, Environment and National Parks Branch: Fourth Division—Technical Officer (Science), Grade 2 (one); Lands and Community Development Division, Lands Branch: Third Division—Clerk, Class 5 (one); Fourth Division—Clerical Assistant, Grade 2 (one).

(Ex. Min. Nos 73, 74)

DEPARTMENT OF OVERSEAS TRADE

New South Wales

Offices created: Regional Office: Third Division—Assistant Director \$12019-12510 (two).

Victoria

Offices created: Regional Office: Third Division—Assistant Director \$12019-12510 (two).

(Ex. Min. No. 22)

DEPARTMENT OF SCIENCE

Bureau of Meteorology

Tasmania

Offices created: Regional Office, Administrative Section: Fourth Division—Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 2 (one).

(Ex. Min. No. 26)

Western Australia

Office created: Regional Office, Administrative Section: Fourth Division—Typist, Grade 1 (one).

(Ex. Min. No. 30)

South Australia

Offices created: Regional Office, Administrative Section: Third Division—Clerk, Class 2/3 (one). Fourth Division—Clerical Assistant, Grade 4 (one). Special Services Section: Fourth Division—Technical Officer (Meteorology), Grade 2 (one).

(Ex. Min. No. 31)

New South Wales Region

Offices created: Fourth Division—Clerical Assistant, Grade 3 (three).

Victoria Region

Offices abolished: Fourth Division—Observer, Grade 2 (six).

Offices created: Fourth Division—Clerical Assistant, Grade 3 (three).

Queensland Region

Office abolished: Fourth Division—Observer, Grade 1 (one).

Offices created: Fourth Division—Senior Technical Officer (Meteorology), Grade 1 (five), Fourth Division—Clerical Assistant, Grade 3 (three).

South Australia Region

Offices abolished: Fourth Division—Observer, Grade 1 (three).

Offices created: Fourth Division—Technical Officer (Meteorology), Grade 2 (five). Fourth Division—Clerical Assistant, Grade 3 (three).

Western Australian Region

Offices abolished: Third Division—Meteorologist, Class 1 (two); Fourth Division—Observer, Grade 1 (three).

Offices created: Fourth Division—Senior Technical Officer (Meteorology), Grade 1 (two); Clerical Assistant, Grade 3 (three).

Tasmanian Region

Office created: Fourth Division—Clerical Assistant, Grade 3 (one).

Northern Territory Region

Offices created: Fourth Division—Senior Technical Officer (Meteorology), Grade 1 (three); Technical Officer (Meteorology), Grade 2 (one); Communications Operator (three); Clerical Assistant, Grade 3 (one).

(Ex. Min. No. 32)

RETIREMENTS AND DISMISSALS

RETIREMENTS

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

DEPARTMENT OF CUSTOMS AND EXCISE

Victoria

Section 67 (Invalidity): Leo Vincent McDonald, Investigation Officer, Class 5, 17.7.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

Australian Capital Territory

Section 67 (Invalidity): Johannes Jacobus Van Voorst, Architect, Class 3, 9.8.74.

Victoria

Section 67 (Invalidity): Victor William Noble, Senior Draftsman, 26.7.74.

Section 86: Bruce Sutherland, Architect, Class 3, 13.8.74.

**DEPARTMENT OF MANUFACTURING
INDUSTRY****New South Wales**

Section 67 (Invalidity): Graham Thomson, Technical Officer, Grade 2, 16.8.74.

POSTMASTER-GENERAL'S DEPARTMENT**South Australia**

Section 67 (Invalidity): William Miller, Lines Supervisor, Grade 2, 9.7.74.

Section 86: Kevin Wilfred Kennedy, Chief Postal Investigation Officer, Grade 2, 11.7.74; James Charles Ervin, Lines Supervisor, Grade 2, 29.7.74.

Western Australia

Section 67 (Invalidity): Donald Murray Gillespie, Senior Telecommunications Technical Officer, Grade 2, 14.8.74; Joseph Ernest Frederick Pratt, Clerical Assistant, Grade 5, 22.8.74.

**DEPARTMENT OF REPATRIATION AND
COMPENSATION****New South Wales**

Section 86: Gwendoline Alice Nicholson, Senior Sister, 15.8.74.

Victoria

Section 67 (Invalidity): Ethel Edith Gibson, Clerical Assistant, Grade 3, 26.4.74.

DEPARTMENT OF SERVICES AND PROPERTY**Central Staff**

Section 67 (Invalidity): William O'Brien, Supervisor Plan Printing, 19.7.74.

DEPARTMENT OF THE TREASURY**Australian Bureau of Statistics****Victoria**

Section 67 (Invalidity): Joseph Francis Garvey, Clerical Assistant, Grade 4, 27.6.74.

H. B. MACDONALD
Secretary
Public Service Board

**NOTICE UNDER
SECTION 24**

Section 24 of the *Public Service Act 1922-1973*

That any office having the designation of:

Preventive Officer-in-training
Preventive Officer
Senior Preventive Officer, Grade 1
Senior Preventive Officer, Grade 2
Supervising Preventive Officer
Assistant Chief Preventive Officer
Chief Preventive Officer, Grade 1
Chief Preventive Officer, Grade 2
Investigator
Senior Investigator, or
Chief Investigator

shall, while occupied by an officer who has been appointed, promoted or transferred to the Third Division, be included in the Third Division, and while not so occupied, be included in the Fourth Division.

**APPOINTMENT,
RECRUITMENT AND
EXAMINATION NOTICES****ELIGIBILITY FOR PROMOTION OR TRANSFER
AS TELECOMMUNICATIONS TECHNICAL
OFFICER**

The above conditions notified on pages 120-122 of *Periodic Gazette* No. 25A of 22 March 1974 are amended as follows:

From Section 3 '*Subjects and Pass Conditions*' delete the two paragraphs beginning 'Candidates must pass in . . . ' and 'However, a candidate already holding . . . '.

From Section 4 '*Exemption Provisions*' delete the paragraph beginning 'Candidates who are unsuccessful in gaining exemption . . . '.

EXAMINATION No. 6659**SALARY ADVANCEMENT OF LIMB MAKER
AND FITTER, FOURTH DIVISION BEYOND
\$6398 PER ANNUM, DEPARTMENT OF
REPATRIATION AND COMPENSATION**

This examination will be held on Saturday, 7 December 1974, and subsequent dates in accordance with the conditions notified on pages 60 and 61 of *Periodic Gazette* No. 25 A of 22 March 1974.

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

Persons eligible to enter Limb Makers and Fitters, including temporary Limb Makers and Fitters, Senior R.A.L.A.C. technical personnel may contest the examination to qualify for the award of the Departmental Certificate in Prosthetics and Orthotics.

Applications on special forms to be lodged with the Public Service Inspector in the capital city of the State in which the officer or employee is located.

Applications close 15 November 1974. Notice to attend the examination will be forwarded to reach candidates by 29 November 1974.

EXAMINATION No. 6660**APPOINTMENT, PROMOTION OR TRANSFER
AS CLERICAL ASSISTANT, GRADE 1, SYDNEY**

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 Sydney.

Persons eligible to enter

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

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

Applications close 30 August 1974.

EXAMINATION No. 6661

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

This examination will be held on Saturday, 14 September 1974, in accordance with the conditions notified on page 26 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination centre Sydney.

Persons eligible to enter

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

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

Applications close 13 September 1974.

EXAMINATION No. 6662

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

This examination will be held on Saturday, 28 September 1974, in accordance with the conditions notified on page 26 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination centre Sydney.

Persons eligible to enter

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

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

Applications close 27 September 1974.

EXAMINATION No. 6663

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

This examination will be held on Saturday, 12 October 1974, in accordance with the conditions notified on page 26 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination centre Sydney.

Persons eligible to enter

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

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

Applications close 11 October 1974.

EXAMINATION No. 6664

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

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

Examination centre Sydney.

Persons eligible to enter

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

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

Applications close 25 October 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>
6585	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Perth (11.4.74)	4.5.74
NP3088	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), New South Wales	3.8.74
NP3092	Appointment as Phonogram Operator, Sydney (27.6.74)	3.8.74
VP4239	Appointment or Transfer as Assistant Postal Officer (Training in Mail Officer Duties), Melbourne (2.5.74)	29.6.74
VP4296	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Melbourne	3.8.74
VP4297	Appointment as Telephonist, Melbourne	3.8.74
VP4298	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Melbourne	10.8.74
VP4299	Appointment as Telephonist, Melbourne	10.8.74
TP600	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Tasmania (4.7.74)	27.7.74

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
Public Service Board
Secretary

VACANCIES

Parliamentary departments

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

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

Parliamentary Officer \$6887-7764 (Class 2/3), Third Division, Canberra

Applications close: 12.9.74.

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

Duties: Responsible for handling of all Accounts matters.

Qualifications: A knowledge of the Audit Act and Treasury Regulations and Directions.

JOINT HOUSE DEPARTMENT

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

Assistant Mechanic in charge (Air-conditioning) \$6561-6788, Canberra

Applications close: 29.8.74.

Forward applications to: The Secretary, Joint House Department, Parliament House, Canberra, A.C.T. 2600.

Duties: Maintenance of Air-conditioning and refrigeration equipment at Parliament House.

Qualifications: Qualified Air-conditioning and Refrigeration Mechanic with experience on centrifugal chillers and reciprocating compressors.

Statutory authorities

NATIONAL CAPITAL DEVELOPMENT COMMISSION

Architect, Class 2 \$10598-11766

The Commission is seeking an Architect, preferably with Town Planning qualifications and/or experience. Two to three years experience is desirable.

Duties: Assist in formulating preliminary design proposals involving site planning, grouping and elevational treatment for designated areas or selected major building projects. Prepare control drawings and design criteria and ensure compliance with these controls when designs are submitted. Undertake feasibility studies of specific buildings or building types and analysis of particular design problems.

Qualifications: Degree or Diploma from a recognised school of architecture or equivalent together with appropriate design experience.

Conditions: Appointees may be eligible to contribute to the Australian Government Superannuation Fund. In certain cases superannuation and long

service leave entitlements are transferable. Fares for the appointee and approved dependants and the cost of removal of furniture and personal effects will be paid by the Commission.

Applications should be submitted in writing to the Secretary and Manager, P.O. Box 373, Canberra City, A.C.T., 2601 by 30 August 1974. Further information is available from Mrs Geraldine Hannon on 48 0111, Ext. 296.

International Organisations

INTERNATIONAL CIVIL AVIATION ORGANISATION

VACANCY NOTICE PC 21/74

Title: Chief, Recruitment and Placement Section

Level: P-4

Post No: 7230-01.

Salary: Net (free of Tax): US\$16,542 increasing by eleven annual increments to US\$21,294 per annum.

Duties: Direct and plan the work of the Recruitment and Placement Section including the supervision and co-ordination of the work of Sectional staff.

Applications to be addressed to: Chief, Personnel Branch, International Civil Aviation Organisation, 1080 University Street, Montreal 101, P.Q., Canada.

Closing date for the receipt of applications: 19 September, 1974.

Please quote: Vacancy notice number, full title of post and Departmental Reference—40.2.413, when making application or inquiries.

Copies of the full ICAO vacancy notice and application forms for the above position are available from:

Deputy Secretary,
Air Transport Group,
Department of Transport,
Box 1839Q, G.P.O.,
Melbourne, Victoria 3001.

VACANCIES—PUBLIC SERVICE

General information

VACANCIES OPEN TO PERMANENT OFFICERS

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

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

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

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

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

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

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

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

To be eligible for appointment a person must be:

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

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

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

Permanent officers are required to contribute under the Superannuation Act.

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

SALARIES AND GENERAL CONDITIONS

Actual Salaries

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

General

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

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

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

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

Qualifications

The qualifications prescriptions for positions notified below have been prepared in abbreviated form for reasons of economy. Full statements of qualification requirements for appointment, promotion or transfer are set out in the Public Service Qualifications Handbook. The Handbook is available in Departments and in the Board's Offices in the various States and Territories. Information on recruitment and examination conditions and qualification requirements is also available in *Periodic Gazette* No. 25 A of 22 March 1974 entitled 'Appointment, Recruitment and Examination Conditions and Determinations under Section 53B of the *Public Service Act* 1922-1973'.

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

SUBMISSION OF APPLICATIONS

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

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

Applications should be submitted to reach the address shown not later than the end of the application period appropriate to the vacancy in question.

Offices marked (*) are open to suitably qualified persons within and without the Service, including Fourth Division officers. Applications for these vacancies close on the twenty-first day after the date of this *Gazette*.

Offices marked (**) are also open to suitably qualified persons within and without the Service, including Fourth Division officers. Applications for these vacancies close on the fourteenth day after the date of this *Gazette*.

Unless otherwise indicated, applications for all other vacancies close on the fourteenth day after the date of this *Gazette*.

An application by telegram will be accepted before the closing date but a written application should follow immediately.

Departmental vacancies

DEPARTMENT OF ABORIGINAL AFFAIRS

NEW SOUTH WALES

Management Services Branch

*Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, New South Wales Section, Sydney Sub-section, Sydney

Duties: No. 254—Perform general office duties including reception, typing and messengerial tasks as required.

Qualifications: Ability to understand and communicate effectively with Aboriginal people desirable.

Apply: A1

QUEENSLAND

Queensland Branch

*Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, North Queensland Region Section, Thursday Island Sub-section, Thursday Island

Duties: No. 6—Maintain filing system and statistical records. Undertake typing, messengerial and and other general office duties as required.

Qualifications: Ability to understand and communicate effectively with Aboriginal people desirable.

Apply: A1

NORTHERN TERRITORY

Northern Territory Division, Operations Branch

*Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Aboriginal Population Records Section, Alice Springs

Duties: Assist in checking of Aboriginal birth registration information. Interview Aboriginal mothers and maintain records.

Qualifications: Ability to speak one of the major Northern Territory Aboriginal languages or working knowledge of Aboriginal social systems desirable.

District Allowance: Grade III.

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

Accommodation: Single hostel accommodation available. Permanent married accommodation is available after a waiting period. Interstate married officers who obtain private accommodation during this waiting period may be paid an allowance to assist with higher rental involved.

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

Apply: A2

*Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Aboriginal Population Records Section, Alice Springs

Duties: Assist with processing and typing of reports from Field Officers and provide other clerical and receptionist services.

Qualifications: Ability to type and to speak one of the major Northern Territory Aboriginal languages or a working knowledge of Aboriginal social systems desirable.

District Allowance: Grade III.

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

Accommodation: Single accommodation available. Permanent married accommodation is available after a waiting period. Interstate married officers who obtain married accommodation during this waiting period may be paid an allowance to assist with higher rental involved.

Apply: A2

DEPARTMENT OF AGRICULTURE

CENTRAL OFFICE

Management Services Branch

*Librarian, Class 1 \$6270-8996, Third Division, Finance and General Services Section, General Services Sub-section, Library Unit, Canberra

Duties: No. 71—Reference Librarian. Provide reference bibliographical and reader advisory services on and in anticipation of demand. Report on adequacy of collection and on trends in user demands for reference and other services. Select material for acquisition to and disposal from the collection.

Qualifications: An appropriate degree or diploma together with training in Librarianship which qualifies for admission to Registration by the Library Association of Australia; or a recognised course of integrated study in Librarianship and academic subjects; or other appropriate qualification.

Apply: X1

Bureau of Agricultural Economics, Agricultural Resources Economics Branch

Senior Research Officer, Grade 2 \$11039-11714 (Class 7), Third Division, Livestock Production Research Section, Canberra

Duties: No. 98—Responsible for the detailed planning and execution of economic investigations concerning production and productivity in designated rural industries.

Qualifications: Considerable experience in economic research and ability to direct the work of a group of research officers desirable. Appropriate university degree.

Apply: X1

NEW SOUTH WALES

Regional Office

*Fruit Inspector \$6710-7220, Fourth Division, Industry Group No. 2 Section, Inspection and Technical Services Sub-section, Horticultural Crops Unit, Batlow

Duties: No. 1549—Inspection of canned and frozen fruits, dried fruits, vegetables, jams, pickles, etc.

Qualifications: Appropriate qualifications and/or experience. A knowledge of the Exports (Canned and Frozen Fruits) Regulations, Exports (General) Regulations and Exports (Dried Fruits) Regulations and experience in food processing and food inspection an advantage.

Apply: X1

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Australian Legal Aid Office, General Law Branch

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

Duties: Provide stenographic and secretarial assistance to the Assistant Director.

Qualifications: Shorthand, at least 100 words per minute,

Apply: D1

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

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

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

AUSTRALIAN CAPITAL TERRITORY

Australian Legal Aid Office, Australian Capital Territory Branch

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

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

Qualifications: Shorthand, at least 100 words per minute.

Apply: D1

Management and Special Services Division, Operations Branch

Clerk \$7180-7935 (Class 4), Third Division, A.C.T. Police Section, Canberra

Duties: No. 159—Control and direct the work of the personnel unit. Interpret and advise on Police Arbitral Tribunal Determination, A.C.T. Police Ordinance and Regulations, Public Service Act and Regulations, General Orders, Commonwealth Employees Furlough Act and Superannuation Act.

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

Note: Previously applicants will be considered and need not reapply.

Apply: D1

Commonwealth Police Service

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

Duties: Propose and undertake specific research projects requiring linguistic ability. Translate documents, articles, letters etc. and evaluate and report on material translated.

Qualifications: Tertiary qualifications to be stated. Linguistic ability of a high order in Serbo-Croat and at least one other major European language. Research experience desirable.

Apply: D20

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

Duties: Propose and undertake specific research projects requiring linguistic ability. Translate documents, articles, letters etc. and evaluate and report on material translated.

Qualifications: Tertiary qualifications to be stated. Linguistic ability of a high order in Arabic and at least one other major European language. Research experience desirable.

Apply: D20

NEW SOUTH WALES

Reporting Service

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

Duties: No. 21—Assist with the preparation and typing of pay sheets for casual employees. Compute folios of transcript produced and attend to inquiries concerning the supply of transcripts.

Apply: D2

VICTORIA

Industrial Registrar's Branch

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

Duties: No. 74—Supervise and direct the work of the Duplicating and Distribution Sub-section, and maintain distribution lists. Oversee and take part in duplication, collation and dispatch activities.

Apply: D3

QUEENSLAND

Deputy Crown Solicitor's Office

Senior Legal Officer \$12926-14038, Third Division, Brisbane

Duties: No. 11—Control the work of the Common Law Sub-section and deal personally with matters of major importance.

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

Apply: D4

NORTHERN TERRITORY

Legislative Drafting Division

Clerical Assistant, Grade 5 \$6127-6250, Fourth Division, Darwin

Duties: No. 26—Responsible for the proof-reading and correcting of draft Bills, Statutory Rules, Ordinances and Regulations made under Ordinances.

Apply: D1

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

Duties: No. 27—Proof read and correct Bills. Prepare manuscripts of less complex reprints of legislation as directed.

Apply: D1

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

**OFFICE OF THE COMMISSIONER OF TRADE
PRACTICES**

TASMANIA

Registration, Information and State Offices Branch

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

Duties: No. 79—Minor clerical duties in connection with correspondence, accounts, records, travel, accommodation and other matters. Provide stenographic and typing services for the Office.

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

Apply: D24

**DEPARTMENT OF THE CAPITAL
TERRITORY**

AUSTRALIAN CAPITAL TERRITORY

City Manager's Office, City Services Branch

Technical Officer (Buildings), Grade 2 \$8929-9443, Third or Fourth Division, Building Section, Canberra

Duties: No. 161—Examine plans and specifications submitted for approval and conduct preliminary check to ensure that they comply with the basic requirements of the Building Ordinance and Building Regulations. Reject unsatisfactory plans and where necessary arrange for amendments or additional information to be provided. Answer inquiries of a technical nature.

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

Apply: E1

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Building Section, Canberra

Duties: No. 145—Attend public counter, answer queries on and explain departmental requirements in respect of the Building Ordinance and Building Regulations. Calculate fees received for all documents and licences under Building Legislation. Stamp plans and specifications.

Apply: E1

Inspector \$6471-6765, Fourth Division, Traffic Section (several positions), Canberra

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

Apply: E1

Lands Division, Land Administration Branch

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

Duties: No. 774—Maintain card register of persons on waiting list and of land available for allocation through Land Sales Office.

Apply: E1

Conservation and Agriculture Branch

*Biologist \$11401-12741 (Class 3), Third Division, Environmental Conservation Section, Canberra

Duties: No. 639—Direct, co-ordinate and plan the activities of the environmental conservation section including animal ecology, plant ecology, nature reserve management and laboratory services. Undertake research into aspects of environmental conservation. Provide professional advice to the department on matters relating to environmental conservation and where necessary represent the department at conferences on this subject.

Qualifications: An appropriate degree or diploma in Science (major in Biology); or equivalent qualification. High level experience in the field of environmental science and management and planning of national parks and reserves desirable.

Apply: E1

**DEPARTMENT OF CUSTOMS AND
EXCISE**

QUEENSLAND

Services Branch

*Master of Launch \$4987-5258, Fourth Division, Special Services Section, Prevention Sub-section, Brisbane

Duties: No. 490—Maintain safe navigation of departmental launches in the confines of the Port of Brisbane and/or outside the Port limits.

Qualifications: Master Grade IV Certificate for the area desirable.

Note: Both men and women may apply for this position.

Apply: G4

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

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

Duties: No. 1824—Process all incoming and outgoing signals and attach follow on papers to files held by special Registry. Maintain a file movements register and resubmit system.

Apply: H1

**Manpower Policy and Management Services Division,
Defence Forces Industrial Branch**

Executive Officer \$12218-12721 (Class 8), Third Division, Pay and Emoluments Section, Canberra

Duties: No. 1883—Continuously review developments which may justify adjustments to the pay of Service personnel and undertake investigations into Service job requirements and establishment needs; prepare reports, submissions and make recommendations thereon. Act as Chairman or Defence representative on committees, working groups, etc., and undertake special assignments as directed.

Apply: H1

NORTHERN TERRITORY

Defence Science Establishment

Executive Officer \$11039-11714 (Class 7), Third Division, Alice Springs

Duties: No. 1380—Provide administrative assistance to the Australian Defence Representative on the Joint Defence Space Research Facility and deputise for him as required. Effect liaison between the United States authorities and appropriate Australian Government Departments. Advise on security matters and on employment of personnel.

District Allowance Grade IV.

Apply: H1

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Finance and Logistics Division, Finance Administration Branch

Clerk \$6887-7764 (Class 2/3), Third Division, Pay Accounting Centre (CAF Groups) Canberra

Duties: No. 187—Assess and record entitlements due to RAAF members whose pay accounts are maintained under a manual system.

Qualifications: Knowledge of Service pay accounting procedures and Service pay and allowance entitlements desirable.

Apply: H1

Clerk \$6887-7764 (Class 2/3), Third Division, Pay Accounting Centre (Finalisation Groups), Canberra

Duties: No. 233—Finalise the pay accounts of RAAF personnel on discharge or death.

Qualifications: A knowledge of service pay and accounting procedures desirable.

Apply: H1

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Finance and Logistics Division, Finance Policy and Accounting Branch

Clerk \$8015-8770 (Class 4), Third Division, Pay Services Section, Canberra

Duties: No. 34—Examine expenditure incurred at Overseas Cash Offices and bring to notice irregularities and/or unusual transactions. Maintain and/or supervise the maintenance of ledgers and registers for the control of receipts and expenditures.

Apply: H1

Establishments and General Division, Establishments Branch

Personnel Officer \$9022-9777 (Class 5), Third Division, Establishments and Personnel Section, Canberra

Duties: No. 43—Supervise the activities relating to Standard Personnel Records Groups, appointments, promotions, transfers, retirements, etc. Exercise delegated authority.

Qualifications: Thorough knowledge of, and experience in, the application of the Public Service Act and Regulations, General Orders and Arbitrator's Determinations desirable.

Apply: H1

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

Duties: No. 73—Recruitment Officer—Examine and report on recommendations for appointment and promotion. Oversight the staffing/vacancy control system for Army Office Canberra and RMC Duntroon. Effect liaison with the Public Service Inspector's Office and other recruiting services regarding staffing at base level.

Apply: H1

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

Duties: No. 54—Assist the Estimates Officer in preparation of annual financial estimates. Prepare, co-ordinate and summarise periodical personnel and expenditure statistical returns as required by the Public Service Board.

Apply: H1

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Establishments and Personnel Section, Canberra

Duties: No. 51—Maintain personal files for Army Office Canberra and Royal Military College Duntroon civilian staff and direct flow of correspondence throughout Civil Personnel Section.

Apply: H1

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 installation handling integrated applications desirable. Academic qualifications to be stated.

In lieu of notification appearing in the *Gazette* of 8.8.74. Previous applicants will be considered.

Apply: H1

Data Processing Operator, Grade 3 \$6562, Fourth Division, Canberra

Duties: No. 30—Supervise the work of a shift of data processing operators on data transcription.

Qualifications: Previous experience as a data processing operator desirable. Experience in the control and supervision of staff.

Apply: H1

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Processing Section (several positions), Canberra

Duties: As Assistant Computer Tape Librarian, select input tapes as required by run specification, file tapes after each run as directed during a shift of operation of a large scale computer.

Qualifications: Applicants should indicate experience relevant to the duties.

Note: Shiftwork is involved for which appropriate penalty rates are payable.

Apply: H1

**DEPARTMENT OF DEFENCE—ARMY
OFFICE—continued****General Services Branch**

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

Duties: No. 107—Maintain attendance and other staff records (including preparation of statements, forms, statistics). Prepare correspondence in relation to the above. Effect continuous liaison with staff of the Director of Civil Personnel.

Apply: H1

Military Division, Office of the Chief of General Staff

*Clerk \$10029-10704 (Class 6), Third Division, Directorate of Accommodation and Works, Canberra

Duties: No. 51—Prepare and implement instructions for management control of Army Housing, provision of furniture and rentals.

Qualifications: Knowledge of Australian Government and States Housing Agreement (Servicemen) and services scales and standards of accommodation (Housing).

Apply: H1

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Directorate of Co-ordination and Organisation, Canberra

Duties: No. 37—Code Army establishments, Orders of Battle and Location Statements for input into the EDP Establishment file. Assist with the collation and distribution of the EDP Establishments file monthly output.

Apply: H1

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Directorate of Co-ordination and Organisation, Canberra

Duties: No. 36—Examine files and documents concerning the background history of establishments and assist in the preparation of briefs for members of the Army Establishments Committee (AEC). Prepare data relating to establishments for consideration by the AEC.

Apply: H1

Personnel Branch

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Office of the Military Secretary, Canberra

Duties: No. 18—Maintain records of service cards of officers on the Reserve of Officers and Retired List from the *Australian Government Gazette* and Australian Army Orders. Assist on the preparation of Army lists for printing.

Apply: H1

Joint Services Staff College

*Projectionist (16mm) \$4242-4609, Fourth Division, Training Section, Canberra

Duties: No. 9—Operate Projection Equipment and assist with the preparation of visual training aids for the College. Assist in the printing, collating, binding, storage and distribution of course printed material.

Qualifications: Experience in or aptitude for operation of a 16mm projector.

Note: The Joint Services Staff College is located on the Cotter Road, Woden and mileage allowance may be paid to the successful applicant.

Apply: H1

Royal Military College, Duntroon

*Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Department of Civil Engineering, Canberra

Duties: No. 194—Construct, install and modify equipment in the soil mechanics laboratories. Assist with projects and research in these laboratories.

Qualifications: Engineering trade qualifications with experience in civil engineering (preferably soil mechanics) laboratories desirable.

Apply: H1

*Library Officer, Grade 2 \$7464-8163, Third Division, Bridges Library, Canberra

Duties: No. 150—Undertake, direct and supervise the cataloguing and classification revision required in the monograph collections.

Qualifications: Considerable experience in library practices, preferably in cataloguing, and ability to control and direct staff desirable.

Apply: H1

NEW SOUTH WALES**Logistic Command, 21 Supply Battalion**

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Engineer Stores Sub Depot Section, Internal Checking and Stocktaking Sub-section, Penrith

Duties: No. 536—Carry out detailed check of Local Purchase documentation, in particular Claims Register and Finance Authorization Documents.

Apply: H7

Regional Secretariat

Senior Executive Officer, Class 9 \$13224-13725, Third Division, 2 Military District, Sydney

Duties: No. 305—Represent the Chief Executive Officer, and, as Deputy Regional Secretary, act as financial adviser to the Commanders, Staffs and Units of HQ 2 Military District and of Logistic Command Headquarters located in New South Wales.

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

Apply: H7

Clerk \$8015-8770 (Class 4), Third Division, Accounting Section, Paddington

Duties: No. 154—Supervise the Internal Audit Section and train members of the section. Implement the internal checking programme. Carry out prescribed checks in AMF Pay Division.

Apply: H7

Clerk \$8015-8770 (Class 4), Third Division, Personnel and Establishments Section, Central Registry Sub-section, Paddington

Duties: No. 128—Examine unclassified files prior to PA. Sentence files at post examination stage. Responsible for Archives and Repository areas.

Apply: H7

Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Establishments Section, Central Registry Sub-section, Paddington

Duties: No. 129—Sentence files and records for disposal, review or retention. Perform research into old records and files.

Apply: H7

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Accounting Section, AMF Sub-section, Paddington

Duties: No. 237—Maintain Pay History Cards, hand post details of promotions, reductions in rank, transfers, discharges and changes of address from Routine Orders.

Apply: H7

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Personnel and Establishments Section, Central Registry Sub-section, Paddington

Duties: No. 10—Maintain subject card indexes. Identify files and papers for the attachment of correspondence and answer queries. Make appropriate cross references and record precedent decisions. Carry out procedures for raising new files.

Apply: H7

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Personnel and Establishments Section, Central Registry Sub-section, Paddington

Duties: No. 127—Deal with to finality all counter and telephone inquiries. Assist file location clerks as required.

Apply: H7

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

Duties: No. 300—Supervise staff engaged in general registry activities, ensure that approved Registry instructions and practices are carried out. Assist in the classifying of correspondence and attend to telephone and counter inquiries.

Apply: H7

Training Command, Headquarters

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

Duties: No. 22—Prepare manuscripts of training publications for printing in accordance with Joint Service Staff Manual—Service Writing. Assist with proof reading.

Qualifications: Maturity with sound judgment and a thorough knowledge of English expression, Military writings, abbreviations and symbols.

Apply: H7

VICTORIA

Regional Secretariat, General Services

Typist, Grade 2 \$5791-6101, Fourth Division, Melbourne

Duties: No. 328—Perform stenographic and typing duties for senior officers.

Qualifications: Shorthand, 100 words per minute desirable, with a minimum of 80 words per minute required.

Apply: H8

Clerk \$7810-7935 (Class 4), Third Division Albert Park

Duties: No. 15—Supervise and participate in the maintenance and development of costing records including the preparation of input data for the purpose of maintaining and extending an EDP record of pricing history.

Qualifications: Appropriate experience with ability to control and direct staff.

Apply: H8

QUEENSLAND

Assistant Regional Secretariat

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

Duties: No. 190—Determine File Titles, Index and cross reference policy correspondence—Subject Indexer.

Qualifications: A sound knowledge of Army registry procedures.

Apply: H9

Assistant Printer, Grade 1 \$5189-5424, Fourth Division, Registry Section, Townsville

Duties: No. 198—Operate a Multilith Offset and other copying machines. Carry out day to day maintenance on machines.

District Allowance for above 2 positions: Grade 1.

Apply: H9

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, General Services Branch

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

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

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

Apply: H1

Naval Design Division, Weapons Systems Design Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Naval Combat Data Systems Section, Canberra

Duties: No. 178—File, sort, amend, retrieve and distribute technical manuals and associated documentation. Assist with preparation and documentation of handbooks and changes to existing material.

Apply: H1

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Forward Design Branch Office Services Section, Canberra

Duties: No. 2095—Arrange distribution and control of files, maintain file index, prepare minor correspondence and perform typing as directed. Attend to routine staff matters.

Apply: H1

NEW SOUTH WALES

Area Secretariat

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, HMAS Penguin, Balmoral

Duties: No. 33—Type all accounts/general correspondence as required; receive and sort accounts for travelling expenses, specialists and medical bills and prepare claim forms.

Apply: H15

**DEPARTMENT OF DEFENCE—NAVY
OFFICE—continued****VICTORIA****Finance and Materiel Division, Finance Branch**

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Accounts Section, General Sub-section, Melbourne

Duties: No. 2437—Assist with staff administration regarding leave, attendance, overtime, travel arrangements, etc. Supervise staff of correspondence sub-section. Maintain branch furniture and equipment inventory and custody and control of certain accountable forms.

Qualifications: Knowledge of staff administration procedures desirable.

Apply: H1

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

Assistant Programmer \$9022-9777 (Class 5), Third Division, Establishments and Methods Section, ADP Sub-section, Canberra

Duties: No. 126—Under supervision, undertake minor tasks in systems analysis and design. Assist in the development of ADP systems including flow charting, coding documenting and testing.

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

Apply: I1

Policy Division, Planning and Review Branch

Clerk \$8015-8770 (Class 4), Third Division, Statistics Section, Canberra

Duties: No. 410—Assist in the investigation and development of statistical operations.

Qualifications: Academic qualifications to be stated.

Apply: I1

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

Clerk \$9022-9777 (Class 5), Third Division, Tertiary Awards Section, Benefits and Procedures Sub-section, Canberra

Duties: No. 40—Assist with investigations into administrative procedures in connection with the Tertiary Education Assistance Scheme and other awards. Arrange publicity and preparation of forms and statements required for the operation of the scheme.

Qualifications: Partial completion of University degree desirable.

Apply: I1

**Territorial and Facilities Division, Territorial Liaison
Branch**

Clerk \$10029-10704 (Class 6), Third Division, Canberra Technical College, Canberra

Duties: No. 662—Develop a program for the implementation of accepted recommendations made by the review team examining aspects of the College's organisation and administration.

Qualifications: Sound administrative ability and the capacity to liaise with senior staff desirable.

Apply: I1

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Canberra Technical College, Canberra

Duties: No. 652—Maintain complete College Registry system. Process inward and outward mail. Assist with minor administrative work.

Apply: I1

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Technical and Further Education Section, Canberra School of Music, Canberra

Duties: No. 623—Maintain records of material borrowed from the library at the school: prepare and dispatch recall notices on overdue loans.

Apply: I1

Typist Supervisor, Grade 1 \$6562-6741, Fourth Division, Canberra Technical College, Administration Sub-section, Canberra

Duties: No. 641—General supervision and allocation of work in typing pool including determination of priorities and deadlines.

Apply: I1

Typist, Grade 2 \$5791-6101, Fourth Division, Canberra Technical College, Administration Sub-section, Canberra

Duties: No. 642—Perform stenographic and typing duties for senior officers at the Canberra Technical College.

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

Apply: I1

AUSTRALIAN CAPITAL TERRITORY**Schools Commission**

Steno-Secretary, Grade 1 \$6382-6741, Fourth Division, Canberra

Duties: No. 46—Provide stenographic and secretarial assistance to Officers of the Commission.

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

Apply: I1

Planning and Research Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division (two positions), Canberra

Duties: Nos 12, 19—Provide general administrative assistance to the section.

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

Apply: I1

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

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

Duties: No. 126—Examiner of Accounts.

Apply: J1

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Management Services Division, Personnel Branch

Machine Operator \$5232-6361, Fourth Division, Organisation, Staffing and Training Section, Sydney

Duties: No. 830—Perform teleprinter duties for the Sydney Office as part of the Department's communications network. Assist with registry duties.

Qualifications: Ability to type at forty words per minute.

Apply: L3

Overseas Division

*Director \$15236-15739 (Class 11), Third Division, Overseas Division, Peking

Duties: NP—Implement and administer the official cultural exchange program and student exchange program. Responsible for officially sponsored UNESCO activities involving Australia.

Qualifications: Appropriate tertiary qualifications and fluency in the Chinese language, proven managerial and administrative ability, overall knowledge and experience in Australian Arts and culture are desirable.

Apply: L1

OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

AUSTRALIAN CAPITAL TERRITORY

Secretariat Division, Multilateral Organisations Branch

Clerk \$13224-13725 (Class 9), Third Division, Canberra

Duties: NP—Advise on aid aspects of Australia's membership of United Nations agencies and of the Development Assistance Committee of the OECD. Prepare briefing for Australian representatives to the Development Assistance Committee.

Qualifications: Appropriate university degree. Experience in policy work.

Apply: K1

DEPARTMENT OF HEALTH

CENTRAL STAFF

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

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

Qualifications: Shorthand, 100 words per minute.

Apply: M1

Management Services Division

Clerk \$6887-7764 (Class 2/3), Third Division, Central Statistical Unit, Canberra

Duties: No. 36—Assist in the extraction and analysis of statistical data for ad hoc statistical projects, surveys, compilation and publication and development of statistical collections.

Apply: M1

Establishments and Finance Branch

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

Duties: No. 179—Examination of Accounts.

Qualifications: Experience in accounts work desirable.

Apply: M1

Policy and Planning Division, Health Services Research and Planning Branch No. 1

Project Officer \$12218-12721 (Class 8), Third Division, Community Health Section, Canberra

Duties: No. 9—Undertake research and assist in the development of plans for delivery of Health Services.

Qualifications: Tertiary studies together with ability to undertake research and formulate plans desirable.

Apply: M1

Therapeutics Division, Therapeutic Goods Branch

Assistant Executive Officer \$10029-10704 (Class 6), Third Division, Adverse Drug Reaction Section, Canberra

Duties: No. 108—Supervise staff engaged in maintaining register of adverse reactions to drugs. Take appropriate follow up action in relation to selected reports. Prepare material for the Adverse Drug Reaction Advisory Committee.

Qualifications: Administrative and research experience together with knowledge of drug terminology and tertiary qualifications desirable.

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

Apply: M1

National Acoustic Laboratories

Typist, Grade 2 \$5791-6101, Fourth Division, Sydney

Duties: No. 774—Stenography, transcription and associated duties.

Qualifications: Shorthand, at least eighty words per minute.

Apply: M10

Public Health Division, Dental Health Branch

*Clerk \$10029-10704 (Class 6), Third Division, Facilities and Operations Section, Canberra

Duties: No. 10—Examine and assess proposals from States for purchase of dental equipment and vehicles. Prepare reports and recommendations.

Qualifications: Knowledge of dental equipment essential together with relevant administrative experience.

Apply: M1

NEW SOUTH WALES

School of Public Health and Tropical Medicine

*Bacteriologist, Class 3 \$11401-12741, Third Division, Pathology and Microbiology Section, Bacteriology Sub-section, Sydney

Duties: No. 666—Conduct lectures in Bacteriology for the Diplomas in Public Health, Tropical Medicine and Hygiene and Occupational Health. To be responsible for research and consultative duties in public health bacteriology.

Qualifications: An appropriate degree or diploma in Science/Applied Science (major in Bacteriology or Microbiology), or Medical Laboratory Technology or equivalent qualification.

Apply: M11

DEPARTMENT OF HEALTH—continued**WESTERN AUSTRALIA****Pathology Laboratories**

- *Technical Officer (Medical Laboratory), Grade 1 \$7052-8694, Third or Fourth Division, Kalgoorlie

Duties: No. 125—Perform diagnostic and other technical tests and procedures in the fields of Biochemistry, Bacteriology and Serology. Prepare specimens and re-agents and apparatus and collect blood specimens as required.

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

District Allowance: Grade 1.

Apply: M6

- *Medical Laboratory Technologist, Class 1 \$6250-9262, Third Division, Kalgoorlie

Duties: No. 165—Perform diagnostic and other technical tests, procedures and investigations requiring the application of professional knowledge and skills in one or more such fields as Biochemistry, Bacteriology, Haematology, Serology. Supervise and train Laboratory staff and apply approved quality control measures.

Qualifications: An appropriate Degree or Diploma in Science, Applied Science or Medical Laboratory Technology, or equivalent qualification.

District Allowance: Grade 1.

Apply: M6

NORTHERN TERRITORY**Katherine Hospital**

- *Medical Superintendent, Grade 2 \$16858-17450, Third Division, Katherine

Duties: No. 1322—Administer and control the activities of the Katherine Hospital and undertake the diagnosis and treatment of inpatients and outpatients. Oversight public health activities in the area and conduct clinics in outlying areas as required.

Qualifications: Medical Practitioner eligible for registration in the Northern Territory. Experience in Hospital administration desirable.

District Allowance: Grade IV.

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

Accommodation: Housing is available.

Apply: M8

DEPARTMENT OF HOUSING AND CONSTRUCTION**AUSTRALIAN CAPITAL TERRITORY****Technical Division**

- Drafting Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Engineering Design Section, Roads and Aerodromes Sub-section, Canberra

Duties: No. 21—Under the supervision of an officer of higher status prepare working drawings including calculations and plotting of cross sections

of urban roads and site work projects from sketches and other data. Prepare plans for incorporating in reports and requiring a high standard of penmanship.

Qualifications: Appropriate qualifications and/or experience.

Apply: AK2

- *Engineer, Class 2 \$9903-11046, Third Division, Engineering Design Section, Electrical Sub-section, Canberra

Duties: No. 133—Under technical direction, prepare and check designs, draft specifications and estimates. Allocate and supervise the work of subordinate staff engaged on investigation and design projects.

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

Apply: AK2

NEW SOUTH WALES**Management Services Branch**

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

Duties: No. 209—Migrant Flats Assets Officer. Raise Treasury Requisitions and Purchase Orders for the procurement of furniture, fittings and equipment for Migrant Transitory Accommodation. Control the receipt, issue, withdrawal and disposal of assets in use in the flats.

Apply: N2

NORTHERN TERRITORY**Technical Division**

- *Works Supervisor \$8278-8608, Fourth Division, Construction Section, Darwin

Duties: No. 13—Responsible for the supervision in Darwin and the Darwin Region of the Northern Territory, the installation of general mechanical building services, including air conditioning, refrigeration, diesel generation, kitchen equipment, water and sewerage pumping type services as installed by contract and/or day labour.

Qualifications: Applicants should be qualified tradesmen with extensive experience in the construction of mechanical building services, with special emphasis on major air conditioning and refrigeration plant 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

*Engineer, Class 3 \$11705-13047, Third Division, Construction Section, Industrial Engineering Sub-section, Darwin

Duties: No. EP—Plan and direct the development of procedures and systems for large scale direct labour operations, concerned essentially with maintenance, by applying industrial engineering techniques. Monitor systems. Train staff in industrial engineering principles.

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 industrial engineering field highly desirable.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

*Architect, Class 3 \$11588-12969, Third Division, Construction Section, Darwin

Duties: No. 191—Supervise architectural contracts in the Darwin Region.

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

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

Utilities Division

*Engineer, Class 3 \$11705-13047, Third Division, Electricity Supply Undertakings Section, Darwin

Duties: No. EPU (1)—Responsible for the planning and maintenance of all boiler turbines and mechanical plant at the Darwin Steam Power Station. Carry out investigations and make recommendations.

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

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

Technical Division

*Engineer, Class 3 \$11705-13047, Third Division, Construction Section, Alice Springs

Duties: No. 94—Responsible to the Regional Engineer for the control of all Road Constructions, Maintenance, and other engineering works carried out by both Day Labour and Contract in the Alice Springs Region.

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

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

*Works Supervisor \$8278-8608, Fourth Division, Construction Section, Civil Engineering Sub-section, Katherine

Duties: No. 172—Supervise day labour in the construction of Major Roads involving sub-grade preparation, gravelling and pavement compaction.

Qualifications: Appropriate trade qualifications and relevant experience desirable.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

DEPARTMENT OF LABOR AND IMMIGRATION

CENTRAL OFFICE

Manpower Development and Operations No. 1 Division

Principal Executive Officer \$13394-13898 (Class 10), Third Division, Aboriginal Section, Melbourne

Duties: No. 117—Develop and direct the operation of Commonwealth Employment Service policies and programmes in relation to Aborigines, including the stimulation of employment opportunities for Aborigines and to facilitate their entry to the work force.

Qualifications: Tertiary qualifications, wide administrative experience, ability to formulate and develop policy and liaise at a senior level, desirable.

Apply: P1

Training Development Branch

Senior Industrial Training Officer, Grade 2 \$10204-10879 (Class 7), Third Division, Melbourne

Duties: No. 302—Responsible for the Secretariat of the Australian Apprenticeship Advisory Committee and its working parties, and interdepartmental and other committees on apprenticeship including investigations and research, preparation of statistical series and material for publication on apprenticeship and trade training.

Qualifications: Appropriate University degree desirable.

Apply: P1

**DEPARTMENT OF LABOR AND
IMMIGRATION—continued****TASMANIA****Industrial Relations Branch**

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

Duties: No. 1—Plan, direct and control the operations of the Branch in the Region.

Qualifications: Appropriate University degree and experience in industrial relations work desirable.

Apply: P7

**DEPARTMENT OF MANUFACTURING
INDUSTRY****NEW SOUTH WALES****Finance Branch**

Clerk \$9022-9777 (Class 5), Third Division, Accounts Section, Sydney

Duties: No. 4—Plan and prepare estimates of expenditures and receipts. Prepare budget documents.

Qualifications: Experience in Treasury accounting and knowledge of automatic data processing desirable.

Apply: AF2

Executive Branch

Internal Auditor, Grade 1 \$8015-8770 (Class 4), Third Division, Internal Audit Section, Sydney

Duties: No. 8—Perform internal audit examinations in Branches and Establishments located in New South Wales and Queensland.

Qualifications: Progress in accountancy studies an advantage.

Apply: AF2

Technical Services Branch

Clerk \$9022-9777 (Class 5), Third Division, Methods Section, Sydney

Duties: No. 51—Methods Officer. Carry out minor projects and assist in major investigations into methods and procedures. Advise on the acquisition of office machines and equipment.

Qualifications: Experience in industrial engineering techniques desirable.

Apply: AF2

DEPARTMENT OF THE MEDIA**AUSTRALIAN CAPITAL TERRITORY****Information Division—Australian Government
Publishing Service, Publishing Branch**

*Clerical Assistant, Grade 7 \$8194-8442, Fourth Division, Sales and Distribution Section, Sales Sub-section, Canberra

Duties: NP—Responsible for the management, control and efficient operation of a mobile inquiry/sales centre. Deal with the more complex personal and written inquiries received regarding information and publication sales. Prepare inquiry

and publications statistics. Collector of Public Monies. Liaise with booksellers, newsagents, etc., to promote sales. Arrange effective displays of publications and promotional material. Replenish stocks. (The duties entail regular prolonged absence from headquarters (Canberra).)

Qualifications: Thorough knowledge of government or commercial publications, sales activities; knowledge of government policies, decisions, etc. desirable. Administrative experience necessary. The appointee will be required to possess or obtain 'C' class driver's licence.

Apply: Q2

QUEENSLAND**Information Division, Australian Government
Publishing Service, Publishing Branch**

Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Sales and Distribution Section, Sales Sub-section, Brisbane

Duties: No. 760—Senior Inquiry Officer. Reply to more complex written and personal inquiries relevant to the activities of the Australian Government. Liaise with booksellers, newsagents, etc., within the city to stimulate sales. Arrange effective displays of publications and promotional material. Replenish stocks.

Qualifications: Comprehensive knowledge of Australian Government publications, government policies, decisions and activities, desirable.

Apply: Q2

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Sales and Distribution Section, Sales Sub-section, Brisbane

Duties: No. 761—Sell publications, receive cash and issue receipts. Operate account sales procedures. Attend to telephone and personal inquiries relevant to availability, price, etc., of Australian overseas government publications and to the activities of the Australian Government, State and local governments, etc.

Qualifications: Comprehensive knowledge of Australian Government publications, government activities, etc., desirable. Experience in answering public inquiries or selling publications an advantage.

Apply: Q2

**DEPARTMENT OF MINERALS AND
ENERGY****CENTRAL OFFICE****Management Services Branch**

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Personnel and Establishments Section, Personnel Sub-section, Canberra

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

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

Apply: R1

Inspector \$11039-11714 (Class 7), Third Division, Internal Audit Section, Canberra

Duties: No. 160—Supervise and direct the activities of the Internal Audit Section. Plan and formulate the Department's internal audit programme.

Qualifications: Accountancy qualifications desirable.

Apply: R1

Bureau of Mineral Resources, Geology and Geophysics

*Drafting Assistant, Grade 2 \$6723-7427, Third or Fourth Division, several positions, Canberra

Duties: Under supervision, prepare drawings and maps requiring a good knowledge of drawing office procedures and technical knowledge and ability.

Qualifications: School certificate or equivalent, together with at least three years relevant experience desirable.

Apply: R1

VICTORIA

Hydrocarbons Division, Petroleum Branch

*Fuel Technologist \$9262-10861, Third Division, Economics and Forecasting Section, Fuel Survey and Forecasting Sub-section, Melbourne

Duties: No. 18—Undertake and participate in studies into the usage of solid, liquid and gaseous fuels and the development of forecasts of short and long-term demand. Accept responsibilities for individual sectors of such investigations.

Qualifications: A degree or diploma in Science with a major in Chemistry and Physics or with a pass in a course in Fuel Technology, together with 4 years' postgraduate experience in Fuel Technology, or a degree or diploma in Engineering, plus 4 years' postgraduate experience in Fuel Technology; or equivalent qualification.

Apply: R1

DEPARTMENT OF NORTHERN DEVELOPMENT

CENTRAL OFFICE

Management and Special Services Branch

Clerk \$9022-9777 (Class 5), Third Division, Ministerial and Services Section, Canberra

Duties: No. 73—Initiate action on all correspondence emanating from the Minister and prepare replies where appropriate; maintain custody of confidential documents related thereto.

Apply: T1

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Typist, Grade 2 \$5791-6101, Fourth Division (several positions), Darwin

Duties: Stenographic and typing duties for senior officers in various Branches of the Department.

Qualifications: Shorthand, 100 words per minute desirable.

District Allowance. Grade IV.

Accommodation: Single and married accommodation available.

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

Apply: U1

Management, Legislation and Planning Division, Finance, Supply and Transport Branch

Clerk \$6887-7764 (Class 2/3), Third Division, Supply Section, Procurement and Control (Procurement) Sub-section (two positions), Darwin

Duties: Nos 219, 330—Procurement Clerk. Prepare quotations, comparative statements of quotations received, and orders. Follow up orders to ensure delivery.

Qualifications: Previous procurement experience and a knowledge of procurement procedures and relevant Treasury Regulations and Directions desirable.

District Allowance: Grade IV.

Accommodation: Single and married accommodation available.

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

Apply: U1

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Trade Relations Division

Director \$15236-15739 (Class 11), Third Division, New Zealand Section, Canberra

Duties: No. 1060—Direct and control the operations of a Geographical Area Section. Formulate policy recommendations on Australia's Trade Relations objectives, administer and negotiate Bi-lateral Trade Agreements.

Qualifications: Experience in international relations involving trade matters and in the formulation of policy proposals. Proven administrative ability. University degree and overseas experience desirable.

Apply: V1

Policy Development Division, Trade Economic Analysis Branch

*Principal Project Officer \$15236-15739 (Class 11), Third Division, Economic Analysis and Assessment Section, Canberra

Duties: No. 1414—Direct and control the activities of the Section. Provide high level advice for the Secretary and the Minister on economic matters and policies as they relate to Australia's overseas trade.

Qualifications: Wide experience in economic analysis of matters relating to international trade and appropriate academic qualifications essential.

Apply: V1

**POSTMASTER-GENERAL'S
DEPARTMENT****CENTRAL OFFICE****Engineering Planning and Research Division,
Planning and Programming Sub-division**

Engineer, Class 4 \$13718-14623, Third Division, Telephone Switching and Facilities Branch, Regional Networks Section, Melbourne

Duties: No. 10—Preparation and maintenance of co-ordinated intermediate and short-term plans for metropolitan telephone networks, with particular emphasis on the telephone switching aspects.

Qualifications—Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. A sound knowledge of the Australian switched telephone network and its component items desirable.

Apply: W1

**Engineering Works Division, Telegraphs and Data
Equipment Branch**

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Operations and Service Section, Melbourne

Duties: No. 53—Under the direction of the Sectional Engineer, establish the performance standards for the data transmission and telegraph terminal and switching equipment used throughout Australia. Liaise with State Engineering Sections on the achievement of these standards and take corrective action as required.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Experience in the installation or maintenance of telegraph terminal or switching equipment, or datel equipment would be highly desirable.

Apply: W1

Management Services Division, Supply Branch

Clerk \$7180-7935 (Class 4), Third Division, Australian Government Stores and Tender Board Section, Melbourne

Duties: No. 69—Obtain estimates of requirements and prepare tender schedules for Australian Government Stores and Tender Board supplies.

Qualifications: A sound knowledge of supply procedures desirable.

Apply: W1

**Telecommunications Division, Sales and Service
Sub-division**

Clerk \$9194-9869 (Class 6), Third Division, Service Branch, Operations Section, Melbourne

Duties: No. 8—Clerk forms control and suggestions.

Qualifications: Detailed knowledge of telephone and telegraph operating practices and procedures and Telecommunication facilities desirable.

Apply: W1

NEW SOUTH WALES**Engineering Division, Construction Branch**

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Country Installation No. 1 Section, Sydney

Duties: No. 169—Make high level technical contributions to the management of the Section. Control districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Country Installation No. 1 Section, Sydney

Duties: No. 184—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Country Installation No. 2 Section, Sydney

Duties: No. 170—Make high level technical contributions to the management of the Section. Control districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Country Installation No. 2 Section, Sydney

Duties: No. 185—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Country Installation No. 3 Section, Sydney

Duties: No. 171—Make high level technical contributions to the management of the Section. Control districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Country Installation No. 3 Section, Sydney

Duties: No. 186—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Country Installation No. 4 Section, Sydney

Duties: No. 172—Make high level technical contributions to the management of the Section. Control districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Country Installation No. 4 Section, Sydney

Duties: No. 187—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Installation No. 1 Section, Sydney

Duties: No. 173—Make high level technical contributions to the management of the Section. Control districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Installation No. 1 Section, Sydney

Duties: No. 222—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Installation No. 2 Section, Sydney

Duties: No. 174—Make high level technical contributions to the management of the Section. Control districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Installation No. 2 Section, Sydney

Duties: No. 275—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Primary Works (Metro) No. 1 Section, Homebush

Duties: No. 251—Control a group of primary works construction teams; oversight performance standards.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Primary Works (Metro) No. 2 Section, Sydney

Duties: No. 252—Control a group of primary works construction teams; oversight performance standards.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Primary Works (Metro) No. 3 Section, Sydney

Duties: No. 253—Control a group of primary works construction teams; oversight performance standards.

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

Apply: W2

Metropolitan Operations Branch

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, City Operations Section (two positions), Sydney

Duties: Nos 308, 309—Make high level contribution to management of subscribers service activities in the (City, East) area of the Section. Control subscribers service internal and external plan installation and maintenance districts.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, City Operations Section (two positions), Sydney

Duties: Nos 481, 482—Make high level technical contribution to management of local exchange maintenance activities in the (North West, South and East), area of the Section. Control districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, City Operations Section, Sydney

Duties: No. 510—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W2

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

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 1 Section, St Leonards

Duties: No. 483—Make high level technical contributions to management of exchange maintenance activities.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 1 Section, St Leonards

Duties: No. 311—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 1 Section, St Leonards

Duties: No. 441—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 1 Section, St Leonards

Duties: No. 489—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 2 Section, Redfern

Duties: No. 484—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 2 Section, Redfern

Duties: No. 314—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 2 Section, Redfern

Duties: No. 494—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 2 Section, Redfern

Duties: No. 495—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 3 Section, Ryde

Duties: No. 485—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 3 Section, Ryde

Duties: No. 310—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 3 Section, Ryde

Duties: No. 496—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 3 Section, Ryde

Duties: No. 497—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 4 Section, Parramatta

Duties: No. 486—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 4 Section, Parramatta

Duties: No. 318—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 4 Section, Parramatta

Duties: No. 498—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 4 Section, Parramatta

Duties: No. 499—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 5 Section, Bankstown

Duties: No. 316—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 3 \$11360-11661, Third or Fourth Division, Metropolitan Operations No. 5 Section, Bankstown

Duties: No. 10—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 5 Section, Bankstown

Duties: No. 500—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 5 Section, Bankstown

Duties: No. 501—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 6 Section, Sutherland

Duties: No. 315—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 3 \$11360-11661, Third or Fourth Division, Metropolitan Operations No. 6 Section, Sutherland

Duties: No. 257—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 6 Section, Sutherland

Duties: No. 502—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W2

POSTMASTER-GENERAL'S DEPARTMENT—
continued

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 6 Section, Sutherland

Duties: No. 503—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 7 Section, Burwood

Duties: No. 487—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 7 Section, Burwood

Duties: No. 317—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 7 Section, Burwood

Duties: No. 504—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 7 Section, Burwood

Duties: No. 505—Control and co-ordinate external plant design work; undertake complex design projects.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 8 Section, Newtown

Duties: No. 488—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 8 Section, Newtown

Duties: No. 313—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 8 Section, Newtown

Duties: No. 506—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third Division, Metropolitan Operations No. 8 Section, Newtown

Duties: No. 507—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 9 Section, Chatswood

Duties: No. 312—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 3 \$11360-11661, Third or Fourth Division, Metropolitan Operations No. 9 Section, Chatswood

Duties: No. 436—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 9 Section, Chatswood

Duties: No. 508—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Metropolitan Operations No. 9 Section, Chatswood

Duties: No. 509—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W2

Regional Operations Branch

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Radio Section, Sydney

Duties: No. 346—Make high level technical contributions to management of the radio and broadcasting activities of the Section. Control districts.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Telegraphs and Data Section, Sydney

Duties: No. 391—Make high level technical contributions to the management of the section. Control districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 3
\$11360-11661, Third or Fourth Division, Trunk Service Section, Sydney

Duties: No. 348—Participate in setting overall State switching and transmission objectives. Perform associated analysis and investigations.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Monaro Section, Canberra

Duties: No. 44—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the section. Control districts.

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

Apply: W2

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

Duties: No. 45—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W2

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

Duties: No. 46—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Newcastle Section, Newcastle

Duties: No. 197—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the section. Control districts.

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

Apply: W2

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

Duties: No. 198—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W2

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

Duties: No. 201—Control and co-ordinate external plant technical design work. Undertake complex design projects.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, North Coast Section, Lismore

Duties: No. 177—Make high level contributions to management of the internal and subscribers equipment installation and maintenance activities of the Section. Control districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, North Coast Section, Lismore

Duties: No. 180—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W2

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

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, North Coast Section, Lismore

Duties: No. 181—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Northern Section, Tamworth

Duties: No. 20—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the Section. Control districts.

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

Apply: W2

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

Duties: No. 21—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W2

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

Duties: No. 22—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Outer Sydney Section, Parramatta

Duties: No. 61—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the section. Control districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Outer Sydney Section, Parramatta

Duties: No. 14—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Outer Sydney Section, Parramatta

Duties: No. 15—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Riverina Section, Wagga

Duties: No. 112—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the section. Control districts.

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

Apply: W2

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

Duties: No. 113—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W2

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

Duties: No. 114—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Western Section, Bathurst

Duties: No. 66—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the Section. Control districts.

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

Apply: W2

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

Duties: No. 67—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W2

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

Duties: No. 68—Control and co-ordinate external
plant technical design work; undertake complex
design projects.

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

Apply: W2

Principal Technical Officer (Engineering), \$11970-
12287, Third or Fourth Division, Wollongong Sec-
tion, Wollongong

Duties: No. 321—Make high level technical con-
tributions to management of the internal and sub-
scribers equipment installation and maintenance
activities of the Section. Control districts.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Wol-
longong Section, Wollongong

Duties: No. 322—Participate in development and
maintenance of information systems to oversight
service performance and costs. Undertake related
investigations.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Wol-
longong Section, Wollongong

Duties: No. 323—Control and co-ordinate ex-
ternal plant technical design work; undertake complex
design projects.

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

Apply: W2

VICTORIA

Telecommunications Division, Country Region

Manager \$17776, Second Division, Melbourne

Duties: No. 1—Responsible to the Assistant
Director for the management and control of the
Country Region.

Apply: W3

Engineering Division, Construction Branch

Line Inspector \$8694-9193, Fourth Division, Primary
Works (Country) Section, Melbourne

Duties: In charge of staff engaged on major con-
duit and cable installations, including cable hauling
activities in the metropolitan and country areas.

Apply: W3

Metropolitan Operations Branch

Telecommunications Technical Officer, Grade 1
\$7756-8694, Third or Fourth Division, City Opera-
tions Section (eleven positions), Melbourne

Duties: A (five positions)—Responsible to a
higher grade Technical Officer for high standard
maintenance of A/RM crossbar trunk switching
equipment.

Duties: B (six positions)—Responsible to a higher
grade Technical Officer for high standard main-
tenance of step by step and crossbar equipment.

Apply: W3

Telecommunications Technical Officer, Grade 1
\$7756-8694, Third or Fourth Division, City Oper-
ations Section, Port Melbourne

Apply: W3

Telecommunications Technical Officer, Grade 1
\$7756-8694, Third or Fourth Division, Metropoli-
tan Operations No. 1 (West) Section, Footscray

Apply: W3

Telecommunications Technical Officer, Grade 1
\$7756-8694, Third or Fourth Division, Metropoli-
tan Operations No. 2 (North West) Section, Bruns-
wick

Apply: W3

Telecommunications Technical Officer, Grade 1
\$7756-8694, Third or Fourth Division, Metropoli-
tan Operations No. 3 (North) Section (three
positions), Collingwood, Heidelberg and Greens-
borough

Apply: W3

Telecommunications Technical Officer, Grade 1
\$7756-8694, Third or Fourth Division, Metropoli-
tan Operations No. 4 (North East) Section, Haw-
thorn

Apply: W3

Telecommunications Technical Officer, Grade 1
\$7756-8694, Third or Fourth Division, Metropoli-
tan Operations No. 6 (South East) Section (two
positions), Caulfield and Oakleigh

Duties above nine positions: Responsible to a
higher grade Technical Officer for high standard
maintenance of step by step and crossbar exchange
equipment.

Apply: W3

Telecommunications Technical Officer, Grade 1
\$7756-8694, Third or Fourth Division, Metropoli-
tan Operations No. 2 (North West) Section, Car-
lton

Apply: W3

Telecommunications Technical Officer, Grade 1
\$7756-8694, Third or Fourth Division, Metropoli-
tan Operations No. 4 (North East) Section, Mit-
cham

Apply: W3

Telecommunications Technical Officer, Grade 1
\$7756-8694, Third or Fourth Division, Metropoli-
tan Operations No. 5 (East) Section, Tally Ho

Apply: W3

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

Telecommunications Technical Officer, Grade 1 \$7756-8694, Third or Fourth Division, Metropolitan Operations No. 6 (South East) Section, Clayton

Duties above four positions: Responsible to a higher grade Technical Officer for high standard maintenance of crossbar equipment.

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

Note above twenty-four positions: Applications will however be accepted from officers who do not possess acceptable qualifications providing they have a minimum of 6 years relevant experience. If the selected applicant does not possess acceptable qualifications he will be required to pass a test of knowledge and competence to establish his eligibility for nomination for the position.

Apply: W3

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

Duties: No. 153—General clerical assistance to a 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

Telecommunications Technical Officer, Grade 1 \$7756-8694, Third or Fourth Division, Network Performance and Non-Exchange Services Section (four positions), Abbotsford (two positions) and Melbourne (two positions)

Duties: A (Abbotsford)—Equalisation and amplification of complex circuits for NEX services in the State of Victoria.

Duties: B (Melbourne)—Installation and maintenance of data modems.

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

Note above four positions: Applications will however be accepted from officers who do not possess acceptable qualifications providing they have a minimum of 6 years relevant experience. If the selected applicant does not possess acceptable qualifications he will be required to pass a test of knowledge and competence to establish his eligibility for nomination for the position.

Apply: W3

Telecommunications Technical Officer, Grade 1 \$7756-8694, Third or Fourth Division, Trunk Service Section, Melbourne

Duties: Perform laboratory and field work involving repairs and tests on transmission equipment. Assist senior staff in complex investigations and operations on transmission equipment.

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

Apply: W3

Lines Supervisor, Grade 1 \$6710, Fourth Division, Gippsland Section (two positions), Leongatha

Duties: Penman (one position) and Party Leader (one position).

Apply: W3

Lines Supervisor, Grade 1 \$6710, Fourth Division, South East Central Section, Frankston

Apply: W3

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

Duties above two positions: Party Leader.

Apply: W3

Support Services Branch

Senior Electrical Fitter and Mechanic, Grade 1 \$6433-6590, Fourth Division, Mail Handling Equipment Section, Melbourne

Duties: No. 188—As shift leader responsible for the maintenance of mail handling equipment.

Qualifications: 'A' Grade Electrical Mechanics Licence.

Note: Shift work is involved.

Apply: W3

Postal Services Division, Post Offices Branch

Postmaster, Grade 4 \$9542-10296, Third Division, Bentleigh East

Quarters: Nil.

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

Apply: W3

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

Duties: Responsible to the District Postal Manager for the overseeing of postal delivery arrangements within an area.

Apply: W3

Postal Clerk \$4827-5989, Fourth Division (five positions), Carnegie, Echuca, Mount Eliza, Sunbury and Surry Hills

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

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

Apply: W3

Telecommunications Division, Country Region

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, District Telephone Office, Mildura

Duties: No. 358—Provide recreation and general relief in the District Telephone Office.

Apply: W3

Metropolitan Region, Sales Branch

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Survey Section, Melbourne

Duties: No. 314—Maintain records of and extract data from telephone orders. Calculate demand rates for individual equipment items, and assist in the preparation of statistical returns.

Qualifications: A good knowledge of telecommunications facilities and telephone order procedure is desirable.

Apply: W3

Personnel and Industrial Relations Branch

Senior Postal Investigation Officer \$8482-9148, Fourth Division, Melbourne

Duties: No. 144—Responsible for the planning, direction and control of a team of Postal Investigation Officers.

Qualifications: Sound knowledge of investigation work and departmental practices and procedures desirable.

Apply: W3

Supply Branch

Stores Supervisor \$6317-6571, Fourth Division, Warehousing Section, Port Melbourne

Duties: No. 199—Responsible under general direction for first line supervision of a group of staff. Plan and co-ordinate the work load of the section to ensure the most efficient use of staff, stores equipment and mechanical aids. Train subordinate staff.

Qualifications: Ability to co-ordinate and control staff to ensure efficient, safe and economical operating procedures of a stores section. Knowledge and experience of warehouse operations and related accounting procedures.

Note: This position will be transferred to Springvale at a later date.

Apply: W3

Accounting Machinist, Grade 2 \$5398, Fourth Division, Stock Control and Accounting Section, Springvale

Duties: No. 80—Operate Burroughs Sensimatic, Electronic calculator and Listing machines.

Qualifications: Completion of prescribed tests. Knowledge of stores accounting procedures essential.

Apply: W3

Engineering Division, Construction Branch

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Melbourne

Duties: No. 118—Develop and review switching equipment installation methods, practices and procedures.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Country Installation No. 1 Section, Melbourne

Duties: No. 106—Make high level contributions to the management of the section. Control districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Country Installation No. 1 Section, Melbourne

Duties: No. 107—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Country Installation No. 2 Section, Melbourne

Duties: No. 108—Make high level technical contributions to the management of the section. Control districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Country Installation No. 2 Section, Melbourne

Duties: No. 109—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Country Installation No. 3 Section, Melbourne

Duties: No. 110—Make high level technical contributions to the management of the section. Control districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Country Installation No. 3 Section, Melbourne

Duties: No. 111—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Installation No. 1 Section, Melbourne

Duties: No. 112—Make high level technical contributions to the management of the Section. Control districts.

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

Apply: W3

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

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Installation No. 1 Section, Melbourne

Duties: No. 113—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Installation No. 2 Section, Melbourne

Duties: No. 114—Make high level technical contributions to the management of the Section. Control districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Installation No. 2 Section, Melbourne

Duties: No. 115—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Primary Works (Country) Section, St Kilda

Duties: No. 116—Control a group of primary works construction teams; oversight performance standards.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Primary Works (Metropolitan) Section, St Kilda

Duties: No. 117—Control a group of primary works construction teams; oversight performance standards.

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

Apply: W3

Metropolitan Operations Branch

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Melbourne

Duties: No. 159—Programme analysis and review.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, City Operations Section, Melbourne

Duties: No. 160—Make high level technical contributions to management of local exchange maintenance activities. Control districts.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, City Operations Section, Melbourne

Duties: No. 161—Make high level contributions to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, City Operations Section, Melbourne

Duties: No. 162—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, City Operations Section, Melbourne

Duties: No. 163—Control Lines Districts engaged on installation and maintenance of external plant; oversight of performance standards.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 1 Section, Melbourne

Duties: No. 133—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 1 Section, Melbourne

Duties: No. 134—Make high level contributions to management of subscribers service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 1 Section, Melbourne

Duties: No. 135—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 1 Section, Melbourne

Duties: No. 136—Control and co-ordinate external plant technical design work, undertake complex design projects.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 2 Section, Coburg

Duties: No. 137—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 2 Section, Coburg

Duties: No. 138—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 2 Section, Coburg

Duties: No. 139—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 2 Section, Coburg

Duties: No. 140—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 3 Section, Northcote

Duties: No. 141—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 3 Section, Northcote

Duties: No. 142—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 3 Section, Northcote

Duties: No. 143—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 4 Section, Ringwood

Duties: No. 144—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 4 Section, Ringwood

Duties: No. 145—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 4 Section, Ringwood

Duties: No. 146—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W3

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

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Metropolitan Operations No. 4 Section, Ringwood

Duties: No. 147—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 5 Section, Camberwell

Duties: No. 148—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 5 Section, Camberwell

Duties: No. 149—Make high level contribution to management of subscriber service activities. Control subscriber service internal and external plant installation and maintenance districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Metropolitan Operations No. 5 Section, Camberwell

Duties: No. 150—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Metropolitan Operations No. 5 Section, Camberwell

Duties: No. 151—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 6 Section, Hawthorn East

Duties: No. 152—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Metropolitan Operations No. 6 Section, Hawthorn East

Duties: No. 153—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Metropolitan Operations No. 6 Section, Hawthorn East

Duties: No. 154—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 7 Section, Cheltenham

Duties: No. 155—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 7 Section, Cheltenham

Duties: No. 156—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Metropolitan Operations No. 7 Section, Cheltenham

Duties: No. 157—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Metropolitan Operations No. 7 Section, Cheltenham

Duties: No. 158—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W3

Regional Operations Branch

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Radio Section, Melbourne

Duties: No. 102—Make high level contribution to management of the radio and broadcasting activities of the Section. Control district.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Telegraphs and Data Section, Melbourne

Duties: No. 103—Make high level technical contributions to the management of the Section. Control districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 3 \$11360-11661, Third or Fourth Division, Trunk Service Section, Melbourne

Duties: No. 101—Participate in setting overall State switching and transmission objectives. Perform associated analysis and investigations.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, South East Central Section, Dandenong

Duties: No. 32—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the Section. Control districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, South East Central Section, Dandenong

Duties: No. 33—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, South East Central Section, Dandenong

Duties: No. 34—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, South Western Section, Geelong

Duties: No. 30—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the Section. Control districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, South Western Section, Geelong

Duties: No. 31—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, South Western Section, Geelong

Duties: No. 32—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Central Western Section, Ballarat

Duties: No. 16—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the Section. Control districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Central Western Section, Ballarat

Duties: No. 17—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Central Western Section, Ballarat

Duties: No. 18—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W3

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

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, North Eastern Section, Benalla

Duties: No. 27—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the Section. Control districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, North Eastern Section, Benalla

Duties: No. 28—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, North Eastern Section, Benalla

Duties: No. 29—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, North Western Section, Bendigo

Duties: No. 20—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the Section. Control districts.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, North Western Section, Bendigo

Duties: No. 21—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, North Western Section, Bendigo

Duties: No. 22—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W3

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Gippsland Section, Sale

Duties: No. 23—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the Section. Control districts.

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

Apply: W3

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

Duties: No. 24—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W3

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

Duties: No. 25—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W3

QUEENSLAND**Engineering Division, Construction Branch**

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Country Installation No. 1 Section, Brisbane

Duties: No. 1766—Make high level technical contributions to the management of the section. Control districts.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Country Installation No. 1 Section, Brisbane

Duties: No. 1767—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W4

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Country Installation No. 2 Section, Brisbane

Duties: No. 1768—Make high level technical contributions to the management of the section. Control districts.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Country
Installation No. 2 Section, Brisbane

Duties: No. 1769—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W4

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Installation No. 1 Section, Brisbane

Duties: No. 1770—Make high level technical contributions to the management of the section. Control districts.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Metropolitan Installation No. 1 Section, Brisbane

Duties: No. 1771—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W4

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Installation No. 2 Section, Brisbane

Duties: No. 1772—Make high level technical contributions to the management of the Section. Control districts.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Metropolitan Installation No. 2 Section, Brisbane

Duties: No. 1773—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 2
\$10495-11059, Third or Fourth Division, Primary Works No. 1 Section, Brisbane

Duties: No. 1774—Control a group of primary works construction teams; oversight performance standards.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 2
\$10495-11059, Third or Fourth Division, Primary Works No. 2 Section, Brisbane

Duties: No. 1775—Control a group of primary works construction teams; oversight performance standards.

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

Apply: W4

Country Branch

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Wide Bay-Burnett Section, Maryborough

Duties: No. 1776—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the Section. Control districts.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Wide Bay-Burnett Section, Maryborough

Duties: No. 1777—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W4

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Central Section, Rockhampton

Duties: No. 1778—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the Section. Control districts.

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

Apply: W4

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

Duties: No. 1779—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W4

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, South Western Section, Toowoomba

Duties: No. 1780—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the Section. Control districts.

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

Apply: W4

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

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, South Western Section, Toowoomba

Duties: No. 1781—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W4

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Northern Section, Townsville

Duties: No. 1782—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the Section. Control districts.

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

Apply: W4

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

Duties: No. 1783—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W4

Metropolitan Operations Branch

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Brisbane

Duties: No. 1762—Review and develop installation and maintenance methods, practices and procedures.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 3 \$11360-11661, Third or Fourth Division, City Operations Section, Brisbane

Duties: No. 1763—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W4

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, City Operations Section, Brisbane

Duties: No. 1764—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, City Operations Section, Brisbane

Duties: No. 1765—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 3 \$11360-11661, Third or Fourth Division, Metropolitan Operations No. 1 Section, Brisbane

Duties: No. 1750—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W4

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 1 Section, Brisbane

Duties: No. 1751—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 1 Section, Brisbane

Duties: No. 1752—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 3 \$11360-11661, Third or Fourth Division, Metropolitan Operations No. 2 Section, Brisbane

Duties: No. 1753—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W4

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 2 Section, Brisbane

Duties: No. 1754—Make high level contribution to management of subscribers service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Metropolitan Operations No. 2 Section, Brisbane

Duties: No. 1755—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 3
\$11360-11661, Third or Fourth Division, Metropolitan Operations No. 3 Section, Brisbane

Duties: No. 1756—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Metropolitan Operations No. 3 Section, Brisbane

Duties: No. 1757—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 3
\$11360-11661, Third or Fourth Division, Outer Metropolitan No. 1 Section, Brisbane

Duties: No. 1758—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Outer Metropolitan No. 1 Section, Brisbane

Duties: No. 1759—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 3
\$11360-11661, Third or Fourth Division, Outer Metropolitan No. 2 Section, Brisbane

Duties: No. 1760—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Outer Metropolitan No. 2 Section, Brisbane

Duties: No. 1761—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W4

Regional Operations Branch

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Radio Section, Brisbane

Duties: No. 1784—Make high level technical contribution to management of the radio and broadcasting activities of the Section. Control districts.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 3
\$11360-11661, Third or Fourth Division, Telegraphs and Data Section, Brisbane

Duties: No. 1786—Make high level technical contributions to the Section. Control districts.

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

Apply: W4

Senior Technical Officer (Engineering), Grade 2
\$10495-11059, Third or Fourth Division, Trunk Service Section, Brisbane

Duties: No. 1785—Participate in setting overall State switching and transmission objectives. Perform associated analysis and investigations.

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

Apply: W4

SOUTH AUSTRALIA

Engineering Division, Construction Branch

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Country Installation Section, Adelaide

Duties: No. 539—Make high level technical contributions to the management of the Section. Control districts.

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

Apply: W5

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

Duties: No. 540—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W5

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

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Installation District, Adelaide

Duties: No. 541—Make high level technical contributions to the management of the Section. Control districts.

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

Apply: W5

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

Duties: No. 542—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W5

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Primary Works No. 1 Section, Adelaide

Duties: No. 543—Control a group of primary works construction teams; oversight performance standards.

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

Apply: W5

Country Branch

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Northern Section, Wallaroo

Duties: No. 1950—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the Section. Control districts.

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

Apply: W5

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

Duties: No. 1951—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W5

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

Duties: No. 1952—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W5

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Southern Section, Murray Bridge

Duties: No. 1953—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the Section. Control districts.

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

Apply: W5

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Southern Section, Murray Bridge

Duties: No. 1954—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W5

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Southern Section, Murray Bridge

Duties: No. 1955—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W5

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Northern Territory Section, Darwin

Duties: No. 1956—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the section. Control districts.

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

Note: District Allowance Grade IV.

Apply: W5

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Northern Territory Section, Darwin

Duties: No. 1957—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Note: District Allowance Grade IV.

Apply: W5

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Northern Territory Section, Darwin

Duties: No. 1958—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Note: District Allowance Grade IV.

Apply: W5

Metropolitan Operations Branch

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Adelaide

Duties: No. 1394—Review and develop installation and maintenance methods, practices and procedures.

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

Apply: W5

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, City Operations Section, Adelaide

Duties: No. 1392—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W5

Senior Technical Officer (Engineering), Grade 3 \$11360-11661, Third or Fourth Division, City Operations Section, Adelaide

Duties: No. 1391—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W5

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

Duties: No. 1393—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W5

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Operations Section, Adelaide

Duties: No. 1387—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W5

Principal Technical Officer (Engineering), \$11970-12287, Third or Fourth Division, Metropolitan Operations Section, Adelaide

Duties: No. 1388—Make high level contribution to management of subscribers service internal and external plant installation and maintenance districts.

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

Apply: W5

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

Duties: No. 1389—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W5

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

Duties: No. 1390—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W5

Regional Operations Branch

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Radio Section, Adelaide

Duties: No. 315—Make high level technical contribution to management of the radio and broadcasting activities of the Section. Control districts.

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

Apply: W5

Senior Technical Officer (Engineering), Grade 3 \$11360-11661, Third or Fourth Division, Telegraphs and Data Section, Adelaide

Duties: No. 316—Make high level technical contributions to the management of the Section. Control districts.

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

Apply: W5

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Trunk Service Section, Adelaide

Duties: No. 314—Participate in setting overall State switching and transmission objectives. Perform associated analysis and investigations.

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

Apply: W5

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

Clerk \$8187-8942 (Class 5), Third Division, Properties and Accommodation Section, Adelaide

Duties: No. 216—Examine, investigate and recommend regarding the more complex proposals for acquisition leases and disposals of land and buildings throughout South Australia and Northern Territory.

Qualifications: Sound knowledge of Departmental policy and procedures and experience in all aspects of properties and leasing work together with formal training in property matters desirable.

Apply: W5

Country Branch

Lines Supervisor, Grade 2 \$7312, Fourth Division, Northern Section, Maitland

Duties: Area Supervisor.

Apply: W5

Planning and Programming Branch

Lines Supervisor, Grade 3 \$8033, Fourth Division, Transmission and Line Planning Section, Adelaide

Duties: Estimating duties in connection with the design of main cable and conduit relief projects.

Qualifications: A good appreciation of conduit and cable networks; previous estimating experience desirable.

Apply: W5

Postal Services Division, Post Offices Branch

Postmaster, Grade 1 \$5526-6816, Third Division, Bute

Quarters: Five rooms (3 bedrooms).

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

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

Apply: W5

NORTHERN TERRITORY**Postal Services Division, Post Offices Branch**

Postal Clerk \$4827-5989, Third or Fourth Division, Katherine

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

District Allowance: Grade IV.

Accommodation: Hostel accommodation is available to single officers for approximately \$24.00 per week. Department of the Northern Territory housing may become available to a married officer after a waiting period of approximately 3 months.

Apply: W5

WESTERN AUSTRALIA**Engineering Division, Construction Branch**

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Country Installation Section, Perth

Duties: No. 9083—Make high level technical contributions to the management of the Section. Control districts.

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

Apply: W6

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Country Installation Section, Perth

Duties: No. 9084—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W6

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Installation Section, Perth

Duties: No. 9085—Make high level contributions to the management of the Section. Control districts.

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

Apply: W6

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Installation Section, Perth

Duties: No. 9086—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W6

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Primary Works Section, Perth

Duties: No. 9087—Control a group of primary works construction teams; oversight performance standards.

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

Apply: W6

Country Branch

Senior Technical Officer (Engineering), Grade 3 \$13360-11661, Third or Fourth Division, South West and Great Southern Section, Bunbury

Duties: No. 9088—Make high level technical contributions to management of the internal and subscribers equipment installation and maintain activities of the Section. Control districts.

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

Apply: W6

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, South West and Great Southern Section, Bunbury

Duties: No. 9089—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W6

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, South West and Great Southern Section, Bunbury

Duties: No. 9090—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W6

Senior Technical Officer (Engineering), Grade 2
\$11360-11661, Third or Fourth Division, North West Section, Perth

Duties: No. 9091—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the Section. Control districts.

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

Apply: W6

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, North West Section, Perth

Duties: No. 9092—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W6

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, North West Section, Perth

Duties: No. 9093—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W6

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Central Section, Midlands

Duties: No. 9094—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the section. Control districts.

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

Apply: W6

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

Duties: No. 9095—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W6

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

Duties: No. 9096—Control and co-ordinate external plant technical design work. Undertake complex design projects.

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

Apply: W6

Metropolitan Operations Branch

Senior Technical Officer (Engineering), Grade 2
\$10495-11059, Third or Fourth Division, Perth

Duties: No. 9082—Review and develop installation and maintenance methods, practices and procedures.

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

Apply: W6

Senior Technical Officer (Engineering), Grade 3
\$11360-11661, Third or Fourth Division, City Operations Section, Perth

Duties: No. 9079—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W6

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, City Operations Section, Perth

Duties: No. 9080—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W6

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, City Operations Section, Perth

Duties: No. 9081—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W6

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 1 Section, Perth

Duties: No. 9071—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W6

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

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 1 Section, Perth

Duties: No. 9072—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W6

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 1 Section, Perth

Duties: No. 9073—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W6

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 1 Section, Perth

Duties: No. 9074—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W6

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Metropolitan Operations No. 2 Section, Perth

Duties: No. 9075—Make high level contribution to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance district.

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

Apply: W6

Senior Technical Officer (Engineering), Grade 3 \$11360-11661, Third or Fourth Division, Metropolitan Operations No. 2 Section, Perth

Duties: No. 9076—Make high level technical contributions to management of exchange maintenance activities. Control districts.

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

Apply: W6

Lines Supervisor, Grade 3 \$8033, Fourth Division, Metropolitan Operations No. 2 Section (two positions), Perth

Duties above two positions: Prepare cable installation estimates.

Qualifications above two positions: Knowledge of estimating for underground aerial construction desirable.

Apply: W6

Lineman, Grade 2 \$5990-6167, Fourth Division, Metropolitan Operations No. 1 Section, Midland

Apply: W6

Lineman, Grade 2 \$5990-6167, Fourth Division, Metropolitan Operations No. 1 Section, Maylands

Apply: W6

Lineman, Grade 2 \$5990-6167, Fourth Division, Metropolitan Operations No. 1 Section, Mount Hawthorn

Apply: W6

Engineering Works, Metropolitan Operations Branch

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 2 Section, Perth

Duties: No. 9077—Participate in development and maintenance of information to oversight service perform and costs. Undertake related investigations.

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

Apply: W6

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 2 Section, Perth

Duties: No. 9078—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W6

Regional Operations Branch

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Radio Section, Perth

Duties: No. 9097—Make high level technical contribution to management of the radio and broadcasting activities of the Section. Control districts.

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

Apply: W6

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Trunk Service Section, Perth

Duties: No. 9098—Participate in setting overall State switching and transmission objectives. Perform associated analysis and investigations.

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

Apply: W6

Senior Technical Officer (Engineering), Grade 3 \$11360-11661, Third or Fourth Division, Telegraphs and Data Section, Perth

Duties: No. 9099—Make high level technical contributions to the management of the Section. Control districts.

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

Apply: W6

Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Third or Fourth Division, Trunk Service Section, Perth

Duties: Officer in charge of Service Restoration and Traffic Control Centre in Perth. Leader of a team engaged in the co-ordination of activities associated with the temporary restoration of service facilities in the event of major equipment failure and with the planned withdrawal of equipment for installation and maintenance work.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Familiarity with both switching and transmission aspects of the Western Australian metropolitan and country networks and experience in both types of equipment desirable.

Apply: W6

Buildings Branch

Senior Technical Officer (Buildings), Grade 1 \$9700-10214, Third or Fourth Division, Functional Briefing Section, Perth

Duties: No. 4459—Undertake functional planning and prepare building proposals for the provision of non-routine building works. Carry out liaison functioning with Client Sections and formulate design briefs and direct preparation of briefing plans for non-routine building works.

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

Apply: W6

Construction Branch

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

Apply: W6

Support Services Branch

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Sub Professional Training Section, Manning

Duties: No. 4722—Responsible for the efficient operation of the office area at the Technicians' Training School.

Qualifications: Good organisational and supervisory ability desirable.

Apply: W6

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Automotive Plant Section, Wembley

Duties: No. 4361—Maintain office records on motor vehicle and mechanical aid fleet. Maintain sectional registry, distribute correspondence and operate teleprinter.

Qualifications: Good standard of penmanship and typing ability desirable.

Apply: W6

Postal Services Division, Post Offices Branch

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

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 Fourth Division. If occupied by an officer of the Fourth Division this position while so occupied will be included in the Fourth Division.

Quarters: Five rooms (three bedrooms).

Apply: W6

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

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 Fourth Division. If occupied by an officer of the Fourth Division this position while so occupied will be included in the Fourth Division.

Apply: W6

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

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 Fourth Division. If occupied by an officer of the Fourth Division this position while so occupied will be included in the Fourth Division.

Apply: W6

Transport Branch

Assistant Transport Overseer \$5656-5939, Fourth Division, Motor Transport Section, Perth

Duties: No. 721—Assistant Transport Overseer, in the operations of the driving staff and motor vehicles.

Qualifications: Knowledge of Transport Branch practices and ability to control staff desirable.

Apply: W6

Telecommunications Division, Sales Branch

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

Duties: No. 2000—Preparation and daily updating of Telephone Directory Manuscript for country areas.

Qualifications: Knowledge of Sales Branch Instructions as they relate to the Telephone Directory desirable.

Apply: W6

Country Region

Clerk \$9194-9869 (Class 6), Third Division, District Telephone Office, Geraldton

Duties: No. 2028—Senior Service Officer. Responsible to the District Telephone Manager for the organisation and control of telephone and telegraph service activities in the district.

Qualifications: A sound knowledge of Telephone Regulations and extensive experience in the service activities of the Division desirable.

Note: The present locality of this position is tentative only, pending the determination of the actual location of the sectional headquarters which could later be transferred to a North West centre.

Apply: W6

TASMANIA

Engineering Division

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Installation Section, Hobart

Duties: No. 895—Make high level technical contributions to the management of the Section. Control districts.

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

Apply: W7

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

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

Duties: No. 896—Responsible for technical aspects of resources co-ordination. Undertake related investigations.

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

Apply: W7

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Installation Section, Hobart

Duties: No. 897—Control and co-ordinate technical aspects of estimating, supply and allocation of equipment and material for the internal plant construction programme. Other high level technical duties, as directed.

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

Apply: W7

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Southern Operations Section, Hobart

Duties: No. 887—Make high level technical contributions to management of exchange maintenance and country operations activities. Control districts.

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

Apply: W7

Senior Technical Officer (Engineering), Grade 3 \$11360-11661, Third or Fourth Division, Southern Operations Section, Hobart

Duties: No. 888—Make high level contributions to management of subscriber service activities. Control subscribers service internal and external plant installation and maintenance districts.

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

Apply: W7

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Southern Operations Section, Hobart

Duties: No. 889—Control lines districts engaged on installation and maintenance of external plant, oversight of performance standards.

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

Apply: W7

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Southern Operations Section, Hobart

Duties: No. 890—Control and co-ordinate external plant technical design work, undertake complex design projects.

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

Apply: W7

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Southern Operations Section, Hobart

Duties: No. 891—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W7

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Regional Operations Section, Hobart

Duties: No. 898—Make high level technical contributions to management of the radio and broadcasting activities Section. Control districts.

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

Apply: W7

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Regional Operations Section, Hobart

Duties: No. 899—Make high level contributions to management of the telegraphs and data activities of the Section. Control districts.

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

Apply: W7

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Regional Operations Section, Hobart

Duties: No. 900—Co-ordinate, develop and review standard methods and practices for the maintenance of telephone exchange and sub-section equipment.

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

Apply: W7

Principal Technical Officer (Engineering) \$11970-12287, Third or Fourth Division, Northern Operations Section, Launceston

Duties: No. 892—Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the section. Control districts.

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

Apply: W7

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Northern Operations Section, Launceston

Duties: No. 893—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

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

Apply: W7

Senior Technical Officer (Engineering), Grade 1
\$9700-10214, Third or Fourth Division, Northern Operations Section, Launceston

Duties: No. 894—Control and co-ordinate external plant technical design work; undertake complex design projects.

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

Apply: W7

Telecommunications Technical Officer, Grade 2
\$8130-8644, Third or Fourth Division, Installation Section, Hobart

Duties: In charge of Long Line Installation Projects, South Installation Area.

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

Apply: W7

Postal Services Division, Post Offices Branch

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

Duties: No. 3—Responsible to the supervisor for the oversighting of operations in the Launceston Mail Handling Centre.

Qualifications: A sound knowledge of mail handling practices and procedures desirable.

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

Apply: W7

Personnel and Industrial Relations Branch

Clerk \$8187-8942 (Class 5), Third Division, Establishments and Management Advisory Services Section, Hobart

Duties: No. 67—Organisation Officer. Conduct field and other investigations into proposed establishment variations.

Qualifications: Aptitude for investigatory work, analytical ability together with a sound knowledge of organisation, classification and loading and grading principles desirable.

Apply: W7

DEPARTMENT OF THE PRIME MINISTER AND CABINET

CENTRAL OFFICE

Operations Division, Prime Minister's Branch

Clerk \$12218-12721 (Class 8), Third Division, Information Services Sub-section, Canberra

Duties: No. 227—Conduct studies and make recommendations on aspects of information management. Assist in the design and development of integrated information system.

Qualifications: Tertiary qualifications desirable.

Apply: Y1

Economic Division, External Economic Policy Branch

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

Duties: No. 521—Prepare and/or draft submissions and briefs for the Prime Minister and the Secretary, and prepare and/or draft the more important correspondence within fields of the functions of the Branch, as directed.

Qualifications: Tertiary qualifications desirable.

Apply: Y1

Governor-General's Office

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

Duties: No. 11—Provide stenographic and secretarial assistance to the Official Secretary to the Governor-General.

Qualifications: Shorthand at least 100 words per minute.

Apply: Y1

THE OFFICE OF THE PUBLIC SERVICE BOARD

CENTRAL OFFICE

Development Division, Employment Group Reviews Branch

***Assistant Inspector** \$12218-12721 (Class 8), Third Division, Canberra

Duties: Nos 288 and 499—Under general direction, undertake reviews of employment groups involving the definition of groups and their component work levels, the specification of qualification requirements and the co-ordination of action necessary to implement structural changes.

Qualifications: Experience in establishment and organisation work desirable.

Apply: Y4

Secretary's Division, Research and Information Branch

***Principal Research Officer** \$13224-13725 (Class 9), Third Division, Research Section, Canberra

***Senior Research Officer, Grade 2** \$11039-11714 (Class 7), Third Division, Research Section, Canberra

Duties above two positions: Initiate and undertake research projects related to current administrative practices of the Board and examine trends in policies and other aspects of public administration in Australia and overseas.

Qualifications: An appropriate degree or equivalent qualifications and relevant research experience.

Apply: Y4

Personnel Management Division, Personnel Development Branch

***Assistant Inspector** \$12218-12721 (Class 8), Third Division, Training Programmes Section, Canberra

Duties: Programme Director—Responsible for development and training of specialist training staff in Australian Government departments including the conduct of courses and workshops, the provision of advisory services to departmental training units, liaison with departments on developmental programmes for their training staff, and experimentation and research in training officer training.

Apply: Y4

DEPARTMENT OF REPATRIATION AND COMPENSATION

CENTRAL OFFICE

Special Projects Division

Senior Executive Officer \$13224-13725 (Class 9), Third Division, Canberra

Duties: Analyse submissions and prepare more important papers on matters referred to the Division. Carry out research into legislation (including other countries) social and economic factors and departmental documents.

Qualifications: Knowledge of Repatriation activities together with demonstrated capacity for policy development work desirable.

Apply: Z1

Management Services Division, Methods and Services Branch

Clerk \$12218-12721 (Class 8), Third Division, Brisbane

Duties: No. 12—Team leader. Undertake clerical work measurement studies in selected areas of the Department, prepare reports and make recommendations for improved methods and appropriate standards.

Qualifications: Academic qualifications to be stated.

Apply: Z1

NEW SOUTH WALES

Branch Office

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

Duties: No. 83—Provide relief throughout Accounts Section.

Qualifications: Knowledge of appropriate Accounts procedures desirable.

Apply: Z2

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

Duties: No. 54—Requisition for service documents in respect of members and ex-members of the Forces. Check service documents for accuracy and supply service departments with particulars from statements of service and medical histories.

Qualifications: Knowledge of appropriate Registry procedures desirable.

Apply: Z2

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

Duties: No. 21—Incapacity Examiner (War Pensions). Examine claims and prepare submissions and recommendations to Repatriation Boards for determination. Prepare and submit to appropriate determining authorities, recommendations for variation or cancellation of pensions and claims for pensions in respect of wives and children.

Qualifications: Knowledge of appropriate pension procedures desirable.

Apply: Z2

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

Duties: No. 184—Receive information from non-departmental hospitals through Treatment Section and code information for Central Office. Check accuracy of Admission and Discharge Schedules for Lady Davidson Hospital Turramurra and extract and code data. Assist Senior Statistical Clerk in the verification of statistical returns processed for management and Central Office.

Qualifications: Knowledge of appropriate statistical procedures desirable.

Apply: Z2

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

Duties: No. 43—Check returned Life Certificates against computer schedules and ensure dependants shown on certificates agree with pension code on schedules. Check computer schedules and undertake follow-up action. Refer cases for suspension or resumption of payment of pension to Group Leader. Refer notifications of 'change of address' to Registry Section.

Qualifications: Knowledge of appropriate Pensions procedures desirable.

Apply: Z2

Data Processing Operator, Grade 2 \$5398, Fourth Division, ADP Section, Sydney

Duties: No. 13—Punch and/or verify cards from variety of the more complex documents such as transactions involving the payment of pensions, entitlements, etc.

Qualifications: Applicants must have passed the prescribed test for advancement.

Apply: Z2

Artificial Limb and Appliance Centre

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administrative and General Services Section, Sydney

Duties: No. 72—Type correspondence and reports. Arrange appointments and transport for patients attending the Day Centre and maintain patient records and statistics

Qualifications: Typing ability desirable.

Apply: Z2

Repatriation General Hospital

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

Duties: No. 89—Stores Clerk (General Stores). Supervise subordinate staff. Maintain general stores ledgers, assess replenishment quantities and raise purchase orders. Maintain records of expenditure.

Qualifications: Knowledge of appropriate stores and accounting procedures desirable.

Apply: Z2

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Supply and Accounts Sub-section, Administrative Services Section, Concord

Duties: No. 105—Compile lists of staff eligible for early pays and count and envelope early pays. Post Cash Book record for all receipts and disbursements made in the pay office. Pay medical sustenance to eligible patients and act as paying officer on pay days.

Qualifications: Knowledge of appropriate accounts procedures desirable.

Apply: Z2

Orderly Supervisor, Grade 2 \$5664-5816, Fourth Division, General Services Section, Concord

Duties: No. 3—Supervise and direct the on the job training of orderlies. Conduct inspections to ensure high standards of cleanliness, hygiene and efficiency. Prepare staff duty rosters, check attendances, arrange medical examinations, issue pay cards, maintain associated records and prepare staff reports.

Qualifications: Ability to supervise staff and appropriate hospital experience desirable.

Apply: Z2

Orderly, Grade 2 \$5162, Fourth Division, General Services Section, Concord

Duties: Nos 222, 233, 395 and 396—Provide relief for orderlies on recreation or sick leave.

Apply: Z2

Out-Patient Clinic

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

Duties: No. 23—Receptionist, dental clinic. Attend to all patients reporting to dental clinic for treatment by Departmental or Visiting Dental Officers. Maintain appointment registers, approve reimbursement of travelling expenses and issue travel warrants. Record daily statistics of patient attendances, issue certificates of attendance and unfitness and attend to telephone inquiries.

Qualifications: Knowledge of appropriate Out-patients Clinic procedures desirable.

Apply: Z2

SOUTH AUSTRALIA

Repatriation Hospital, 'Birralee'

*Matron, Grade 1 \$8850, Fourth Division, Belair

Duties: The Matron will be responsible to the Deputy Commissioner for all matters associated with the administration of the hospital.

Qualifications: Possession of the Diploma in Nursing Administration or other appropriate post-graduate qualification is desirable.

Apply: Z5

TASMANIA

Branch Office

Clerk \$6887-7764 (Class 2/3) Third Division, Personnel and Office Services Section, Hobart

Duties: No. 14—Staff Clerk.

Qualifications: Knowledge of the ADP Salaries System, Public Service Act, Regulations, General Orders and Superannuation Act desirable.

Apply: Z7

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Management Services Branch

*Typist, Grade 2 \$5791-6101, Fourth Division (several positions), Canberra

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

Qualifications above positions: Successful completion of an approved examination in the functions

and duties of the office. Shorthand, 80 words per minute desirable.

Apply: AC1

NEW SOUTH WALES

New South Wales Office

Clerk \$6887-7764 (Class 2/3), Third Division, Accounts and Personnel Section, Revenue Sub-section, Sydney

Duties: No. 230—Collector of Public Moneys and Paying Officer.

Apply: AC2

AUSTRALIAN ELECTORAL OFFICE

NEW SOUTH WALES

Clerk \$6887-7764 (Class 2/3), Third Division, Divisional Staff, Cootamundra

Duties: No. 89—Assist in the maintenance of rolls and electoral work generally.

Allowances: Joint Rolls allowance \$180 per annum.

Apply: AC10

Clerk \$6887-7764 (Class 2/3), Third Division, Divisional Staff, Blacktown

Duties: No. 78—Assist in the maintenance of rolls and electoral work generally.

Allowances: Joint Rolls allowance \$120 per annum.

Apply: AC10

QUEENSLAND

Divisional Returning Officer \$10029-10704 (Class 6), Third Division, Divisional Staff, Toowoomba

Duties: No. 13—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.

Apply: AC12

DEPARTMENT OF SOCIAL SECURITY

NEW SOUTH WALES

Management Branch

Clerk \$6052-6929 (Class 2/3), Third Division, Establishments Section, Sydney. A number of positions located in (a) Country Offices and (b) in the City and Metropolitan area

Duties: Undergo a course of training in Sydney of approximately 16 weeks duration in examination of pensions and associated matters under the Social Services Act. On successful completion of the course trainees will be eligible for promotion to positions of Examiner Grade 3 (Class 4) as positions become available or transfer to positions within the Department at the Class 2/3 level. (a) Country Offices are located at: Armidale, Moree, Tamworth, Canberra, Goulburn, Gosford, Lismore, Lithgow, Newcastle, Maitland, Taree, Orange, Dubbo, Broken Hill, Wagga, Albury, Griffith, Wollongong and Nowra. Officers should specify the Office(s) to which they are prepared to accept promotion or transfer.

Qualifications: Aptitude for complex examination work relating to the application of appropriate Sections of the Social Services Act.

Apply: AD2

DEPARTMENT OF SOCIAL SECURITY—continued

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

Duties: No. 7—In charge of Finance sub-section.

Qualifications: Considerable experience in staff supervision and Treasury Accounting. Accountancy qualifications desirable.

Apply: AD2

Regional Offices

Registrar \$10204-10879 (Class 7), Third Division, Canberra Regional Office, Canberra

Duties: No. 1269—Responsible for the proper functioning of the Regional Office including the supervision, control and training of staff.

Qualifications: Administrative ability and a sound knowledge of the Social Services Act.

Apply: AD2

Health Benefits and Services Branch

Clerk \$8187-8942 (Class 5), Third Division, Health Benefits and Services Branch, Sydney

Duties: No. 1967—Direct and control staff engaged on the inspection of nursing homes, hospitals and handicapped children's homes with a view to determining entitlement to Government benefits.

Apply: AD2

QUEENSLAND**Management Branch**

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Establishments Section, Brisbane

Duties: No. 1113—Maintain establishments records. Prepare periodic staff and establishment returns for submissions to Central Office or Public Service Inspector. Maintain records of unattached officers and position occupancy.

Apply: AD4

TASMANIA**Health Benefits and Services Branch**

Investigation Officer, Grade 1 \$8015-8770 (Class 4), Third Division, Hospital Benefits and Services Branch, Investigation Sub-section, Hobart

Duties: No. 170—Carry out an inspection programme of registered organisations and prepare reports thereon. Review and prepare recommendations on annual, financial and statistical returns from registered organisations. Review and report on rule amendments of registered organisations.

Qualifications: Accountancy qualifications desirable.

Apply: AD7

DEPARTMENT OF TRANSPORT**SURFACE TRANSPORT GROUP****CENTRAL OFFICE****Management Services Branch**

Finance Officer \$12389-12890 (Class 9), Third Division, Finance Section, Melbourne

Duties: No. 132—Responsible to the Controller, Finance Section, for the detailed operations of the Budget and Works, Accounting and Procedures Sub-section. Assist the Controller in major matters arising from the operations of the Section and

stemming from policies and financial programmes involving inter alia, studies in relation to financial management.

Qualifications: Extensive experience and proven ability in the implementation of financial policies; the control of financial operations and procedures; budgetary matters and the development of financial reports. Appropriate qualifications in the accounting field desirable.

Apply: AH8

VICTORIA**General Services Section, Victoria Region**

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Supply Sub-section, Melbourne

Duties: NP—Perform stocktakes and conduct Boards of Survey at Headquarters and outstations.

Qualifications: Experience appropriate to the duties.

Note: Occupant will be required to spend approximately 3 months per annum on Stocktakes at Lightstations and aboard ships.

Apply: AH3

DEPARTMENT OF THE TREASURY**CENTRAL STAFF****Accounting and Supply Division, ADP Branch**

Senior Programmer \$13224-13725 (Class 9), Third Division, Applications Section, Canberra

Duties: No. 119—Direct and supervise a team of systems analysts and programmers engaged in the design and development of ADP projects.

Qualifications: Extensive experience in the systems analysis, design and programmes of commercial ADP applications. Academic qualifications to be stated.

Apply: AI1

Financial Institutions Division, Private Sector Transactions Branch

Finance Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Overseas Transactions Section, Canberra

Duties: No. 17—Research and investigation into proposals relating to 'national interest' insurance of export transactions, insurance of overseas investments and the provision of credit for financing of Australian exports.

Qualifications: Appropriate university degree desirable.

Apply: AI1

Management Services Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Finance and General Services Section, Library Sub-section, Canberra

Duties: No. 260—Prepare catalogue cards for reproduction; prepare cross-reference cards and books for shelving. Relieve on enquiry counter.

Apply: AI1

Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Finance and General Services Section, Typing Sub-section (several positions), Canberra

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

Qualifications: Shorthand, 100 words per minute.

Apply: AI1

**Social Security Division, Education, Science and
General Branch**

Finance Officer, Grade 1 \$10029-10704 (Class 6),
Third Division, Immigration and General Section,
Canberra

Duties: No. 70—Assist in the examination of financial and policy aspects of activities administered by the Department of Labor and Immigration and the Government's recreation programs. Investigate matters affecting the operations of Commonwealth Hostels Limited.

Qualifications: Tertiary qualifications and experience in investigation work desirable.

Apply: A11

QUEENSLAND

Clerk \$6887-7764 (Class 2/3), Third Division, Relief
Section, Brisbane

Duties: No. 15—Provision of relief for Australian Treasury positions as required.

Apply: A14

**AUSTRALIAN GOVERNMENT RETIREMENT
BENEFITS OFFICE**

AUSTRALIAN CAPITAL TERRITORY

Operations Branch

Clerk \$9022-9777 (Class 5), Third Division,
DFRDB Section, Medical and Invalidity Sub-section,
Canberra

Duties: No. 32—Examine medical reports and submit cases to Board's delegate for determinations concerning members discharged on medical grounds and a review of invalidity pensions. Prepare less complex Board Agenda and Chairman's briefings.

Apply: A134

AUSTRALIAN BUREAU OF STATISTICS

AUSTRALIAN CAPITAL TERRITORY

**Development and Co-ordination Division, Statistical
Standards and Methodology Branch**

*Supervisor \$13224-13725 (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

Sampling, Special Surveys and Consultation Branch

*Assistant Supervisor \$12218-12721 (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 Economic Statistics or Mathematics desirable, preferably at Honours level; extensive statistical research experience.

Apply: A110

*Senior Research Officer, Grade 2 \$11039-11714
(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: A110

*Senior Research Officer, Grade 2 \$11039-11714,
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: A110

*Senior Research Officer, Grade 1 \$10029-10704
(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: A110

*Senior Research Officer, Grade 2 \$11039-11714
(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: A110

**Overseas Transaction Division, International
Accounts and Trade Branch**

*Principal Research Officer \$12218-12721 (Class 8),
Third Division, Balance of Payments Section, Cur-
rent Transactions Sub-section, Canberra

Duties: Direct and undertake the preparation and analysis of estimates and forecasts of Australia's balance of payments. Conduct research to improve the reliability of the estimates and develop improved estimating and forecasting techniques.

Qualifications: Appropriate university degree and extensive statistical or other appropriate research experience.

Apply: A110

DEPARTMENT OF THE TREASURY—continued

QUEENSLAND

Research, Publications and Services Branch, Research Section

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

Duties: No. 93—Assist in the investigation of proposed new collections and the expansion of existing collections.

Qualifications: Appropriate university degree and statistical or other relevant research experience.

Apply: A113

Distribution and Finance Branch, Finance and Prices Section

Clerk \$6052-6929 (Class 2/3), Third Division, Business Surveys and Financial Institutions Sub-section, Brisbane

Duties: No. 55—Examine business survey returns for accuracy, comparability and consistency. Resolve queries.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

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 1839Q, Melbourne, Vic. 3001
- F2 The Regional Director, Department of Transport, P.O. Box J93, Brickfield Hill, N.S.W. 2000
- F3 The Regional Director, Department of Transport, P.O. Box 1733P, Melbourne, Vic. 3001
- F4 The Regional Director, Department of Transport, P.O. Box 600, Fortitude Valley, Qld 4006
- F5 The Regional Director, Department of Transport, G.P.O. Box 2270, Adelaide, S.A. 5001
- F6 The Regional Director, Department of Transport, G.P.O. Box X212, Perth, W.A. 6001
- F7 The Director, Civil Aviation Agency, P.O. 2087, Konedobu, P.N.G.
- G1 The Comptroller-General, Department of Customs and Excise, Canberra, A.C.T. 2600
- G2 The Collector of Customs, G.P.O. Box 8, Sydney, N.S.W. 2001
- G3 The Collector of Customs, 11 William Street, Melbourne, Vic. 3000
- G4 The Collector of Customs, G.P.O. Box 1464T, Brisbane, Qld 4001
- G5 The Collector of Customs, P.O. Box 50, Port Adelaide, S.A. 5015
- G6 The Collector of Customs, G.P.O. Box A9, Perth, W.A. 6001
- G7 The Collector of Customs, G.P.O. Box 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
- 12 The Regional Director, Sydney Office, Department of Education, G.P.O. Box 3987, Sydney, N.S.W. 2001
- 13 The Regional Director, Melbourne Office, Department of Education, 450 St Kilda Road, Melbourne, Vic. 3000
- 14 The Regional Director, Brisbane Office, Department of Education, G.P.O. Box 586i, Brisbane, Qld 4001
- 15 The Regional Director, Adelaide Office, Department of Education, Red Cross House, 228 North Terrace, Adelaide, S.A. 5000
- 16 The Regional Director, Perth Office, Department of Education, P.O. Box 59, Nedlands, W.A. 6009
- 17 The Regional Director, Australian Department of Education, G.P.O. Box 1349-N, Hobart, Tas. 7001.
- 18 The Director of Education, Department of Education, P.O. Box 4821, Darwin, N.T. 5794
- 19 The Secretary, Australian Universities Commission, Reserve Bank Building, London Circuit, Canberra City, A.C.T. 2601
- I10 The Secretary, Commission on Advanced Education, P.O. Box 1860, Canberra City, A.C.T. 2601
- J1 The Secretary, Department of the Environment and Conservation, P.O. Box 1937, Canberra City, A.C.T. 2601
- K1 The Director-General, Office of Australian Development Assistance Agency, P.O. Box 887, Canberra City, A.C.T. 2601
- K2 The Regional Director, Papua New Guinea Office, G.P.O. Box 4201, Sydney, N.S.W. 2001
- K3 The Registrar, International Training Institute, Middle Head Centre, Middle Head, Mosman, N.S.W. 2088
- K4 The Officer-in-charge, Australian Development Assistance Agency, P.O. Box 789, Fortitude Valley, Qld 4006
- L1 The Secretary, Department of Foreign Affairs, Canberra, A.C.T. 2600
- L2 The Regional Director, Department of Foreign Affairs, Flotta Lauro Building, 486 Bourke Street, Melbourne, Vic. 3000
- L3 The Regional Director, Department of Foreign Affairs, 18th Floor, Westfield Towers, 100 William Street, Sydney, N.S.W. 2001
- M1 The Director-General of Health, Department of Health, P.O. Box 100, Woden, A.C.T. 2606
- M2 The Director of Health, Australian Government Centre, 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 919i, 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
- Y6 The Public Service Inspector, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- Y7 The Public Service Inspector, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y8 The Public Service Inspector, G.P.O. Box 1063N, Brisbane, Qld 4001
- Y9 The Public Service Inspector, G.P.O. Box 1167, Adelaide, S.A. 5001
- Y10 The Public Service Inspector, G.P.O. Box P1238, Perth, W.A. 6001
- Y11 The Public Service Inspector, G.P.O. Box 607F, Hobart, Tas. 7001
- Y12 The Public Service Inspector, P.O. Box 1806, Darwin, N.T. 5794
- Y13 The First Assistant Commissioner (Arbitration), Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y14 The Australian Public Service Board Representative, P.O. Box 76, 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 106B, Brisbane, Qld 4001
- Y20 The Chief Auditor, Auditor-General's Office, G.P.O. Box 837, Adelaide, S.A. 5001
- Y21 The Chief Auditor, Auditor-General's Office, G.P.O. Box L913, Perth, W.A. 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, Albmarrle 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 Chandoa 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 7270, Hobart, Tas. 7001
- AA11 The Regional Director, Bureau of Meteorology, P.O. Box 948, Darwin, N.T. 5794
- AA12 The Officer in Charge, Meteorology Research Centre, G.P.O. Box 5089AA, Melbourne, Vic. 3001
- AA13 The Assistant Secretary, Ionospheric Prediction Service Division, Department of Science, P.O. Box 702, Darlinghurst, N.S.W. 2010
- AA14 The Commissioner, Patents Trade Marks and Designs Offices, Woden, A.C.T. 2606
- AA15 The Director, Antarctic Division, 568 St Kilda Road, Melbourne, Vic. 3004
- AA16 The Director, Regional Laboratories, Australian Government Analytical Laboratories, 344 Tapleys Hill Road, Seaton, S.A. 5023
- AB1 The Secretary, Department of Manufacturing Industry, Canberra, A.C.T. 2600
- AC1 The Secretary, Department of Services and Property, P.O. Box 1920, Canberra City, A.C.T. 2601
- AC2 The Chief Property Officer, Department of Services and Property, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- AC3 The Chief Property Officer, Department of Services and Property, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC4 The Chief Property Officer, Department of Services and Property, G.P.O. Box 920M, Brisbane, Qld 4001
- AC5 The Chief Property Officer, Department of Services and Property, G.P.O. Box 1263, Adelaide, S.A. 5001
- AC6 The Chief Property Officer, Department of Services and Property, G.P.O. Box P1233, Perth, W.A. 6001
- AC7 The Chief Property Officer, Department of Services and Property, G.P.O. Box 519E, Hobart, Tas. 7001
- AC8 The Chief Property Officer, Department of Services and Property, Darwin, N.T. 5790 (Airmail)
- AC9 The Chief Australian Electoral Officer, P.O. Box 291, Civic Square, A.C.T. 2608
- AC10 The Australian Electoral Officer for New South Wales, P.O. Box 694, Darlinghurst, N.S.W. 2010
- AC11 The Australian Electoral Officer for Victoria, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC12 The Australian Electoral Officer for Queensland, G.P.O. Box 2426, Brisbane, Qld 4001
- AC13 The Australian Electoral Officer for South Australia, G.P.O. Box 344C, Adelaide, S.A. 5001
- AC14 The Australian Electoral Officer for Western Australia, G.P.O. Box N1048, Perth, W.A. 6001
- AC15 The Australian Electoral Officer for Tasmania, G.P.O. Box 519, Hobart, Tas. 7000
- AD1 The Director-General, Department of Social Security, P.O. Box 1, Woden, A.C.T. 2606
- AD2 The Director, Department of Social Security, G.P.O. Box 4158, Sydney, N.S.W. 2001
- AD3 The Director, Department of Social Security, G.P.O. Box 1797Q, Melbourne, Vic. 3001
- AD4 The Director, Department of Social Security, G.P.O. Box 1088, Brisbane, Qld 4001
- AD5 The Director, Department of Social Security, G.P.O. Box 481, Adelaide, S.A. 5001
- AD6 The Director, Department of Social Security, G.P.O. Box P1187, Perth, W.A. 6001
- AD7 The Director, Department of Social Security, G.P.O. Box 3560, Hobart, Tas. 7001
- AD8 The General Manager, Interim Executive, Office of the Australian Health Insurance Committee, P.O. Box 40, Woden, A.C.T. 2606
- AE1 The Secretary, Department of the Special Minister of State, Canberra, A.C.T. 2600
- AE2 The Director, Archives Office, Canberra, A.C.T. 2600
- AE3 The Director-General, National Library of Australia, Parkes, A.C.T. 2600
- AF1 The Secretary, Department of Manufacturing Industry, Canberra, A.C.T. 2600
- AF2 The Regional Director, Department of Manufacturing Industry, P.O. Box J1, Brickfield Hill, N.S.W. 2000
- AF3 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 2280U, Melbourne, Vic. 3001
- AF4 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 1391R, Brisbane, Qld 4001
- AF5 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 2339, Adelaide, S.A. 5001
- AF6 The Regional Director, Department of Manufacturing Industry, G.P.O. Box P1237, Perth, W.A. 6001
- AF7 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 771H, Hobart, Tas. 7001
- AF8 The Chief Superintendent, Aeronautical Research Laboratories, G.P.O. Box 4331, Melbourne, Vic. 3001
- AF9 The Chief Superintendent, Defence Standards Laboratories, P.O. Box 50, Ascot Vale, Vic. 3032
- AF10 The Manager, Stores and Transport Branch, Private Bag No. 6, P.O. Ascot Vale, Vic. 3032
- AF11 The Manager, Australian Government (Clothing) Factory, P.O. Box 175, Coburg, Vic. 3058
- AF12 The Manager, Explosives Factory, Private Bag No. 2 P.O. Ascot Vale, Vic. 3032
- AF13 The Manager, Albion Explosives Factory, Private Bag No. 2 P.O., Sunshine, Vic. 3020
- AF14 The Manager, Explosives Factory, Private Bag No. 8 P.O., Yarrowonga, Vic. 3032
- AF15 The Manager, Ordnance Factory, Private Bag No. 1 P.O., Ascot Vale, Vic. 3032
- AF16 The Manager, Ordnance Factory, P.O. Box 147, Bendigo, Vic. 3550
- AF17 The Manager, Central Drawing Office, Private Bag No. 5 P.O., Ascot Vale, Vic. 3032
- AF18 The Manager, Ammunition Factory, Private Bag No. 1 P.O., Footscray, Vic. 3011
- AF19 The Manager, Engine Works, P.O. Box 51, Port Melbourne, Vic. 3207
- AF20 The Personnel Manager, Government Aircraft Factories, Private Bag No. 4, Post Office, Port Melbourne, Vic. 3207
- AF21 The Director, Weapons Research Establishment, G.P.O. Box 2151, Adelaide, S.A. 5001
- AF22 The Manager, Defence Printing Establishment, P.O. Box 263, Brunswick, Vic. 3056
- AG1 The Secretary, Department of Tourism and Recreation, Box 264, Civic Square, P.O., Canberra City, A.C.T. 2608
- AH1 The Assistant Secretary, Management Services Branch, Surface Transport Group, Department of Transport, P.O. Box 367, Canberra City, A.C.T. 2601
- AH2 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 308, Milsons Point, N.S.W. 2061
- AH3 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 4317, Melbourne, Vic. 3001
- AH4 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 779L, Brisbane, Qld 4001
- AH5 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 1799, Adelaide, S.A. 5001
- AH6 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 7162, P.O. Cloisters Square, Perth, W.A. 6001
- AH7 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 854J, Hobart, Tas. 7001
- AH8 The Controller, Establishments Section, Surface Transport Group, Department of Transport, G.P.O. Box 2111S, Melbourne, Vic. 3001
- A11 The Secretary, Department of the Treasury, Canberra, A.C.T. 2600
- A12 The Director, Sub-Treasury, G.P.O. Box 2702, Sydney, N.S.W. 2001
- A13 The Director, Sub-Treasury, G.P.O. Box 1926R, Melbourne, Vic. 3001
- A14 The Director, Sub-Treasury, G.P.O. Box 158, Brisbane, Qld 4001
- A15 The Director, Sub-Treasury, G.P.O. Box 1248, Adelaide, S.A. 5001
- A16 The Director, Sub-Treasury, G.P.O. Box M937, Perth, W.A. 6001
- A17 The Director, Sub-Treasury, G.P.O. Box 295C, Hobart, Tas. 7001
- A18 The Director, Sub-Treasury, P.O. Box 3971, Darwin, N.T. 5790
- A19 The Controller, Royal Australian Mint, Canberra, A.C.T. 2600
- A110 The Commonwealth Statistician, Australian Bureau of Statistics, Canberra, A.C.T. 2600
- A111 The Deputy Commonwealth Statistician, G.P.O. Box 796, Sydney, N.S.W. 2001
- A112 The Deputy Commonwealth Statistician, G.P.O. Box 2796V, Melbourne, Vic. 3001
- A113 The Deputy Commonwealth Statistician, 320-330 Adelaide Street, Brisbane, Qld 4000
- A114 The Deputy Commonwealth Statistician, G.P.O. Box 2272, Adelaide, S.A. 5001
- A115 The Deputy Commonwealth Statistician, 1-3 St George's Terrace, Perth, W.A. 6000
- A116 The Deputy Commonwealth Statistician, G.P.O. Box 66A, Hobart, Tas. 7001
- A117 The Commissioner of Taxation, Langton Street, Parkes, A.C.T. 2600
- A118 The Deputy Commissioner of Taxation, G.P.O. Box 4197, Sydney, N.S.W. 2001
- A119 The Deputy Commissioner of Taxation, G.P.O. Box 533E, Melbourne, Vic. 3001
- A120 The Deputy Commissioner of Taxation, 320-330 Adelaide Street, Brisbane, Qld 4000
- A121 The Deputy Commissioner of Taxation, G.P.O. Box 288, Adelaide, S.A. 5001
- A122 The Deputy Commissioner of Taxation, G.P.O. Box A15, Perth, W.A. 6001
- A123 The Deputy Commissioner of Taxation, G.P.O. Box 7120, Hobart, Tas. 7001
- A124 The Chairman, Taxation Board of Review No. 1, G.P.O. Box 5, Sydney, N.S.W. 2001
- A125 The Chairman, Taxation Board of Review No. 2, 372 Albert Street, East Melbourne, Vic. 3002
- A126 The Deputy Commissioner of Taxation, P.O. Box 227, Darwin, N.T. 5790
- A127 The Chairman, Taxation Board of Review No. 3, Ampol House, Herschell Street, Brisbane, Qld 4000

- AI28** The Deputy Director, Loans and National Savings Branch, G.P.O. Box 3911, Sydney, N.S.W. 2001
- AI29** The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1973R, Melbourne, Vic. 3001
- AI30** The Deputy Director, Loans and National Savings Branch, G.P.O. Box 511H, Brisbane, Qld 4001
- AI31** The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1946, Adelaide, S.A. 5001
- AI32** The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1230, Perth, W.A. 6001
- AI33** The Deputy Director, Loans and National Savings Branch, G.P.O. Box 533R, Hobart, Tas. 7001
- AI34** The Secretary, Australian Government Retirement Benefits Office, P.O. Box 1031, Canberra City, A.C.T. 2601
- AJ1** The Secretary, Department of Urban and Regional Development, P.O. Box 1890, Canberra City, A.C.T. 2601
- AK1** The Director-General, Department of Housing and Construction, G.P.O. Box 2807AA, Melbourne, Vic. 3001
- AK2** The Director of Works, Department of Housing and Construction, Melrose Drive, Phillip, A.C.T. 2606
- AK3** The Director of Works, Tower Building, Australia Square, Sydney, N.S.W. 2000
- AK4** The Director of Works, Department of Housing and Construction, Tivoli Court Buildings, 239-241 Bourke Street, Melbourne, Vic. 3000
- AK5** The Director of Works, Department of Housing and Construction, G.P.O. Box 1381 Brisbane, Qld 4001
- AK6** The Director of Works, G.P.O. Box 2052, Adelaide, S.A. 5001
- AK7** The Director of Works, Department of Housing and Construction, G.P.O. Box C115, Perth, W.A. 6000
- AK8** The Controller of Works, G.P.O. Box 813H, Hobart, Tas. 7001
- AK9** The Director of Works, Department of Housing and Construction, Darwin, N.T. 5790
- AK10** The Director of Works, Department of Housing and Construction, P.O. Box 335, Port Moresby, P.N.G.
- AK11** The Assistant Director-General, Department of Housing and Construction, G.P.O. Box 3917 Sydney, N.S.W. 2000

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			
CENTRAL OFFICE			
J. A. Proctor 69/75145P	Parliamentary Officer (Class 4), Third Division, House of Representatives	Clerk (Class 4), Third Division, Management and Special Services Division, Establishments and Planning Branch, Canberra (No. 90)	7.3.74
DEPARTMENT OF HEALTH			
SOUTH AUSTRALIA			
C. L. Dubberley 69/67043E	Medical Officer (Class 2), Third Division, Adelaide	Medical Officer (Class 2), Third Division, Adelaide	16.5.74
TASMANIA			
P. M. O'Reilly 58/46964G	Principal Executive Officer (Class 10), Third Division, Public Health Division, Dental Health Branch, Canberra	Assistant Director (Class 7), Third Division, Executive Services Branch, Tasmania	14.2.74
DEPARTMENT OF LABOR AND IMMIGRATION			
NORTHERN TERRITORY			
R. M. Gillison 65/75091G	Psychologist (Class 1), Third Division, Department of Labor and Immigration, Canberra	Psychologist (Class 1), Third Division, Vocational Guidance Section, Darwin	24.4.74
DEPARTMENT OF NORTHERN DEVELOPMENT			
CENTRAL OFFICE			
R. C. Swann 71/88309M	Clerk (Class 2/3), Third Division, Department of the Special Minister of State, Canberra	Clerk (Class 2/3), Third Division, Management and Special Services Branch, Administrative Section, Canberra (No. 78)	18.7.74
POSTMASTER-GENERAL'S DEPARTMENT			
NEW SOUTH WALES			
J. C. Casey 59/35331K	Postmaster, Grade 4, Third Division, Bondi Beach	Postmaster, Grade 4, Third Division, Postal Services Division, Post Offices Branch, Balmain	10.1.74
M. Lawton 70/23725P	Clerical Assistant, Grade 3, Fourth Division, Telecommunications Division, Sydney	Clerical Assistant, Grade 3, Fourth Division, Telecommunications Division, Metropolitan Region, Sales Branch, Survey Section, Office Services Sub-section, Sydney (No. 592)	1.2.74
M. P. Harrington 59/39999M	Senior Telecommunications Technical Officer, Grade 1, Fourth Division, Engineering Division, Sydney	Senior Telecommunications Technical Officer, Grade 1, Fourth Division, Engineering Division, Construction Branch, Country Installation No. 4 Section Sydney.	21.2.74
J. M. Ryan 59/27187M	Overseer, Fourth Division, Telecommunications Division, Sydney	Overseer, Fourth Division, Telecommunications Division, Metropolitan Region, Service Branch, Service Standards Section, Sydney	14.3.74

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
A. F. Barnes 59/39459P	Technical Officer (Engineering), Grade 1, \$7052-8694, Fourth Division, Engineering Division, St Peters	Senior Fitter and Turner, Grade 1 \$6697-6856, Fourth Division, Engineering Division, Support Services Branch, Workshops Section, St Peters (No. 264)	18.4.74
L. C. Danilczak 64/24358T	Monitor, Fourth Division, Telecommunications Division, Canberra	Overseer (Quarters), Fourth Division, Telecommunications Division, Country Region, Central and Head Office Section, Canberra District Telephone Office Sub-section, Canberra	9.5.74
C. L. Jackson 62/66912P	Clerical Assistant, Grade 4, Fourth Division, Finance and Accounting Branch, Sydney	Clerical Assistant, Grade 4, Fourth Division, Personnel and Industrial Relations Branch, Staffing and General Services Section, Discipline and Claims Sub-section, Sydney (No. 247)	6.6.74
W. M. Wilkinson 72/22347W	Postal Clerk, Fourth Division, Brickfield Hill (Relief)	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Enfield	13.6.74
P. M. H. Jocys 70/22762R	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Liverpool (Office Relief)	13.6.74
P. I. Bensley 65/24373A	Postal Clerk, Fourth Division, Dubbo (Relief)	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Coolamon	13.6.74
J. T. Simcox 59/36882E	Postal Officer, Grade 2, Fourth Division, Albury	Postal Officer, Grade 2, Fourth Division, Postal Services Division, Post Offices Branch, Goulburn	20.6.74
QUEENSLAND			
A. A. Chimes 61/61019R	Telecommunications Technical Officer, Grade 1, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1, Fourth Division, Engineering Division, Country Branch, Central Section, Rockhampton	28.2.74
P. D. Campbell 68/62245K	Postal Clerk (Relief), Fourth Division, Postal Services Division, New South Wales	Postal Clerk (Relief), Fourth Division, Postal Services Division, Post Offices Branch, Emerald	21.3.74
J. C. Just 66/61949X	Postal Clerk, Fourth Division, Ashgrove	Postal Clerk (Relief), Fourth Division, Postal Services Division, Post Offices Branch, Alderley	16.5.74
K. N. Biddulph 60/61071E	Postal Clerk, Fourth Division, Quilpie	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Caloundra	16.5.74
A. F. White 66/61557K	Postal Clerk, Fourth Division, unattached	Postal Clerk (Relief), Fourth Division, Postal Services Division, Post Offices Branch, GPO Brisbane	16.5.74
I. J. Milne 67/62025M	Postal Clerk, Fourth Division, Carina	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Woodridge	16.5.74
E. G. Brookes 59/17257M	Clerical Assistant, Grade 4, Fourth Division, Postal Services Division	Licence Inspector, Grade 1, Fourth Division, Finance and Accounting Branch, Post Offices Accounting Section, Brisbane (No. 126)	23.5.74
J. S. Shallcross 59/21631C	Postal Officer, Grade 2, Fourth Division, Bundaberg	Postal Officer, Grade 2, Fourth Division, Postal Services Division, Post Offices Branch, Bundaberg	30.5.74
J. E. Harvey 67/61850W	Postal Officer, Grade 2, Fourth Division, unattached	Postal Officer, Grade 2, Fourth Division, Postal Services Division, Post Offices Branch, Cairns	30.5.74
SOUTH AUSTRALIA			
I. C. Banks 59/10067W	Postmaster, Grade 1, Fourth Division, Bute	Senior Postal Clerk, Grade 1, Fourth Division, Postal Services Division, Post Offices Branch, Gouger Street	4.7.74
WESTERN AUSTRALIA			
M. J. Campbell 60/78160W	Lines Supervisor, Grade 2, Fourth Division, Engineering Division	Lines Supervisor, Grade 1, Fourth Division, Engineering Division, Country Branch, South West and Great Southern Section, Bunbury	16.8.73

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
POSTMASTER-GENERAL'S DEPARTMENT—continued			
R. E. Jennings 59/53212W	Cable Assigner, Fourth Division, Engineering Division	Lines Supervisor, Grade 1, Fourth Division, Engineering Division, Metro- politan Operations Branch, Metro- politan Operations No. 1 Section, Mount Hawthorn Works Group	16.8.73
J. H. Hoorn 64/78168W	Inspecting Officer, Grade 3, Fourth Division, Engineering Division	Inspecting Officer, Grade 3, Fourth Division, Engineering Division, Sup- port Services Branch, Material Section, Perth (No. 60)	10.1.74
DEPARTMENT OF THE PRIME MINISTER AND CABINET			
OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION			
CENTRAL OFFICE			
C. P. Bellchambers 63/85745M	Senior Investigating Officer (Class 8), Third Division, Grants Commission, Department of the Special Minister of State, Canberra	Clerk (Class 8), Third Division, Services Branch, Cost and Financial Section, Public Inquiry Unit, Canberra (No. 462)	7.3.74
DEPARTMENT OF REPATRIATION AND COMPENSATION			
NEW SOUTH WALES			
R. E. Paton 66/12549P	Clerical Assistant, Grade 4, Fourth Division, Sydney	Clerical Assistant, Grade 4, Fourth Division, Administrative Services Sec- tion, Lady Davidson Hospital, Turra- murra (No. 4)	14.3.74
QUEENSLAND			
G. R. Bell 66/58060E	Clerical Assistant, Grade 2, Fourth Division, Department of Defence —Army Office	Clerical Assistant, Grade 2, Fourth Division, Registry Section, Brisbane (No. 66)	18.4.74
DEPARTMENT OF SERVICES AND PROPERTY			
VICTORIA			
I. C. G. Favaloro 69/37721E	Senior Training Officer, Grade 1 (Class 6), Third Division, Department of Manufacturing Industry, Canberra	Training Officer, Grade 2 (Class 5), Third Division, Accounts and Per- sonnel Section, Melbourne (N.P.)	27.6.74
DEPARTMENT OF THE TREASURY			
CENTRAL STAFF			
E. D. J. Macgregor 58/23515E	Senior Finance Officer, Grade 1 (Class 8), Third Division	Senior Finance Officer, Grade 1 (Class 8), Third Division, Accounting and Supply Division, Accounting Policy Branch, Legislation and General Sec- tion, Canberra (No. 31)	23.5.74
AUSTRALIAN BUREAU OF STATISTICS			
AUSTRALIAN CAPITAL TERRITORY			
A. M. Van Pelt 68/87693E	Clerk (Class 4), Third Division, Numis- matic Section, Royal Australian Mint	Programming Assistant, Grade 3 (Class 4), Third Division, Computer Services Centre, Applications Systems Branch, Canberra (No. 72)	4.4.74

PROMOTIONS

Corrigenda—provisional promotions

The undermentioned provisional promotions, notified on the dates and page numbers indicated, have been amended as follows:

DEPARTMENT OF ABORIGINAL AFFAIRS NORTHERN TERRITORY

G. M. Bowley, 4.7.74 (p. 55) Position promoted to should read Clerk \$8187-8942 (Class 5), Third Division, Field Pool Section, Darwin (No. 474).

J. A. Gardiner, 4.7.74 (p. 55) Position number promoted to should read (No. 473).

C. R. Boutell, 4.7.74 (p. 55) Position number promoted to should read (No. 475).

E. F. Chapel, 4.7.74 (p. 55) Position number promoted to should read (No. 478).

J. G. Brown, 4.7.74 (p. 55) Position number promoted to should read (No. 476).

DEPARTMENT OF AGRICULTURE CENTRAL OFFICE

A. W. Paterson, 18.4.74 (p. 81) Lapsed

ATTORNEY-GENERAL'S DEPARTMENT AUSTRALIAN CAPITAL TERRITORY

P. W. Bowers, 15.8.74 (p. 53) Salary of position promoted to should read \$8130-8644.

P. W. Davidson, 15.8.74 (p. 53) Salary of position promoted to should read \$8130-8644.

DEPARTMENT OF THE CAPITAL TERRITORY AUSTRALIAN CAPITAL TERRITORY

T. L. Griffiths, 8.8.74 (p. 43) Corrigendum withdrawn.

DEPARTMENT OF DEFENCE AUSTRALIAN CAPITAL TERRITORY

J. C. Rosser, 15.8.74 (p. 56) Personnel Number should read 70/75885E.

R. H. Tonkin, 15.8.74 (p. 56) Position number should read No. 2778.

DEPARTMENT OF DEFENCE—ARMY OFFICE NEW SOUTH WALES

P. I. Napier, 24.1.74 (p. 68) Lapsed.

DEPARTMENT OF EDUCATION CENTRAL OFFICE

J. P. Carter, 25.7.74 (p. 65) Lapsed.

DEPARTMENT OF HEALTH NORTHERN TERRITORY

L. F. Yates, 11.7.74 (p. 79) Withdrawn.

DEPARTMENT OF HOUSING AND CONSTRUCTION HEAD OFFICE

R. A. Douglas, 25.7.74 (p. 71) Promotion should read vice A. E. Purkiss, prov. prom. 25.7.74.

CENTRAL OFFICE

S. J. Arnaudon, 15.8.74 (p. 71) Position promoted to should read Principal Research Officer \$12389-12890 (Class 9). Branch promoted to should read Economic Research Branch.

AUSTRALIAN CAPITAL TERRITORY

G. S. Holbeck, 1.8.74 (p. 71) Withdrawn.

DEPARTMENT OF MANUFACTURING INDUSTRY

VICTORIA

T. Lillis, 1.8.74 (p. 76) Lapsed.

DEPARTMENT OF THE NORTHERN TERRITORY NORTHERN TERRITORY

L. J. Toole, 11.7.74 (p. 93) Position No. 18 in lieu of 14.

DEPARTMENT OF OVERSEAS TRADE CENTRAL STAFF

A. McMahon, 8.8.74 (p. 70) Designation should read Personal Assistant in lieu of Steno-secretary Grade 1.

J. P. Palazzo, 4.7.74 (p. 117) Promotion Lapsed.

POSTMASTER-GENERAL'S DEPARTMENT CENTRAL OFFICE

B. A. Jackson, 1.8.74 (p. 87) Branch promoted to should read Support Services Branch.

R. C. Benton, 8.8.74 (p. 73) Surname should read Renton.

NEW SOUTH WALES

F. Summut, 11.7.74 (p. 101) Name should read F. Sammut.

J. J. Bryant, 11.7.74 (p. 100) Name should read J. J. Brant.

VICTORIA

L. M. Love, 4.7.74 (p. 137) Lapsed.

WESTERN AUSTRALIA

S. D. McKenna, 4.7.74 (p. 142) Promoted from should read Supply Branch in lieu of Engineering Division.

TASMANIA

G. A. Minucci 23.5.74 (p. 106) Surname should read Minnucci.

G. R. Munro, 25.7.74 (p. 49) Confirmation withdrawn.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

Auditor-General's Office

SOUTH AUSTRALIA

H. V. Winter 8.8.74 (p. 86) Promotion Withdrawn.

DEPARTMENT OF REPATRIATION AND COMPENSATION

VICTORIA

G. M. McGrice, 13.6.74 (p. 132) Cancelled.

DEPARTMENT OF SCIENCE NEW SOUTH WALES

R. A. Pace, 18.7.74 (p. 105) Lapsed.

Bureau of Meteorology NEW SOUTH WALES

P. F. Weekes, No. 63 of 1.8.74 (p. 101) Withdrawn.

**DEPARTMENT OF SERVICES AND PROPERTY
VICTORIA**

M. M. Carroll, 27.6.74 (p. 97) Withdrawn.
C. F. Jacobson, 6.6.74 (p. 122) Cancelled.
G. M. J. Johnston, 6.6.74 (p. 122) Cancelled.

NORTHERN TERRITORY

M. B. Britton, 18.7.74 (p. 107) Promotion Withdrawn.

DEPARTMENT OF SOCIAL SECURITY**CENTRAL OFFICE**

P. M. Gardner, 2.5.74 (p. 116) Lapsed.
P. M. Gardner, 13.6.74 (p. 137) Lapsed.

SOUTH AUSTRALIA

P. G. Witham, 8.8.74 (p. 92) Personnel number should read 72/66714P not 73/66714P.

DEPARTMENT OF TRANSPORT**Air Transport Group****CENTRAL STAFF**

M. N. Craven, 13.12.73 (p. 191) Lapsed.
J. R. Gorris, 8.8.74 (p. 46) Surname should read 'Goris'

Surface Transport Group**CENTRAL OFFICE**

W. M. Donohue, 1.8.74 (p. 108) Surname should read 'Donohoe'.

DEPARTMENT OF THE TREASURY**CENTRAL STAFF**

T. L. Beswick, 9.5.74 (p. 121) Lapsed.

Australian Taxation Office**NEW SOUTH WALES**

B. K. Daines, 13.6.74 (p. 159) Lapsed.

Confirmation of provisional promotions

The following provisional promotions, notified on the dates indicated, have been confirmed:

DEPARTMENT OF ABORIGINAL AFFAIRS

W. C. Hamilton, 18.7.74.

DEPARTMENT OF AGRICULTURE

J. D. Mungoven, 11.4.74; C. A. Ryan, B. Lamont, D. J. Campbell, 25.7.74.

ATTORNEY-GENERAL'S DEPARTMENT

C. J. Harnath, B. E. Hower, 2.5.74; J. J. Jergens, 23.5.74; R. J. Harkins, F. A. Pelbart, 6.6.74; A. J. Matejevic, S. M. Grahame, 25.7.74.

DEPARTMENT OF THE CAPITAL TERRITORY

R. Whitfield, 28.2.74; P. Harris, G. Kwasigroch, 7.3.74; C. J. Harper, 11.4.74; C. M. Johnston, 9.5.74; P. J. Blain, 13.6.74; E. P. Bick, 20.6.74; R. M. Tolley, 18.7.74; P. J. Woods, W. E. Brock, J. I. Horsfield, F. M. Kelloway, K. P. Lay, K. R. Weekes, 25.7.74.

DEPARTMENT OF CUSTOMS AND EXCISE

J. Chandler, 14.3.74; N. N. Borgert, 23.5.74; H. M. Haggarty, R. W. Donaldson, R. J. Dicarlantonio, M. A. Carroll, P. J. Daly, J. F. Gibson, K. I. Murphy, 30.5.74; B. J. Lane, 13.6.74; S. C. Smith, L. M. Bosward, F. X. Donnelly, 11.7.74; A. R. Wyburn, D. K. Eddy, A. K. McLennan, 18.7.74; R. A. Waters 7.8.74.

DEPARTMENT OF DEFENCE

M. A. Callahan, S. Scullin, L. J. Huish, J. H. Stead, K. E. Burgess, P. B. Boyne, D. N. McKay, M. T. Brown, H. A. Morgan, G. S. Harris, M. J. Savage, S. M. Bateup, C. Statham, D. K. Williams, 24.4.74; J. I. Baker, 2.5.74; R. J. Halligan, G. E. Lyons, 30.5.74; A. J. Woods, 4.7.74; G. A. McDermott, A. B. E. Gorham, G. F. Melton, E. Screen, J. G. Buxton, M. F. Wilkinson, D. J. Byrne, 25.7.74.

DEPARTMENT OF DEFENCE—AIR OFFICE

B. G. Thomas, 24.4.74; P. Murden, J. Rudkin, M. M. McKnight, 2.5.74; S. J. Davis, 20.6.74; K. L. Jennison, T. C. Chapman, P. J. Kelly, M. M. Meaney, D. W. Ward, P. E. Hobbes, G. P. Jones, J. D. Thompson, 25.7.74; P. J. Tucker, 11.7.74.

DEPARTMENT OF DEFENCE—ARMY OFFICE

R. W. Comb, 21.2.74; M. Green, C. R. Mahr, C. E. Martin, I. J. Willett, J. H. McDonald, 24.4.74; I. P. Bigg, 6.6.74; R. P. Stenning, 27.6.74; O. C. Elliott, L. F. O'Reilly, V. L. Scott, R. J. Sherman, 4.7.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

M. L. Murdoch, 10.1.74; P. A. G. Thistleton, 18.4.74; B. D. Roux, B. L. Evans, M. Parry, 24.4.74; F. G. K. Nell, 23.5.74; R. Mleczo, 4.7.74; V. M. Russell, B. L. Danahay, S. G. Michael, J. W. Harvey, 11.7.74; J. M. Curtin, R. T. Maher, 25.7.74.

DEPARTMENT OF EDUCATION

W. J. De Vries, 21.3.74; R. S. Perdriau, 28.3.74; E. U. Gooch, 4.4.74; C. J. Caldwell, L. J. Wells, M. A. Burgess, 16.5.74; S. Scott, L. A. Murk, D. W. Weeden, 30.5.74; J. R. Bosworth, J. W. Still, S. M. King, 6.6.74; I. C. Andersor, 13.6.74; D. Lee, G. P. Paul, 20.6.74; D. J. Kyte, 18.7.74; R. Toohey, H. F. Gilmour, D. J. Chandler, J. K. Bishop, H. A. Convey, J. J. Ryan, A. W. Wheelley, 25.7.74.

DEPARTMENT OF FOREIGN AFFAIRS

F. A. Watson, 13.6.74.

Office of Australian Development Assistance Agency

A. E. Macdonald, 2.5.74; M. G. Van Arkel, 9.5.74; C. D. Kelly, E. D. Brutans, R. Luinys, P. J. Smith, 11.7.74; C. R. Walsh, 18.7.74; M. A. Tallarida, G. W. Mitchell, P. F. Kane, 25.7.74.

DEPARTMENT OF HEALTH

N. J. Galvin, 16.5.74; E. N. Day, 30.5.74; A. D. Cahill, 27.6.74; M. L. Persse, L. A. True, 4.7.74; A. G. Mahajani, A. Halgren, 11.7.74; J. C. Wardrop, J. V. Patterson, R. M. D. Harris, L. M. Rogers, R. S. Scott, G. N. Harness, R. E. Turner, M. E. Sayers, M. J. Quinane, A. J. Phillips, 25.7.74.

**DEPARTMENT OF HOUSING AND
CONSTRUCTION**

D. G. Antcliff, 10.1.74; E. M. Allen, 14.2.74; T. B. Toomey, 4.4.74; G. Roberts, 11.4.74; E. T. Brown, 2.5.74; G. F. Brackenreg, E. Flexman, F. C. Anthonisz, 2.5.74; S. A. Baxter, 16.5.74; G. J. Brown, 23.5.74; H. Kovacs, T. L. Chromulak, 30.5.74; J. F. Ryan, J. Capes, 6.6.74; J. A. Kitson, G. C. Lyne, M. R. Woodward, S. F. Malone, S. L. DiGiglio, H. C. Frankland, J. A. Blight, T. A. Miglionico, A. W. McGill, G. A. Lancaster, J. DiGiglio, J. L. McFadyen, G. C. Duckworth, J. A. Norrish, P. Davis, P. J. Jones, C. C. L. Iggo, R. P. Thompson, N. A. R. Hill, A. L. Hardman, D. T. Kingston, I. D. Bulloch, H. J. C. Hayes, G. N. Smith, R. E. Jeffery, 4.7.74;

N. C. Borg, D. J. Inglis, S. R. Bain, J. A. Gill, M. K. W. Lee, C. V. Tonge, S. W. Chin, R. E. Smith, M. J. Crawford, D. A. Henley, J. F. B. Wellard, R. Freyling, 11.7.74; T. D. Wilder, R. J. Bullock, E. M. Wilson, A. C. Phillips, A. J. Frater, P. J. McEntee, R. L. Brook, R. A. Le Nepveu, G. B. Loader, V. M. McDonald, A. J. Maiden, 18.7.74.

DEPARTMENT OF LABOR AND IMMIGRATION

K. A. Maloney, 4.4.74; C. Bertone, P. M. Cashman, K. M. Verrier, T. G. Evans, 16.5.74; P. J. Blewett, 23.5.74; B. G. Hunt, 27.6.74; J. R. Gardner, A. C. Dahl, J. C. Van Roosendaal 11.7.74; J. Dzelde, 25.7.74.

DEPARTMENT OF MANUFACTURING INDUSTRY

D. E. Mathews, A. R. Huntley, H. E. McPherson, R. J. Anderson, R. A. Bruce, P. J. Haynes, A. C. Allison, J. E. Ayrton, A. J. Davis, R. J. Chandler, P. B. Armstrong, D. Hargraves, B. George, L. H. Bloomfield, P. D. Davies, R. A. Souness, R. A. George, P. D. Wales, R. A. Young, S. F. Evans, J. L. McBeth, L. C. Middleton, M. Kovacs, F. Gayton, W. M. Hunt, J. L. Padgham, H. Leek, R. McA. Gordon, R. T. Arriola, J. E. Pearce, R. A. Winch, L. T. Bellchambers, D. A. Gray, A. R. Rye, I. M. Napier, L. J. Drummond, R. K. Munzberg, G. J. Marsh, L. McAdam, M. E. Hogben, M. S. McNeil, I. L. Sutton, M. E. Welsh, F. G. Radley, J. A. Riordan, P. Pierson, M. J. Cavanagh, M. E. Byrne, A. I. West, J. P. Boundey, J. Corbett, K. T. Wardle, J. M. Bryant, M. J. Griffiths, K. E. Hawke, M. T. Berrisford, J. C. Stamenkovic, A. McC. Wood, G. W. Jenner, P. P. Young, F. Taplin, P. J. Dads-well, A. Buttignol, J. Hattersley, J. C. Staines, 4.7.74; P. J. Dempsey, B. L. Portlock, I. F. Luker, P. M. Drever, P. L. Howard, H. M. McGee, 11.7.74; G. M. Longford, R. T. Piper, T. L. Beswick, D. B. Field, D. W. Willshire, R. E. Dunstan, R. A. Power, 18.7.74; L. R. Keevers, L. H. Washbrook, G. Lewis, R. M. Brady, G. C. Weir, C. Hannan, G. L. Kline, T. J. Bailey, S. J. Campion, 25.7.74.

DEPARTMENT OF THE MEDIA

C. C. DuVernet, 24.4.74.

Information Division, Australian Government Publishing Service

K. Gregson, 4.4.74; S. G. Traves, N. C. Walters, E. M. Posch, B. W. Commons, 25.7.74.

Australian Information Service

A. MacNeill, 25.7.74.

DEPARTMENT OF MINERALS AND ENERGY

J. P. Kendall, D. M. Fenn, T. P. Hannam, 16.8.74.

DEPARTMENT OF NORTHERN DEVELOPMENT

J. P. Barnes, 18.7.74; M. J. Franettovich, 25.7.74.

DEPARTMENT OF THE NORTHERN TERRITORY

M. Bishaw, I. J. Buckland, P. G. Macrides, L. J. Toole, J. I. Vickery, P. F. Weller, B. J. Yale, 11.7.74; J. J. Jenkins, C. M. Steele, 18.7.74.

DEPARTMENT OF OVERSEAS TRADE

S. J. Ryan, 21.3.74; G. P. Miokan, P. Croxon, E. E. Kruger, M. A. McDonald, 25.7.74.

POSTMASTER-GENERAL'S DEPARTMENT

G. Davies, K. W. Winsor, G. J. Ryan, A. J. Radford, R. B. Harris, F. R. Cox, R. J. Grannery, K. J. Hughes, F. J. Campey, S. J. Dixon, D. K. Sarti, M. M. Levy, C. St. Bloomer, R. J. Fare, M. L. Blanchard, B. M. Bell, R. J. Hewitt, B. J. Griffiths, K. J. Goosh, V. Solonec, B. R. Fraser, R. C. Chester, R. J. Baker, R. C. Abbott, R. Badnall, E. A. Walker, P. P. Phillips, P. W. Legge, G. C. Edwards, A. Domagala, R. H. Thomson, G. G. O'Neill, 8.2.73; P. E. Rosenbrock, 2.8.74; A. Amato, R. A. Bailey, A. Barnat, G. W. Bartlett, J. M. Brownscombe, C. L. Campbell, G. T. Carney, D. J. Cherry, K. R. Coghlan, G. V. Cooper, P. J. Davidson, M. De Barre, J. W. Dinnie, A. W. Eagle, I. M. Eddy, A. L. Fall, M. E. Fitzgerald, J. L. Fox, A. L. Freeman, S. Giorgio, G. B. Hendy, R. J. Hine, W. J. Hobbs, G. O. Humphries, L. V. Ireland, M. S. Irving, T. L. Jardine, C. R. Jarman, B. A. King, G. D. Lonsdale, R. J. MacDonald, D. T. McHugh, G. J. MacKenzie, D. J. MacKinnon, C. W. Molyneux, R. F. Noonan, B. Palmer, A. N. Pepper, W. G. Putsey, P. D. Rewhorn, M. E. Rock, W. B. Ryan, J. P. Sibbald, R. A. Singleton, W. D. Spear, M. J. Sprong, S. J. Starkey, W. C. Stedman, R. D. Stewart, E. J. Stivala, N. J. Stride, B. G. Sunderland, L. M. Thorsell, N. F. Trainor, J. L. R. Turner, D. J. Upton, R. D. Wright, 31.1.74; L. A. Askew, 4.4.74; J. C. Durau, 18.4.74; M. Parsons, M. A. Williams, J. Foley, J. W. Pearce, J. Dunlop, I. B. Adams, A. P. McMahon, A. J. Leet, F. A. Harris, 2.5.74; B. M. King, I. C. Westmoreland, 16.5.74; M. Irwin-Bellette, R. I. McLaren, G. J. Keenan, 23.5.74; J. B. Lucas, 6.6.74; I. E. Allan, B. R. Scholz, 13.6.74; T. W. B. Arnold, 4.7.74; J. Robertson, L. G. Stockdale, L. E. Jensen, J. M. Lugton, D. A. Keith, F. McMahon, T. F. Cooper, K. N. Anderson, C. J. Whillock, P. R. Howe, R. J. Davies, J. H. Hall, T. J. Robinson, J. Hutchinson, J. S. Roger, G. I. Little, N. J. Cameron, L. F. Carter, E. J. Mallam, D. H. Aitchison, T. K. Minton, D. Papadopoulos, G. E. Horner, M. T. Croke, A. J. Adams, D. V. Harvey, D. W. Head, J. A. Hyatt, M. J. P. Scanlan, P. L. Smith, C. H. Mitchell, K. Lewis, L. G. Hunziker, P. A. McDonald, S. E. Lawson, J. A. Haywood, M. C. Pain, P. D. Jackson, V. J. Tregellis, A. C. McNamara, S. M. Drummond, P. D. Cameron, M. D. Reedy, W. R. Goodwin, J. J. Brant, R. E. Churton, M. Beno, R. H. Poulton, D. A. Boland, L. Murphy, D. A. Grogan, K. R. Wawn, F. Sammut, S. T. Collins, R. L. Richardson, S. W. Carter, R. C. Baxter, C. G. Jones, P. Bobiak, 11.7.74; R. C. Ball, K. J. Tucker, J. G. Trembath, P. B. Coady, D. G. Stock, M. H. Foott, D. J. Norton, A. M. Dean, S. N. Tucker, B. W. Sneddon, G. H. Joosten, L. K. Liang, R. K. Prudhoe, J. S. Peterson, H. J. Wilson, M. J. Smith, E. R. Tunks, B. M. Brennan, G. F. Bourke, L. C. Townsing, D. M. King, M. D. Hennessy, V. E. Yaldwin, A. Ciso, 18.7.74.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

J. Lester, 25.7.74.

The Office of the Public Service Board

C. D. Grady, 9.5.74; R. W. Ward, 16.5.74; B. J. Teasey, E. N. Daamen, S. Kenyon, R. A. Campbell; 25.7.74.

Office of the Industries Assistance Commission

R. S. Boumphrey, 25.7.74.

Auditor-General's Office

R. L. Woodberry, S. J. Kennedy, 25.7.74; P. J. Coen, H. R. Nankivell, A. A. Rimkus, 16.5.74.

**DEPARTMENT OF REPATRIATION AND
COMPENSATION**

W. E. J. Hammill, D. Higgins, P. R. Hutton, B. J. Strickland, 2.5.74; D. D. Fraser, B. P. Hinchcliffe, M. B. Ambrose, 30.5.74; V. D'Cruz, C. Scurry, K. M. Swain, V. P. Derry, I. P. B. Sauter, R. E. Lay, 6.6.74; E. A. Kurrle, N. J. Lyon, M. O. Tuncer, E. A. Collins, F. C. Young, R. G. Graham, C. A. Palmieri, J. J. Infanti, 13.6.74; S. F. Yu, 27.6.74; A. G. Moore, K. H. Reardon, J. E. Collins, C. D. Fletcher, B. J. Downing, J. J. Dowling, D. F. Kingston, J. W. Bell, J. R. V. Ligertwood, P. B. Hayes, S. L. Scanlan, 4.7.74; P. J. C. Cook; G. A. Limbrick, H. B. Ryan, R. G. Knight, D. M. Jensen, R. Price, S. G. Breynard, J. W. A. Hein, H. Reuter, S. P. Rovina, 11.7.74; J. J. Hillier, B. A. Buckley, C. J. Gallina, G. G. Boyle, D. D. Pilkington, 18.7.74.

DEPARTMENT OF SCIENCE

I. Marchant, 18.4.74; E. J. Anderson, 2.5.74; M. M. Rice, 23.5.74; J. Neilsen, P. Nielsen, 30.6.74; C. A. Rigg, G. J. Mole, 11.7.74; E. V. Catanzariti, 18.7.74; I. W. McCay, 25.7.74.

Ionospheric Prediction Service

J. W. Godsell, A. L. Primmer, 11.7.74.

Bureau of Meteorology

S. M. Hume, 30.5.74; K. J. Hunter, 4.7.74; E. W. Wilkin, J. D. Clarke, 18.7.74.

DEPARTMENT OF SERVICES AND PROPERTY

M. B. Kinder, 10.1.74; P. G. Laskaj, R. K. Williams, 11.4.74; J. M. Bowman, 2.5.74; G. F. Capon, A. Adams, 6.6.74; W. Gambrill, D. B. Fax, 11.7.74; J. Ebert, M. J. McDonald, 25.7.74.

DEPARTMENT OF SOCIAL SECURITY

C. E. Thompson, 14.3.74; J. E. Trimming, 18.4.74; R. G. Leitch, 2.5.74; M. J. Randell, 30.5.74; J. H. Coleman, M. W. Ingram, 13.6.74; G. A. Cox, M. Shone, J. Tuchin, P. Godwin, D. J. Chapman, 4.7.74.

**DEPARTMENT OF THE SPECIAL MINISTER OF
STATE**

D. K. Hunt, 25.7.74.

National Library of Australia

C. Boreham, 18.7.74.

DEPARTMENT OF TRANSPORT**Air Transport Group**

N. J. Luke, G. W. Parker, 4.7.74; W. F. Edwards, G. R. Labourne, J. C. Marshall, P. P. Simpson, 11.7.74;

Surface Transport Group

L. C. Jacobe, 16.5.74; J. A. McKenzie, 6.6.74; P. J. Badman, 4.7.74; C. R. Keeble, J. W. Nellor, 11.7.74.

DEPARTMENT OF THE TREASURY

A. P. Prout, A. R. Montgomery, W. L. Pirie, J. E. Lewis, 28.3.74; J. W. Bolard, 11.4.74; M. J. Baxter, R. J. Moloney, C. W. Paull, 18.7.74; N. M. Hamilton, B. Lanham, S. G. Traves, J. M. Williams, K. J. Howman, J. Stern 25.7.74.

Australian Bureau of Statistics

B. C. Newman-Sparks, 6.9.73; B. C. W. Hanslow, 18.4.74; R. M. Burgess, P. G. Blackney, 9.5.74; P. M. Gardner, 4.7.74; L. M. Yates, R. A. McKenna,

S. Twigden, 11.7.74; B. M. Brook, 18.7.74; K. J. Seymour, B. P. Thompson, L. Stock, F. M. Duncan, 18.7.74; L. R. Towndrow, B. J. Bolton, T. P. Machin, L. R. Pietsch, T. J. Skinner, N. J. Purcell, K. M. Kang, G. E. Wright, A. F. Puckeridge, C. E. Loughhead, D. C. Leaver, D. J. Trewin, P. M. Davies, T. M. Dwyer, R. Chohan, I. J. McGuinness, M. Agostino, N. J. Mackenzie, C. A. Heinicke, A. P. Brickwood, C. M. Lynch, J. Hill, J. Michaels, T. J. Mitrofanow, C. B. Patterson, J. A. Goldberg, J. A. Clugston, 25.7.74.

Australian Taxation Office

H. J. Conlon, S. L. Davison, G. B. Wallis, F. H. Devine, M. Katsenos, 24.4.74; K. D. Spector, 16.5.74; L. J. Wood, 30.5.74; E. T. Secull, C. J. Scott, J. A. Hill, P. C. Egan, 6.6.74; V. D. Ashton, 20.6.74; B. P. Kemp, H. P. Joseph, P. J. Di Giovanni, S. R. Gabre, L. J. Forkes, L. J. Martin, J. M. Cox, J. A. Conley, W. Haimes, D. Hallett, S. M. Mack, 27.6.74; B. L. Cloughton, 25.7.74.

**DEPARTMENT OF TOURISM AND
RECREATION**

S. K. Atkins, P. G. Wright, 25.7.74.

**DEPARTMENT OF URBAN AND REGIONAL
DEVELOPMENT**

C. J. M. O'Connell, M. D. O'Brien, F. F. Kerr, 25.7.74.

Promotions Section 50 (9)

Public Service Act 1922-1973

The Public Service Board has:

1. Cancelled the provisional promotions as in *Gazettes* indicated. V. J. Brunjes, J. P. Walkowiak, G. A. Stephens, 21.3.74; D. A. Shaw, 28.3.74; D. R. Bartlett, B. W. Pashen, 4.4.74; G. F. Little, J. M. Morrison, R. M. Dowling, J. F. Barker, 11.4.74; C. E. Bowdler, G. C. Wyer, 18.4.74; K. H. Craig, W. J. Monaghan, S. R. Donnell, R. E. Lawford, 2.5.74; E. A. Growge, 9.5.74; P. G. Gordon, K. T. Batterham, I. L. McLean, D. G. Stallman, P. H. Lee, P. D. Noack, 16.5.74; E. B. Kinsmore, B. D. G. Muir, 30.5.74; R. M. Piotrowski, C. F. Jacobson, G. M. J. Johnston, 6.6.74; J. W. Craig, M. Montaro, 13.6.74; C. R. Hodges, G. A. Watts, 27.6.74; J. T. McKinnon, B. F. Ponting, C. A. Green, 4.7.74; K. A. Nicholas, 11.7.74.

2. Promoted the undermentioned officers as shown:

**DEPARTMENT OF ABORIGINAL AFFAIRS
NORTHERN TERRITORY**

H. P. Leuthner, 68/85343W, Clerk \$8886-9548 (Class 6). Third Division, as Project Officer \$9876-10538 (Class 7). Third Division, Projects and Services, ABTF, Darwin (No. 173), with effect from 2.5.74.

**DEPARTMENT OF THE CAPITAL TERRITORY
AUSTRALIAN CAPITAL TERRITORY**

B. M. Wilson, 67/86106K, Steno-secretary, Grade 1 \$5311-5663, Fourth Division, as Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Lands Division, Canberra (No. 772), with effect from 2.5.74.

**DEPARTMENT OF CUSTOMS AND EXCISE
VICTORIA**

I. J. Otley, 68/37406W, Clerk \$2713-5594 (Class 1), Third Division, as Clerk \$5806-6666 (Class 2/3), Third Division, Services Branch, Port Services Section, Victoria (No. 42), with effect from 11.4.74.

D. S. Caldwell, 70/37974W, Clerk \$2713-5594 (Class 1), Third Division, as Clerk \$5806-6666 (Class 2/3), Third Division, Revenue Branch, Invoice Section, Victoria (No. 217), with effect from 11.4.74.

**DEPARTMENT OF DEFENCE—ARMY OFFICE
NEW SOUTH WALES**

G. D. Brown, 66/13382T, Clerk \$5806-6666 (Class 2/3), Third Division, as Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division, Regional Secretariat Army Audit Section, Unit A Sub-section, Paddington (No. 276), with effect from 21.3.74.

**DEPARTMENT OF DEFENCE—NAVY OFFICE
NEW SOUTH WALES**

P. P. Sullivan, 58/23183G, Clerk \$6912-7652 (Class 4), Third Division, as Internal Auditor, Grade 2 \$7899-8639 (Class 5), Third Division, Finance and Material Division, Finance Branch, Audit Section, Eastern Division, Sub-section, Sydney (No. 12), with effect from 4.4.74.

**DEPARTMENT OF LABOR AND IMMIGRATION
VICTORIA**

J. R. Arthur, 68/38074K, Employment Officer \$6912-7652 (Class 4), Third Division, as Clerk \$7899-8639 (Class 5), Third Division, Special Employment Categories Section, Handicapped Persons and Special Groups Sub-section, Employment Branch, Employment, Training and Industrial Services Division, Melbourne (No. 117), with effect from 4.4.74.

**POSTMASTER-GENERAL'S DEPARTMENT
NEW SOUTH WALES**

F. C. Spence, 59/39091T, Linesman, Grade 2 \$4962-5136, Fourth Division, as Lines Supervisor, Grade 3 \$6965, Fourth Division, Engineering Division, Regional Operations Branch, Newcastle Section, Muswellbrook, with effect from 14.2.74.

M. Spaccavento, 70/13441T, Trainee Technical Officer \$2921-5657, Fourth Division, as Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Engineering Division, Regional Operations Branch, Radio Section, North Sydney (No. 226), with effect from 11.4.74.

**DEPARTMENT OF THE PRIME MINISTER
AND CABINET**

WESTERN AUSTRALIA

L. J. Brown, 61/75167K, Clerk \$6912-7652 (Class 4), Third Division, Department of Social Security, W.A., as Audit Inspector, Grade 1 \$7899-8639 (Class 5), Third Division, Auditor-General's Office, Perth (No. 23), with effect from 16.5.74.

**DEPARTMENT OF SCIENCE
VICTORIA**

A. L. Pitt, 68/36668C, Clerk \$5806-6666 (Class 2/3), Third Division, as Clerk \$7899-8639 (Class 5), Third Division, Antarctic Division, Administrative Branch, Personnel Section, Victoria, with effect from 16.5.74.

**DEPARTMENT OF SERVICES AND PROPERTY
VICTORIA**

A. K. Unsworth, 66/37711A, Clerk \$7899-8639 (Class 5), Third Division, as Clerk \$8886-9548 (Class 6), Third Division, Land Section, Land Planning Sub-section, Victoria (No. 360), with effect from 6.6.74.

K. R. Thornton, 67/40192E, Clerk \$7899-8639 (Class 5), Third Division, as Clerk \$8886-9548 (Class 6), Third Division, Property Division, Accommodation Section, Accommodation Planning Sub-section, Victoria (No. 169), with effect from 6.6.74.

**DEPARTMENT OF TRANSPORT
SOUTH AUSTRALIA**

M. T. Jenner, 66/66400R, Clerk \$5806-6666 (Class 2/3), Third Division, Weapons Research Establishment, Department of Manufacturing Industry, S.A. as Clerk \$6912-7652 (Class 4), Third Division, Executive Services Branch, Personnel and Office Services Section, Personnel Sub-section (Air Transport Group), South Australia/Northern Territory Region, Adelaide (No. 189), with effect from 21.3.74.

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 State, the Public Service Inspector in that State;
- the Australian Capital Territory, the Chairman, Promotions Appeal Committee, 12th Floor, National Mutual Centre, Darwin Place, Canberra City 2601;
- the Northern Territory, the Public Service Inspector, Darwin;
- Norfolk Island, the Public Service Inspector, Sydney;
- Papua New Guinea, The Principal Executive Officer, Australian Staffing Assistance Group, Australian Office, Port Moresby, P.N.G.;
- the Territory of Cocos (Keeling) Islands, the Public Service Inspector, Perth;
- any other place outside Australia, the Chairman, Promotions Appeal Committee, 12th Floor, National Mutual Centre, Darwin Place, Canberra City 2601.

Note: The addresses of Public Service Inspectors are included in the Index of Addresses at the 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.

All positions in the Preventive Officer and Investigator structures, Department of Customs and Excise.

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; Plan Record Officer; Postal Clerk, Postal Officer, Grade 3-4; Radio Technician; Senior Mail Officer; Senior Postal Officer, Grade 1-2; Senior Technician Instructor, all grades (Department of Civil Aviation); Senior Technical Instructor (Postmaster-General's Department); Supervisor (Telegraph); Technical Instructor, Grade 2 (Department of Civil Aviation; Commonwealth Bureau of Meteorology; Postmaster-General's Department); Telecommunications Technician; Telegraphist; Traffic Officer-in-training; Trainee Engineer.

DUAL STATUS POSITIONS CREATED IN THE THIRD DIVISION

The positions in the Postmaster-General's Department listed below are created in the Third Division but become Fourth Division positions when occupied by an officer of that Division, and revert to the Third Division when vacant.

For purposes of appeals against provisional promotions and 'Temporary transfers' to these positions the seniority of Fourth Division officers shall be determined in accordance with General Order 4/A/5.

Senior Postal Clerk, Grades 1 to 3; Instructor, Grades 1 to 3; Postmaster, Grades 1 to 5; Supervisor (Postal), Grades 1 to 3.

SALARIES AND GENERAL CONDITIONS**SALARY RATES**

Salaries shown in the provisional promotions section of this *Gazette* are expressed as current actual salaries.

QUALIFICATIONS

The qualifications prescriptions for positions notified below have been prepared in abbreviated form for reasons of economy. Full statements of qualification requirements for appointment, promotion or transfer are set out in the Public Service Qualifications Handbook. The Handbook is available in Departments and in the Board's Offices in the various States and Territories. Information on recruitment and examination conditions and qualification requirements is also available in *Periodic Gazette* No. 25 A of 22.3.74 entitled 'Appointment, Recruitment and Examination Conditions and Determinations under Section 53B of the *Public Service Act 1922-1973*'.

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

GENERAL

Inquiries as to actual salaries payable to minors should be addressed to the Department notifying the provisional promotion. Married minors (males) may be eligible for an allowance under Regulation 87B.

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

'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****Policy Division, Policy Development and Review Branch**

R. S. Hume
304/81749

Clerk \$2713-5594 (Class 1), Third
Division

Clerk \$6912-7652 (Class 4), Third
Division, Ministerial Liaison Section
(No. 323)

Duties: Draft less complex replies to ministerial and departmental correspondence falling within Branch's responsibility. Perform minor research duties required for preparation of ministerial replies, Parliamentary questions, etc.

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

S. D. Hall
69/86859C

Clerical Assistant, Grade 4 \$6471-6765,
Fourth Division, Canberra

Clerical Assistant, Grade 6 \$7552-7946,
Fourth Division, Personnel and Estab-
lishment Section, Establishments Sub-
section, Canberra (No. 3699)

Duties: Direct the work of a group engaged in the maintenance of Departmental establishment records. Prepare correspondence, including Executive Council Minutes, and continually review systems and procedures.

Qualifications: Experience in the maintenance of establishment records and supervision of staff desirable. A knowledge of and/or experience in the maintenance of Bulk Establishment Central System records an advantage.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Industry No. 4 (Horticultural Crops) Division, Canned, Processed Fruits and Vegetables Branch

C. F. Powell 70/85415K	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Horticultural Crops No. 2 Section, Canberra (No. 656)
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Duties: Prepare ministerial, other correspondence and submissions to the Minister and senior officers. Provide assistance in the provision of basic material, statistics, etc., for the preparation of statements, submissions and reports.

Qualifications: Sound clerical experience and knowledge of fruit and/or vegetable industries an advantage. Details of tertiary studies, if any, to be stated.

Bureau of Agricultural Economics

W. R. Bates 67/85013G	Principal Research Officer \$13224-13725 (Class 9), Third Division, Canberra	Principal Project Officer \$15236-15739 (Class 11), Third Division, Canberra (No. 1516)
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Duties: Undertake special research into problems of economic policy particularly as they affect the rural sector. Prepare reports, submissions and comments on economic issues including those involving economic methodology.

Qualifications: University degree in Economics, Commerce or Arts (Economics), preferable at Honours standard. Extensive knowledge of the Australian economy and experience in advanced econometric research an advantage.

J. L. Sault 64/86097T	Officer-in-charge \$14229-14733 (Class 10), Third Division, Canberra	Principal Project Officer \$15236-15739 (Class 11), Third Division, Canberra, vice T. W. Francis, prov. prom. 22.8.74 (No. 2854)
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Duties: Undertake special research into problems of economic policy particularly those involving the outlook for agricultural commodities. Prepare reports, submissions and comments on economic issues including those involving economic methodology.

Qualifications: University degree in Economics, Commerce or Arts (Economics), preferable at Honours standard. Extensive knowledge of the Australian economy and experience in advanced econometric research an advantage.

Technical and Administrative Services Branch

D. P. Davies 73/88103X	Programming Assistant, Grade 1 \$3346-6671 (Class 1), Third Division, Canberra	Programming Assistant, Grade 2 \$6887-7764 (Class 2/3), Third Division, Data Processing Section, Review and Development Sub-section, General Systems Unit, Canberra (No. 719)
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Duties: Assemble and submit card decks; write simple program codes; assist in preparation and checking of test data.

Qualifications: Appropriate training and/or experience desirable. A knowledge of FORTRAN an advantage.

Agricultural Resources Economics Branch

T. W. Francis 73/88252M	Principal Project Officer \$15236-15739 (Class 11), Third Division, Canberra	Assistant Director \$17776, Second Division, Canberra (No. 1175)
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Duties: Assist the Director in the management, organisation, planning and co-ordination of the research activities of the Bureau. Represent the Bureau on inter-departmental committees and at discussions with industry organisations. Direct and control the operations of the Branch.

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

NEW SOUTH WALES

Regional Office

D. G. Davidson 72/11611A	Clerk \$3346-6671 (Class 1), Third Division, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Management Services Section, Accounts Sub-section, Sydney (No. 3700)
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Duties: Underake the collection of levies, export charges, and inspection service charges including the issue of debit advice notes. Check returns for correctness and take follow-up action on outstanding payments. Prepare correspondence and make recommendations concerning the investigation and/or prosecution of defaulters.

B. J. Ashley 68/11270G	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Sydney	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Management Services Section, General Services Sub-section, Sydney (No. 3696)
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Duties: Provide office services for the Regional Office. Perform stocktakes of all furniture, equipment, etc., and supervise staff engaged on tea service and switchboard.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF AGRICULTURE—continued

F. Darrie 71/12225K	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Sydney	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Industry Group No. 1 Section, Commodity Services Sub- section, Sydney, vice B. J. Ashley, prov. prom. 22.8.74 (No. 123)
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Duties: Attend to counter and provide services to exporters and shipping companies, particularly in regard to meat and meat products exports, file Notices of Intention for such exports and match Notices with Health Certificates. Examine and arrange approval for wool, hide and similar certificates. Assist with Export Permits and prepare advices to Australian Government Analyst in respect of meat and fat samples.

C. M. Sorbello 71/14576X	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Sydney	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Industry Group No. 1 Section, Commodity Services Sub-section, Sydney, vice F. Darrie, prov. prom. 22.8.74 (No. 1261)
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Duties: Prepare and issue Export Permits for meat and meat products and other goods. Attend to general inquiries and assist in the preparation of statistical returns.

S. P. Furbank 73/11769W	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of Over- seas Trade, Sydney	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Management Services Section, Registry Sub-section, Sydney (No. 3697)
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Duties: Search indexes to identify files for follow-on papers and answer inquiries. Examine follow-on correspondence prior to attachment.

VICTORIA**Regional Office, Victoria-Tasmania**

P. L. Dunlevie 70/38314M	Clerk \$3346-6671 (Class 1), Third Divi- sion, Department of Defence—Air Office, Melbourne	Clerk \$6887-7764 (Class 2/3), Third Division, Management Services Section, Accounts Sub-section, Melbourne (No. 3670)
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Duties: Meat Levies Clerk. Examine Returns of Meat Exported as lodged by exporters and ensure that charges are correct. Instigate follow-up action where necessary.

ATTORNEY-GENERAL'S DEPARTMENT**CENTRAL OFFICE****Justice and Family Law Division, Law Enforcement Branch**

W. P. Johnston 73/88276T	Legal Officer \$7097-12130, Third Divi- sion	Senior Legal Officer \$12926-14038, Third Division, Canberra (No. 17)
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Duties: Deal with matters referred to him.

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

AUSTRALIAN CAPITAL TERRITORY**Reporting Service**

K. A. Byrne 305/01682	Court Reporting Typist, Grade 1 \$5960, Fourth Division	Court Reporting Typist, Grade 2 \$6474, Fourth Division, Canberra (No. 25).
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Duties: Supervise and train subordinate staff.

Qualifications: Ability to type at corrected speed of sixty words per minute and to transcribe from a tape recorder at a corrected speed of at least 500 words in 15 minutes. Successful completion of approved examinations in spelling and English comprehension.

OFFICE OF THE COMMISSIONER OF TRADE PRACTICES**SOUTH AUSTRALIA****Registration, Information and State Offices Branch**

F. M. Parish 73/86587K	Typist, Grade 1 \$2638-5636, Fourth Division, Department of Health, Adel- aide	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Adelaide (No. 77)
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Duties: Minor clerical duties in connection with correspondence, accounts, records, travel, accommodation and other matters. Provide stenographic and typing services for the Office.

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

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

NORTHERN TERRITORY

Legislative Drafting Division

L. H. Charlebois 73/95932R Legal Officer \$7097-12130, Third Division Senior Legal Officer \$12926-14038, Third Division, Darwin (No. 9)
Duties: Draft ordinances, regulations and other statutory instruments for the Northern Territory, including instruments of substantial difficulty or importance.
Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

Lower Courts Branch

P. M. Campbell 74/95094A Clerk \$2845-5836 (Class 1), Third Division, unattached Clerk \$6052-6929 (Class 2/3), Third Division, Alice Springs (No. 21)
Duties: Take action on Local Court summonses served and prepare court files for use in proceedings in Court. Carry out routine after court action.
Qualifications: Knowledge of process and procedure of the Courts and the relevant legislation.

Northern Territory Police Branch

D. A. B. Hokin 59/12623C Clerk \$7180-7935 (Class 4), Third Division Clerk \$9194-9869 (Class 6), Third Division, Administration Section Finance and Works Sub-section, Darwin (No. 32)

Duties: Control and direct the work of the Sub-section. Prepare estimates of expenditures and works programmes. Discharge delegated authority.

Qualifications: Comprehensive knowledge of the Audit Act, Treasury Regulations and Directions.

B. J. Harding 59/10680G Clerk \$8187-8942 (Class 5), Third Division, Department of the Northern Territory, Darwin Clerk \$9194-9869 (Class 6), Third Division, Administration Section, Personnel and Office Services Sub-section, Darwin (No. 33)

Duties: Control and direct the work of the Sub-section. Responsible for all personnel management functions. Discharge delegated authority.

Qualifications: Comprehensive knowledge of all aspects of personnel management and related legislation, determinations and instructions.

J. C. Conje 70/95020W Clerk \$6052-6929 (Class 2/3), Third Division, Department of Health, Darwin Clerk \$7180-7935 (Class 4), Third Division, Administration Section, Finance and Works Sub-section, Darwin (No. 34)

Duties: Maintain and record expenditure and liabilities; analyse trends; and oversee examination of accounts.

I. P. Cork 73/70213K Clerk \$2845-5179 (Class 1), Third Division, Department of the Northern Territory, Darwin Clerk \$6052-6929 (Class 2/3), Third Division, Darwin (No. 36)

Duties: Receiver of Public Moneys. Issue licences and permits.

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

R. A. Kinter 58/17319M Clerical Assistant, Grade 2 \$4611-4902, Fourth Division Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Administration Section, Finance and Works Sub-section, Darwin (No. 37)

Duties: Prepare estimates of requirements of uniforms and stores, issue uniforms, obtain quotes and maintain ledger record of stock holdings.

W. Watters 73/95796G Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Department of Housing and Construction, Darwin Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administration Section, Finance and Works Sub-section, Darwin (No. 38)

Duties: Carry out stocktakes.

L. F. E. Miels 70/95370G Clerical Assistant, Grade 2 \$4611-4902, Fourth Division Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administration Section, Personnel and Office Services Sub-section, Darwin (No. 39)

Duties: Prepare estimates of expenditure for fares and travelling allowance and allowance under Regulation 90A; prepare movement requisitions and travel warrants and process claims in respect of these items.

O. J. Trainer 67/86435C Typist, Grade 2 \$4956-5266, Fourth Division Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Administration Section, Darwin (No. 29)

Duties: Provide a personal stenographic and typing service for the Commissioner.

Qualifications: Shorthand, at least 100 words per minute.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE CAPITAL TERRITORY AUSTRALIAN CAPITAL TERRITORY

Establishments Branch

J. Wilson 69/86257P	Typist, Grade 1 \$5275-5636, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Personnel and Services Section (No. 1455)
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Duties: As Industrial Employment Officer for the Department in the A.C.T., interview prospective employees and approve for employment as appropriate. Maintain liaison with Commonwealth Employment Service in regard to vacancies and recruitment. Prepare and arrange advertisements of vacancies.

A. M. Johnston 73/87465P	Typist, Grade 2 \$5791-6101, Fourth Division	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Personnel and Services Section (No. 1534)
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Duties: Provide relief in Branches in Canberra as required.

D. L. Townsend 74/85177N	Typist, Grade 1 \$5275-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, Personnel and Services Section (No. 1542)
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Duties: Provide typing and stenographic services for officers of the Branch.

J. J. Hutchison 74/94057A	Typist, Grade 1 \$5275-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, Personnel and Services Section (No. 1543)
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Duties: Provide typing and stenographic services for officers of the Branch.

Finance and Supply Branch

W. Mundy 74/86232R	Accounting Machinist, Grade 1 \$2638-5636, Fourth Division	Accounting Machinist, Grade 2 \$6233, Fourth Division, Computing and Machining Section (No. 1690)
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Duties: Operate Burroughs E2190 electronic accounting unit. Maintain appropriate control accounts and balance ledgers.

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

Housing and Welfare Division, Housing Operations Branch

J. C. Lovegrove 71/86199G	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Government Housing Operations Section (No. 960)
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Duties: Attend to telephone inquiries in connection with allocation and tenancy of government owned houses, sale/valuation of government owned houses, and Commissioner for Housing Loans. Provide relief for Counter Officers as required.

F. Truesdale 74/94059K	Accounting Machinist, Grade 1 \$2638-5636, Fourth Division	Accounting Machinist, Grade 2 \$6233, Fourth Division, Mortgages and Finance Section (No. 1687)
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Duties: Operate Burroughs E2190 electronic accounting unit. Maintain appropriate Control Accounts and balance ledgers.

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

J. R. Cornish 73/85586T	Typist, Grade 1 \$5275-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, Government Housing Operations Section (No. 983)
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Duties: Undertake stenographic duties for officers in the Conveyancing cell and Senior Legal Officer.

A.C.T. Government Division, Government Branch

V. J. Morris 73/85164K	Typist, Grade 1 \$5275-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, A.C.T. Legislation Section (No. 661)
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Duties: Provide stenographic services for officers of the Branch.

L. V. Turner 74/85653K	Typist, Grade 1 \$5275-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, A.C.T. Legislation Section (No. 658)
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Duties: Provide stenographic services for officers of the Branch.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF CUSTOMS AND EXCISE

NEW SOUTH WALES

Services Branch

T. F. Johnstone 65/12500W	Preventive Officer \$5548-6220, Fourth Division	Senior Preventive Officer, Grade 1 \$6556-6892, Fourth Division, Port Services Section (No. 131)
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Duties: Supervise and direct the search and baggage teams, and the Preventive Officers engaged in watchkeeping and patrolling duties at Newcastle.

SOUTH AUSTRALIA

Management Services Branch

P. A. Bodossian 66/66669R	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Finance and General Services Section (No. 60)
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Duties: Examine and check code of all accounts prior to payment in accordance with Section 34 (5) of the Audit Act. Sign Forms 12 and 12A as 'Person Incurring Expense'. Report outstanding accounts to the Accountant and answer queries on accounts from outside organisations.

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

L. E. Ellis 73/10099K	Typist, Grade 1 \$2638-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division (No. 681)
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Duties: Shorthand and typing duties as required, undertake minor inquiry work, amend publications, maintain reference indexes and file correspondence.

Qualifications: At least eighty words per minute shorthand.

E. E. Falvey 73/86856M	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division (No. 1807)
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Duties: Receive, sort and distribute all incoming material and control the movement of files within a section. Maintain a small ready-reference library.

D. A. Neville 74/86130X	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division (No. 455)
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Duties: Maintain branch collation and filing systems, amend publications and other documents relating to Branch responsibilities. Provide clerical assistance to the branch research officers.

Manpower Policy and Management Services Division, Manpower Policy and Services Personnel Branch

B. A. Cutting 70/66209M	Clerk \$10029-10704 (Class 6), Third Division	Clerk \$11039-11714 (Class 7), Third Division, Manpower Studies Section (No. 1971)
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Duties: Assist in studies and analysis carried out in the Services Manpower field. Act as secretary to study groups; assist in the preparation of draft reports including Ministerial correspondence and replies to Parliamentary Questions. Maintain statistical data and charts and other reference material required by the section.

Qualifications: Statistical experience and a university degree in economics, arts/economics or statistics desirable.

Secretariat Division, Special Studies Branch A

M. E. C. Biffin 69/39447R	Senior Research Scientist \$12674-14706, Third Division, Army Office	Chief Executive Officer \$15236-15739 (Class 1J), Third Division (No. 2284)
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Duties: Apply the techniques of systems analysis to defence policy problems, and, particularly, to force structure and major equipment proposals.

Qualifications: Analytical ability of a high order. Tertiary qualifications desirable.

Note: The above is in lieu of the notification appearing in the *Gazette* of 15.8.74.

Programme Management and Defence Facilities Division, Defence Facilities Branch

A. B. McDonald 70/86355P	Clerk \$8015-8770 (Class 4), Third Division, Army Office	Clerk \$9022-9777 (Class 5), Third Division, Facilities Planning and Control Section (No. 1948)
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Duties: Analyse and report on draft design lists and works programme proposals of a less important character from the aspects of need and scope and approval policy.

EDP Division, Technical Support Branch

P. Buchanan 69/88003R	Programmer \$12218-12721 (Class 8), Third Division	Senior Programmer \$13224-13725 (Class 9), Third Division (No. 1223)
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Duties: In charge of EDP training for the Department of Defence, including assessment of needs, planning and conducting training sessions and management of the Training Section.

Qualifications: Extensive experience in management of training resources and in development of training schemes, together with an EDP background in large scale systems.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—continued

VICTORIA

- R. L. McDonald
73/38715A Clerk \$3346-6671 (Class 1), Third Division
Defence Officer, Class 1 \$7107-9777, Third Division, Melbourne (No. 263)
- R. J. Lindsay
73/38394P Clerk \$3346-6671 (Class 1), Third Division
Defence Officer, Class 1 \$7107-9777, Third Division, Melbourne (No. 1166)
Duties above two positions: Defence research duties.
Qualifications: Experience in such duties.
- D. G. Bayliss
63/37939W Machine Operator \$4397-5526, Fourth Division
Supervisor \$8015-8770 (Class 4), Third Division, Melbourne (No. 234)
Duties: Control and supervise shifts of machine operators engaged on the operation of electrical keyboard communications equipment and other communications duties.
Qualifications: Eligibility for Third Division entry. Experience in machine operator duties. Ability to control and direct staff.
- G. S. Parker
60/36259M Machine Operator \$4397-5526, Fourth Division
Senior Machine Operator \$5756-5989, Fourth Division, Melbourne (No. 1428)
Duties: Assist the Supervisor in charge of a communication shift in controlling the activities of a Signals Office.
Qualifications: Extensive service communications experience or the equivalent. Sound knowledge of communications methods and procedures.

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Finance and Logistics Division

- J. I. Young
67/87668R Clerk \$6887-7764 (Class 2/3), Third Division
Clerk \$8015-8770 (Class 4), Third Division, Directorate of Treasury Accounting (No. 103)
Duties: Certifying Officer (Overseas). Supervise staff in the overseas claim cell.
Qualifications: A knowledge of Treasury Regulations and Directions, Audit Act and service accounting procedures desirable.
- S. Maly
67/85679E Clerk \$3346-6671 (Class 1), Third Division
Clerk \$6887-7764 (Class 2/3), Third Division, Directorate of Treasury Accounting, vice J. I. Young, prov. prom. (No. 36)
Duties: Research and investigation into claims referred by Area Finance Offices, Australian missions overseas and other organisations. Prepare finance authorities and examine the more difficult and unusual overseas claims.

Finance Branch

- J. A. Smith
73/89613M Clerical Assistant, Grade 1 \$2481-5349, Fourth Division
Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Directorate of Finance Pay (No. 8)
Duties: Obtain and assemble files and other documents for necessary action. Maintain files, documents and registers held in the Section. Amend section copies of Regulations, Orders and Instructions. Co-ordinate duplicating and photocopying requirements.

Finance Administration Branch

- J. R. Cody
69/11716A Clerk \$6887-7764 (Class 2/3), Third Division
Clerk \$8015-8770 (Class 4), Third Division, Pay Accounting Centre (No. 166)
Duties: Investigate, comment and reject reports issued as a result of the RAAF EDP pay programme functions. Determine action necessary to correct status lines on EDP pay records.
Qualifications: Sound knowledge of RAAF EDP reporting requirements and pay programme functions desirable.

NEW SOUTH WALES

Headquarters Operational Command, RAAF Base, Richmond

- G. S. Yates
73/13831W Clerical Assistant, Grade 1 \$2481-5349, Fourth Division
Storeman \$5379-5606, Fourth Division, Independent Stocktaking Staff (No. 19)
Duties: Member of a team conducting independent stocktaking of stores and equipment.
Qualifications: Knowledge of RAAF stores procedures desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

L. M. Reilly 71/12951A	Clerk \$3346-6671 (Class 1), Third Division, Department of Defence—Navy, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Richmond (No. 100)
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Duties: Civilian Staff Clerk. Responsible to Administrative Officer for recruitment of locally engaged civilian staff. Advise on civilian staff matters, including interpretation of awards and conditions of service and compensation benefits.

Qualifications: Knowledge of recruitment procedure and ability to initiate claims under *Compensation (Australian Government Employees) Act 1973* desirable.

Headquarters Support Command, No. 2 Stores Depot

M. A. Malezer 72/58245M	Accounting Machinist, Grade 1 \$2638-5636, Fourth Division, Department of Repatriation and Compensation, Brisbane	Accounting Machinist, Grade 2 \$6233, Fourth Division, Stock Control Office, Regents Park (No. 364)
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J. A. Strang 74/12189G	Accounting Machinist-in-training \$2577-5154, Fourth Division, Department of the Treasury, Sydney	Accounting Machinist, Grade 2 \$6233, Fourth Division, Stock Control Office, Regents Park (No. 357)
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Duties above two positions: Operation of NCR 3200 Accounting Machine. Post stock records, sort and file stock cards.

Qualifications above two positions: Applicants must have passed the prescribed test for advancement.

VICTORIA

Senior Maintenance Staff Officer Branch

G. M. Perkins 73/38791M	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne (No. 84)
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Duties: Prepare and update repair loan accounts from orders and amendments. Update RAAF EDP dues-in record in relation to Board of Survey deliveries. Maintain appropriate registers.

Qualifications: Ability to record data in an accurate manner.

B. J. Pearson 73/38943E	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne (No. 528)
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Duties: Prepare and file assessment data cards, amend and maintain technical assessment documents and publications, transfer information from EDP printouts to assessing reference documents.

Qualifications: Knowledge of RAAF logistics system desirable together with neatness and legibility in handwriting.

Senior Administrative Staff Officer Branch

M. A. Silvey 73/37722G	Clerical Assistant, Grade 1 \$2481-5394, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne (No. 3)
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Duties: Compile and register new files. Maintain master file index cards and direct files for index action. Record number of files registered.

Qualifications: Knowledge of RAAF filing system and Registry procedures desirable.

D. Gifford 73/42124T	Data Processing Operator, Grade 1 \$2638-5636, Fourth Division, Postmaster-General's Department, Melbourne	Data Processing Operator, Grade 2 \$6233, Fourth Division, Melbourne (No. 178)
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Duties: Processing of RAAF pay, personnel and material documents for input to the RAAF Electronic Data Processing system.

Qualifications: Pass in prescribed test for Data Processing Operator, Grade 1.

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

P. J. O'Rourke 63/10424I	Assistant Navy Store Officer \$10029-10704 (Class 6), Third Division, Navy Office	Inspector \$11039-11714 (Class 7), Third Division, Establishments and Personnel Section, Canberra, vice J. M. Kennedy, prov. prom. 15.8.74 (No. 27)
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Duties: Carry out, as a team member, programmed, cyclic and special establishment inspections. Prepare reports and make recommendations to the Army Establishments Committee.

EDP Branch

J. H. Leenders 72/36618R	Data Processing Operator, Grade 1 \$2638-5636, Fourth Division	Data Processing Operator, Grade 2 \$6233, Fourth Division, Canberra (No. 40)
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R. A. King 73/85514M	Data Processing Operator, Grade 1 \$2638-5636, Fourth Division	Data Processing Operator, Grade 2 \$6233, Fourth Division, Canberra (No. 32)
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Duties above two positions: Card and tape punching and verifying from simple or precoded documents, or complex variable documents.

Qualifications: Completed prescribed tests.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—ARMY OFFICE—continued

General Services Branch

P. B. Burnes 72/85596K	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Services Section, Canberra, vice I. M. Rennie, prov. prom. 25.7.74 (No. 38)
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Duties: Receive, record, distribute and dispatch safe hand articles and security files. Liaise with TAA and Department of Foreign Affairs safe hand officers.

Qualifications: Sound knowledge of security and registry procedures desirable.

Military Division, Office of the Chief of General Staff

D. M. Pearse 68/87283M	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Canberra	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Directorate of Co- ordination and Organisation, Canberra (No. 35)
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D. J. Smith 74/94023M	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Canberra	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Directorate of Co- ordination and Organisation, Canberra (No. 34)
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Duties above two positions: Responsible for the preparation of manuscripts for printing, proof reading and organisation of collection and distribution of publications. Maintenance of reference library.

I. Bowman 73/89957K	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Directorate of Co- ordination and Organisation, Canberra (No. 39)
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M. L. Hasler 71/86635T	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Directorate of Co- ordination and Organisation, Canberra (No. 40)
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Duties above two positions: Prepare manuscripts for printing and assist in checking major proofs and check minor proofs.

Qualifications: Thorough knowledge of English expression, spelling, service writing, military abbreviations, the elements and layout of publications and printers' proof reading marks.

Personnel Branch

E. A. Rann 74/87061A	Librarian, Class 1 \$6270-8996, Third Division	Librarian, Class 2 \$9262-10299, Third Division, Directorate of Army Training, Canberra (No. 130)
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Duties: Take responsibility for selection and other related services and library record systems in Branch Libraries of the Army Library Service in accordance with established policy and local requirements.

Qualifications: A university degree or equivalent qualifications together with successful completion of the Registration Examination of the Library Association of Australia.

M. D. High 73/87077T	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Directorate of Personnel Plans, Canberra (No. 79)
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Duties: Assist the Directorate of Personnel Plans Co-ordination Officer in preparation of briefs and co-ordinating action on variations to establishments, branch estimates and the Five Year Rolling Programme. Undertake projects including collection and collation of Manpower statistics.

Finance and Logistics Division, Logistics Branch

K. E. Watson 58/37771N	Clerk \$10029-10704 (Class 6), Third Division, Canberra	Clerk \$11039-11714 (Class 7), Third Division, Logistics Policy Section, Can- berra (No. 3)
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Duties: As Senior Finance Officer (Works) consider the financial and policy aspects of the quartering function of the Logistics Branch. Approve/make recommendations as appropriate. Consider overall content and critically analyse proposals for inclusion in Army Planning and Design Lists, Acquisition, New Works, Repairs and Maintenance Programmes; assist in the development of these Lists and Programmes.

Qualifications: Sound knowledge of Treasury, Defence Works and departmental policies and procedures relating to works and property matters, scale and standards of accommodation, housing policy, programming and budgeting procedures.

A. E. Clayton 70/24199M	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Logistics Policy Section, Canberra (No. 13)
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Duties: Receive, register and distribute all files, and correspondence. Index and file directorate files and attend to queries concerning files and correspondence. Maintain and amend instructions and publications.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Royal Military College, Duntroon

C. J. Cristina 71/58428P	Fitter and Turner \$6097-6348, Fourth Division, Brisbane	Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Faculty of Military Studies, Canberra (No. 196)
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Duties: Provide general support in the mechanical engineering workshop, covering the construction, modification and installation of a wide range of engineering equipment for testing and research.

Qualifications: Engineering trade qualifications with experience in instrument making and general engineering.

NEW SOUTH WALES

Logistic Command, Headquarters 2 Supply Group

W. H. Standen 68/12065M	Clerk \$3346-6671 (Class 1), Third Division, Paddington	Clerk \$6887-7764 (Class 2/3), Third Division, Supply Operations Section, Vehicle Accounts, Watercraft and Technical Stores Sub-section, Paddington (No. 8)
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Duties: Check unit indents for entitlement and corrections and approve the issue of vehicles and small craft and spares. Check and progress return vouchers.

2nd Military District, Headquarters

B. G. Blayney 58/37832R	Clerk \$8015-8770 (Class 4), Third Division, Paddington	Clerk \$9022-9777 (Class 5), Third Division, Personnel Branch, Military Secretary Sub-section, Paddington (No. 12)
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Duties: Supervise two groups processing office matters, act for the DAMS and carry out projects for DAMS as appropriate. Handle inquiries and interviews concerning appointments and counsel on postings, retirements and resignations at officer level.

Regional Secretariat

J. M. Duff 73/13489E	Typist, Grade 1 \$2638-5636, Fourth Division, Darlinghurst	Typist Supervisor, Grade 1 \$6562-6741, Fourth Division, Training Command Headquarters Section, Typing Pool Sub-section, Darlinghurst (No. 294)
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Duties: Control the typing pool for Training Command Headquarters (4 positions).

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

VICTORIA

Establishments and General Division, Establishments Branch

R. Fuller 69/37062X	Technical Officer, Grade 2 \$8929-9443, Third Division, Melbourne	Assistant Inspector \$10029-10704 (Class 6), Third Division, Organisation and Methods Section, Melbourne (No. 71)
A. W. Child 68/37130M	Clerk \$9022-9777 (Class 5), Third Division, Melbourne	Assistant Inspector \$10029-10704 (Class 6), Third Division, Organisation and Methods Section, Melbourne (No. 16)

Duties above two positions: Under direction of a senior inspector undertake organisation and procedural reviews at Departmental and Army establishments.

Qualifications: Experience in the O. and M. field or other evidence of analytical ability desirable.

QUEENSLAND

1st Military District, District Support Group

J. N. Mason 71/57102K	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Logistics Administration Section, Townsville (No. 23)
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Duties: Maintenance of Logistic and Sub-account ledgers.

Regional Secretariat, Townsville

R. L. Payne 66/58292C	Clerk \$5179-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Area Cash Office (No. 181)
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Duties: Pay counter claims, military personnel proceeding on leave or away on duty and maintain register of advances.

Qualifications: A knowledge of Military pay procedures desirable.

SOUTH AUSTRALIA

Logistic Command, Adelaide Workshop Company

V. H. Crouch 77/66108P	Labourer \$4120-4314	Tradesman (Radio) \$6225-6977, Fourth Division, Production Section, Telecommunications Sub-section, Warradale (No. 31)
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Duties: Adjust, repair and test all types of radio and ancillary equipment.

Qualifications: Appropriate trade qualifications.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Dockyards and Maintenance Division, Dockyards Branch

D. W. Wheeler 62/85183K	Clerk \$10029-10704 (Class 6), Third Division, Canberra	Clerk \$11039-11714 (Class 7), Third Division, Finance and Administration Section, Canberra (No. 18)
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Duties: Assist in the preparation of annual estimates of authorisation and expenditure for repair and refit of HMA ships, etc., and keep under continuous review. Oversight the maintenance of financial records.

NEW SOUTH WALES

Area Secretariat Branch

G. Hesford 70/10185C	Security Officer \$9022-9777 (Class 5), Third Division, Sydney	Regional Security Officer \$11039-11714 (Class 7), Third Division, Management Services Section, Security Sub-section, Sydney (No. 131)
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Duties: Responsible for the planning, co-ordination and supervision of security activities in civil establishments in New South Wales.

Qualifications: Extensive experience in protective and personnel security and investigation.

VICTORIA

Supply Division, Armament Supply Branch

L. J. Allen 72/39235P	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Armament and Weapon Equip- ment Establishment, Stock Control Section, Maribyrnong (No. 3)
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Duties: Documentation on receipt, storage, maintenance and issue of explosive stores in accordance with special departmental safety instructions, etc.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Management Services Branch

A. G. Dew 72/37138W	Clerk \$6887-7764 (Class 2/3), Third Division, Department of Housing and Construction	Internal Auditor, Grade 1 \$8015-8770 (Class 4), Third Division, Internal Audit Section, Melbourne (No. 801)
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Duties: As a team leader, assist in carrying out audit examinations and inspections of Departmental procedures and practices in the Melbourne Office.

Qualifications: Partial completion of accountancy qualifications desirable, together with a knowledge of audit techniques.

AUSTRALIAN CAPITAL TERRITORY

Schools Commission, Secretariat, Liaison and Services Branch

A. S. Nichols 70/88114M	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Attorney-General's Department	Clerical Assistant, Grade 6 \$7552-7946, Fourth Division, Services Section, Registry Sub-section, Canberra (No. 69)
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Duties: Control and co-ordinate the operation of the Registry Sub-section.

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

A. M. Miller 73/85094W	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Divi- sion, Personnel Section, Canberra (No. 215)
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Duties: Direct and co-ordinate the activities of salaries and wages pay teams. Apply conditions of employment, determination and awards relating to the employment of teachers.

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

VICTORIA

State Office

G. M. Warman 73/37620P	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Overseas Students Sec- tion, Melbourne (No. 45)
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Duties: Under direction responsible for the preparation and maintenance of private overseas students records and arrange appointments for interviews with Education Officers.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

QUEENSLAND

State Office

M. E. Barr 63/57153M	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Regional Office, Townsville (No. 119)
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Duties: Supervise clerical operations on schemes of assistance to Aboriginal students. Act as Certifying Officer.

Qualifications: Previous experience in the administration of payments of allowances, salaries, etc., desirable.

K. M. Wilson 73/59002E	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Regional Office, Townsville (No. 126)
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Duties: Process applications for grants, raise associated records; prepare and issue attendance checks and examine returns from schools, operate registry system, prepare statistical records, relieve on switchboard when required.

NORTHERN TERRITORY

Northern Territory Education Division, Management Services Branch

I. V. James 74/95032A	Typist, Grade 1 \$4440-4801, Fourth Division, Department of the Northern Territory, Darwin	Typist, Grade 2 \$4956-5266, Fourth Division, Administrative Services and Student Assistance Section, Personnel and Conditions of Service Sub-section, Darwin (No. 166)
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Duties: Take and transcribe shorthand as required.

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

T. Fong 66/86145X	Clerk \$8187-8942 (Class 5), Third Division, Commonwealth Sub-Treasury, Darwin	Clerk \$9194-9869 (Class 6), Third Division, Administrative Services and Student Assistance Section, Personnel and Conditions of Service Sub-section, Darwin (No. 1351)
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Duties: Authorising Officer. Direct and co-ordinate the activities of the accounts sub-section. Provide advice to management; carry out special projects of an accounting nature.

R. N. Wilson 68/58049P	Internal Auditor, Grade 2 \$8187-8942 (Class 5), Third Division, Darwin	Clerk \$9194-9869 (Class 6), Third Division, Administrative Services and Student Assistance Section, Personnel and Conditions of Service Sub-section, Darwin (No. 1348)
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Duties: Carry out investigations into procedures, forms design and office machines. Prepare reports and recommendations.

P. J. Crafter 72/95586R	Clerk \$6052-6929 (Class 2/3), Third Division, Darwin	Clerk \$7180-7935 (Class 4), Third Division, Administrative Services and Student Assistance Section, Office Services Sub-section, Darwin (No. 1356)
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Duties: Direct and co-ordinate the office services, registry, and typing units; ensure an efficient standard of service is provided; determine priorities and provide specialist advice as required; prepare related correspondence.

M. P. Lewis 67/66929G	Clerk \$8187-8942 (Class 5), Third Division, Bureau of Census and Statistics, Darwin	Clerk \$9194-9869 (Class 6), Third Division, Administrative Services and Student Assistance Section, Personnel and Conditions of Service Sub-section, Darwin (No. 1350)
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Duties: Conduct research of a statistical nature including research into the populations of communities and settlements, projected enrolments and areas of new or sudden growth, and their long term effects.

J. F. Sebire 73/95424X	Clerical Assistant, Grade 1 \$4126-4514, Fourth Division, Department of Health, Darwin	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Services and Student Assistance Section, Personnel and Conditions of Service Sub-section, Darwin (No. 1373)
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Duties: Assist with the recruitment of new staff. Maintain and update lists and position cards. Attend to Counter inquiries on recruitment matters as required.

V. C. Cowan 73/95803R	Clerical Assistant, Grade 1 \$4126-4514, Fourth Division, Department of Services and Property, Darwin	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administrative Services and Student Assistance Section, Office Services Sub-section, Darwin (No. 1363)
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Duties: Sort, open and stamp incoming mail in conjunction with Former Papers Officer. Record all incoming registered, certified, express, safehand and security classified material and arrange delivery. Dispatch outgoing departmental mail.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF EDUCATION—continued

J. B. Francis 66/66382W	Clerk \$7180-7935 (Class 4), Third Division, Postmaster-General's Department, Darwin	Clerk \$9194-9869 (Class 6), Third Division, Administrative Services and Student Assistance Section, Personnel and Conditions of Service Sub-section, Darwin (No. 309)
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Duties: Direct and control the operations of the section providing personnel services to members of the Commonwealth Teaching Service, Commonwealth Public Service and Industrial Staff. Advise senior officers on personnel matters generally.

P. J. McMahon 70/95441A	Clerk \$9194-9869 (Class 6), Third Division, Darwin	Clerk \$10204-10879 (Class 7), Third Division, Administrative Services and Student Assistance Section, Organisation and Methods Sub-section, Darwin (No. 1347)
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Duties: Investigate and report on departmental organisation, establishment and classification matters.

Qualifications: Experience in preparation of organisation proposals in an educational authority. Knowledge of Commonwealth Public Service Act and Commonwealth Teaching Service Act.

H. E. Parr 73/95733C	Clerk \$4741-5836 (Class 1), Third Division, Darwin	Clerk \$6052-6929 (Class 2/3), Third Division, Finance and Accounts Section, Accounts Sub-section, Darwin (No. 1362)
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J. L. Hesselberg 73/95693K	Clerk \$4741-5836 (Class 1), Third Division, Darwin	Clerk \$6052-6929 (Class 2/3), Third Division, Finance and Accounts Section, Accounts Sub-section, Darwin (No. 1363)
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L. C. Nichols 74/95096K	Clerk \$4741-5836 (Class 1), Third Division, Darwin	Clerk \$6052-6929 (Class 2/3), Third Division, Finance and Accounts Section, Accounts Sub-section, Darwin (No. 1364)
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Duties above three positions: Examine claims submitted for payment of accounts to ensure they are complete and correct.

B. J. Hotstone 65/38205M	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Department of the Northern Territory, Darwin	Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Administrative Services and Student Assistance Section, Personnel and Conditions of Service Sub-section, Darwin (No. 1370)
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Duties: Staff Welfare Officer. Interview new staff and provide assistance and advice on personal matters, assist with problems concerning accommodation for new staff. Examine the need for and recommend the provision of amenities for staff.

W. Hibble 72/70496E	Telephonist \$4382-4740, Fourth Division, Postmaster-General's Department, Darwin	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Services and Student Assistance Section, Office Services Sub-section, Darwin (No. 133)
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Duties: Former Papers Officer. Examine follow on papers and appropriate action officers. Supervise and direct the work of the Search File Movements, Repository and Dispatch positions.

M. I. Webster 72/95173K	Typist, Grade 1 \$4440-4801, Fourth Division, Darwin	Typist Supervisor, Grade 1 \$5727-5906, Fourth Division, Administrative Services and Student Assistance Section, Office Services Sub-section, Darwin (No. 167)
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Duties: Supervise staff in the departmental typing pool; ensure that a satisfactory standard of quality and output is maintained.

C. A. McIntyre 74/952836	Clerk \$4741-5836 (Class 1), Third Division, Darwin	Clerk \$6052-6929 (Class 2/3), Third Division, Administrative Services and Student Assistance Section, Personnel and Conditions of Service Sub-section, Darwin (No. 80)
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Duties: Assist with the recruiting, appointment and removal arrangements for all Commonwealth Teaching Service personnel appointed to the Northern Territory.

V. F. Brooks 73/67020A	Clerk \$4741-5836 (Class 1), Third Division, Darwin	Clerk \$6052-6929 (Class 2/3), Third Division, Administrative Services and Student Assistance Section, Personnel and Conditions of Service Sub-section, Darwin (No. 85)
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Duties: Process new appointments and confirmation of appointments, complete all necessary documentation; assist with recruitment of all staff.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
G. K. Quan 73/95690W	Clerk \$4741-5836 (Class 1), Third Division, Darwin	Clerk \$6052-6929 (Class 2/3), Third Division, Administrative Service and Student Assistance Section, Personnel and Conditions of Service Sub-section Darwin (No. 315)
<i>Duties:</i> Relief Clerk. Carry out relieving duties in the Management Services Branch as required.		
I. Hughes 70/95416C	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Services and Student Assistance Section, Personnel and Conditions of Service Sub-section, Darwin (No. 132)
<i>Duties:</i> Undertake the co-ordination of Departmental travel, including receiving and processing of all Movement Requisitions for travel and liaising with officers concerned in respect of details, requirements, variations and confirmations.		
M. Chalker 73/95043W	Clerical Assistant, Grade 1 \$4126-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administrative Services and Student Assistance Section, Personnel and Conditions of Service Sub-section, Darwin (No. 135)
<i>Duties:</i> Assist with the co-ordination of Departmental travel. Raise movement requisitions, travel warrants and freight warrants as required.		
V. Goryachev 68/87413G	Clerk \$7180-7935 (Class 4), Third Division, Darwin	Clerk \$8187-8942 (Class 5), Third Division, Planning Section, Building Works and Services Sub-section, Darwin (No. 313)
<i>Duties:</i> Oversight the implementation of the repairs and maintenance and minor new works programs.		
M. W. Carrier 73/95817R	Clerical Assistant, Grade 1 \$4126-4514, Fourth Division, Darwin	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Finance and Accounts Sub-section, Darwin (No. 323)
<i>Duties:</i> Receive and date stamp all claims, invoices, credit notes and statements. Register claims and check to ensure account not previously paid.		
G. I. Donaghy 72/95051C	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Department of Services and Property, Darwin	Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Administrative Services and Student Assistance Section, Office Services Sub-section, Darwin (No. 129)
<i>Duties:</i> Control and co-ordinate the operation of the Departmental Registry. Recommend changes to approved policies and procedures where necessary.		
<i>Qualifications:</i> Extensive experience in registry operations and procedures. Ability to supervise subordinate staff.		

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Management Services Division, Services Branch

F. C. Murray 58/21599E	Director \$15236-15739 (Class 11), Third Division, Management Services Division, Canberra	Assistant Secretary \$17776, Second Division, Canberra (No. 17)
<i>Duties:</i> Plan and control the work of the Services Branch.		

OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

AUSTRALIAN CAPITAL TERRITORY

Training and Personnel Division

H. G. Heinrich 58/46809E	Assistant Secretary \$19597, Second Division, Department of the Treasury, Canberra	First Assistant Director-General \$21417, Second Division, Canberra (No. 20)
<i>Duties:</i> Direct and control the activities of the division providing staffing assistance, training and educational assistance and experts services for developing countries, and services for the Agency.		
<i>Qualifications:</i> Proven administrative ability of a high order, together with extensive related experience. Academic qualifications to be stated.		
S. P. Andrews 72/57045G	Typist, Grade 1 \$2638-5636, Fourth Division, Department of Housing and Construction, Brisbane	Typist, Grade 1 \$5791-6101, Fourth Division, Management Services Section, Canberra (No. 1052)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF FOREIGN AFFAIRS—continued

S. H. Angus 304/98954	Typist, Grade 1 \$2638-5625, Fourth Division, Department of Labor and Immigration, Canberra	Typist, Grade 2 \$5791-6101, Fourth Division, Management Services Section, Canberra (No. 1053)
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Duties above two positions: Provide stenographic and typing services to officers of the Agency.
Qualifications: At least eighty words per minute shorthand.

DEPARTMENT OF HEALTH

CENTRAL STAFF

Management Services Division, Establishments and Finance Branch

J. M. Palmer 64/57891K	Clerk \$10629-10704 (Class 6), Third Division, Darwin	Project Officer \$12218-12721 (Class 8), Third Division, Administrative Services Section (No. 17)
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Duties: Liaison with the Northern Territory Division and co-ordination of Central Office action with Northern Territory and Norfolk Island matters.

B. J. Foley 60/23128E	Clerk \$8015-8770 (Class 4), Third Division, Department of the Capital Territory	Clerk \$10029-10704 (Class 6), Third Division, Finance Section (No. 177)
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Duties: Assist in the review of accounting procedures in Central Office and Divisional Offices and prepare reports on them.
Qualifications: Experience in accounting procedures and sound knowledge of the Audit Act, Treasury Regulations and Directions. Accountancy qualifications desirable.

P. H. Lee 68/87684C	Clerk \$9022-9777 (Class 5), Third Division	Clerk \$10029-10704 (Class 6), Third Division, Finance Section (No. 166)
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Duties: Examination and review of Departmental charges for services provided in the Territories. Prepare submissions and correspondence relating to the charging of fees by the Department.
Qualifications: Appropriate university degree and/or accountancy qualifications desirable.

Policy and Planning Division, Policy Secretariat and Legislation Branch

J. J. Clifford 64/57216X	Clerk \$11039-11714 (Class 7), Third Division	Executive Officer \$12218-12721 (Class 8), Third Division, Legislation Section (No. 46)
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Duties: As team leader, examine proposals for amendments and undertake reviews of Territorial legislation administered by the Department, prepare instructions for the draftsman and settle or assist in settling draft legislation.
Qualifications: Appropriate tertiary qualifications desirable.

P. N. Brown 64/85593K	Clerk \$10029-10704 (Class 6), Third Division	Clerk \$11039-11714 (Class 7), Third Division, Legislation Section (No. 72)
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Duties: As team leader, examine proposals for amendments and undertake reviews of Territorial legislation administered by the Department, prepare instructions for the draftsman and settle or assist in settling draft legislation.
Qualifications: Appropriate tertiary qualifications desirable.

W. L. Stuart 69/10929C	Clerk \$10929-10704 (Class 6), Third Division	Clerk \$11039-11714 (Class 7), Third Division, Legislation Section (No. 70)
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Duties: As team leader undertake reviews of Commonwealth legislation requirements, prepare instructions for Parliamentary Counsel and settle or assist in settling draft legislation.
Qualifications: Appropriate tertiary studies desirable.

Therapeutics Division, Therapeutic Goods Branch

M. A. Cooke 73/87368T	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Drugs of Dependence Section (No. 65)
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Duties: Carry out initial investigations into irregularities highlighted by the computer system monitoring licit movements of drugs of dependence. Classify and calculate quantities of drugs involved in reports on drug thefts.

NEW SOUTH WALES

School of Public Health and Tropical Medicine

C. A. Ferguson 67/14293X	Clerical Assistant, Grade 2 \$5466-5737, Fourth Division, Department of Education, Sydney	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Library Sub-section, Sydney (No. 586)
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Duties: Assist the Library Officer with Library duties.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

National Acoustic Laboratories

P. G. A. Thomson Technical Assistant, Grade 1 \$2728-6506, Technical Assistant, Grade 2 \$6723-7427,
73/12718T Fourth Division, Sydney Fourth Division, Sydney (No. 729)
Duties: Supervise the acceptance testing of mechanical, electrical and electronic componentry. Undertake the less simple acceptance tests.
Qualifications: Experience in electronic work desirable. Applicants should state progress with relevant technical college certificate course.

VICTORIA

Executive Services Branch

J. Halabut Data Processing Operator, Grade 1 Data Processing Operator, Grade 2
73/40857T \$2638-5636, Fourth Division, Melbourne \$6233, Fourth Division, Melbourne (No. 143)
Duties: Under supervision, tape punch or verify pharmaceutical benefits data in accordance with relevant procedures.
Qualifications: Completion of prescribed tests. Knowledge of departmental pharmaceutical benefits procedures desirable.

Pharmaceutical Branch

C. M. Penny Clerical Assistant, Grade 1 \$2481-5349, Clerical Assistant, Grade 2 \$5446-5737,
74/38197H Fourth Division, Melbourne Fourth Division, Melbourne (No. 313)
Duties: Identify doctors' signatures on NHS prescriptions.

NORTHERN TERRITORY

Management Services Division, Finance and Supply Branch

V. J. Bilinski Clerk \$6887-7764 (Class 2/3), Third Clerk \$8015-8770 (Class 4), Third Division, Estimates and Costing Section, Darwin (No. 4672)
69/39004P Division, Department of the Northern Territory, Darwin
Duties: Assist with the preparation and consolidation of estimates of expenditure for all Government settlements and pastoral properties in the Northern Territory.

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Architecture Division, Bank and Special Projects Branch

B. H. Hansford Architect, Class 2 \$9849-11016, Third Architect, Class 3 \$11588-12969, Third
66/13318W Division Division, Sydney (No. 59)
Duties: Act as Project Officer for a major project or group of projects. Accept responsibility for modifications to plans and specifications or design aspects. Plan and allocate work. Manage and control subordinate staff. Formulate design briefs, conduct research.
Qualifications: Degree or diploma from a recognised school of architecture or equivalent.

Management Services Division, Works and Financial Services Branch

P. J. Shaw Clerk \$3346-6671 (Class 1), Third Division Clerk \$6887-7764 (Class 2/3), Third Division, Works Programming Section, Hawthorn (No. 198)
71/36140P
Duties: Provide non-technical administrative assistance and advice to professional/technical staff of the Roads Cell, including preparation of correspondence, reports and submissions. Review, distribute and follow up incoming correspondence, minutes and Departmental files.
W. D. Hamilton Senior Finance Officer \$13224-13725 Executive Officer \$14229-14733 (Class 10), Third Division, Finance Section, Hawthorn (No. 199)
59/62608E (Class 9), Third Division
Duties: Assist the Deputy Assistant Secretary (Finance) with the administration of the general financial policy of the Department.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF HOUSING AND CONSTRUCTION—continued

D. J. Jess 67/38588P	Clerk \$8015-8770 (Class 4), Third Division, Department of Manufacturing Industry, Melbourne	Clerk \$9022-9777 (Class 5), Third Division, Works Programming Section, Works Administration Sub-section, Hawthorn (No. 148)
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Duties: Provide the Assistant Secretary (Mechanical) with high level administrative assistance particularly in the planning and control of the work programme of the section and in the management and preparation of standard specifications, technical instructions, information bulletins and engineering reports.

Qualifications: Tertiary qualifications or stage reached with such studies to be stated. Experience in the preparation of technical or contract papers an advantage. Ability to express clearly, both verbally and in writing, is desirable.

CENTRAL OFFICE

Management Services Branch

R. B. Rohrlach 73/87693T	Clerk \$2845-5836 (Class 1), Third Division, Department of the Environment and Conservation	Clerk \$7180-7935 (Class 4), Third Division, Personnel and Office Services Section, Relief Sub-section, Canberra (No. 74)
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Duties: Perform relief duties at the Class 4 and 5 levels.

AUSTRALIAN CAPITAL TERRITORY

Management Services Division, Personnel Services Branch

T. J. Purser 73/88927C	Clerk \$3546-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel Section, Relief Sub-section, Canberra (No. 87)
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Duties: Provide relief throughout the management services division.

Construction Administration Branch

M. C. Jacob 74/86856C	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Project Administration Section, Canberra, vice B. P. Mathey, prov. prom. 8.8.74 (No. 54)
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Duties: Assistant Project Clerk. In consultation with technical staff assist a Project Clerk with the administration work associated with engineering construction projects.

L. D. Duggan 73/88658A	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6687-7764 (Class 2/3), Third Division, Planning Section, Canberra, vice R. A. Cheel, prov. prom. 1.8.74 (No. 4)
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Duties: Receive and register requests for estimates for specific repairs and maintenance and minor works. Maintain statistical records and amendments to approved construction programmes and primary work.

T. M. Grant 74/86846W	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Furniture Section, Canberra, vice J. R. Hedditch, prov. prom. 1.8.74 (No. 8)
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Duties: Under the Senior Clerk (Furniture) examine files and paper referred to in the Furniture Sub-section. Responsible for the handling of Sections sub-requisitions and the preparation of correspondence.

G. F. Hallaway 73/88860P	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Project Administration Section, Canberra, vice L. G. Forceville, prov. prom. 1.8.74 (No. 35)
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Duties: Responsible for Branch sub-requisition procedure on minor new works and repairs and maintenance.

Personnel Services Branch

A. Prostimo 72/88524M	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Officer Services Section, Canberra (No. 26)
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Duties: Under the Officer in Charge Registry and Dispatch, assist in general supervision of the Sub-section. Responsible for classification, supervision of indexing and making up of files, etc.

NEW SOUTH WALES

General Works Division, Furniture Branch

D. T. Duncum 67/12191G	Assistant Furniture Officer \$7772-8104, Fourth Division	Furniture Officer \$8608-9407, Fourth Division, Sydney (No. 128)
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Duties: Prepare estimates of cost and carry out field inspections to maintain prescribed standards of quality for the manufacture and supply of furniture, furnishings and fittings.

Qualifications: Good knowledge of the furniture and allied trades.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Management Services Division, Programming and Financial Services Branch

J. C. Bruce 58/23387T	Senior Internal Auditor, Grade 2 \$10204-10879 (Class 7), Third Division	Accountant \$12389-12890 (Class 9), Third Division, Accounts Section, Sydney (No. 20)
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Duties: Chief Accounting Officer for the Region. Manage the accounts section and provide financial advice to management.

Qualifications: Administrative ability of a high order, with a good appreciation of financial matters desirable. Accountancy qualifications are desirable.

VICTORIA AND TASMANIA

Technical Services Division, Network Planning Branch

B. D. Johnston 72/36219K	Technical Assistant, Grade 2 \$6723-7427, Third Division	Technical Officer (Buildings), Grade 1 \$7052-8694, Third Division, Melbourne (No. 82)
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Duties: Under direction, evaluate contractors' networks and labour schedules. Undertake site visits, prepare reports and make recommendations in regard to progress achieved against target. Check contractors' extension of time claims and prepare networks for Departmental use. Oversight the work of a Technical Assistant, Grade 2.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. A knowledge of network planning techniques and the building industry desirable.

Management Services Division, Manpower Branch

J. Bowman 71/36910R	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6687-7764 (Class 2/3), Third Division, Industrial Section, Melbourne (No. 119)
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Duties: Examine day labour time sheets to determine correctness of hours, penalty payments, leave, etc., prior to payment. Liaise with ADP Section in matters associated with the preparation of day labour payrolls.

R. S. Spargo 67/46128C	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division	Clerical Assistant, Grade 6 \$7552-7946, Fourth Division, Personnel Services Sec- tion, Office Services (Registry and Dispatch) Sub-section, Melbourne (No. 140)
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Duties: Classifier and Second in charge of the Registry. Determine and appropriate classification of correspondence and issue of instructions to the indexer. Direct the work of the subordinate staff, and generally assist the officer-in-charge with reviews of standards of services.

Qualifications: A thorough knowledge of Registry practices and procedures.

TASMANIA

Office Services and Personnel Branch

G. A. Warner 65/81321E	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Department of the Treasury, Australian Bureau of Statistics	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Staff, Relief and Inquiries Section, Hobart (No. 4)
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Duties: Attend to counter and telephone inquiries regarding the Defence Service Homes, Homes Savings Grant, and Account Branches. Maintain statistical data of all inquiries, and direct applicants with appointments to the appropriate areas.

NORTHERN TERRITORY

Technical Division

A. Sharan 305/34492	Technical Assistant, Grade 1 \$5456-6506, Fourth Division	Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Engineering Design Sec- tion, Darwin (No. 11)
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Duties: Under direction, carry out sub-surface site investigations and material searches. Undertake routine tests of soils, gravels and other materials.

Management Services Division, Personnel Services Branch

I. J. Haupt 72/95062P	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Divi- sion, Personnel Section, Staff Sub-section, Darwin (No. 14)
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Duties: Assistant Personnel Officer. Lead a team engaged in assessing and/or approving the payment of salary adjustments relating to movements, furlough, appointments, separations, leave and allowance.

Qualifications: Sound knowledge of the Public Service Act, Regulations and General Orders, Superannuation Act and Commonwealth Employees Furlough Act.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF HOUSING AND CONSTRUCTION—continued

L. M. Smith 71/95055E	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Personnel Section, Staff Sub-section, Darwin (No. 63)
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Duties: Assess and/or approve the payment of salary adjustments relating to movements, furlough, appointments, superannuation, leave, allowance and other relevant matters. Check and assess extra duty performance, allot superannuation units, take action re superannuation queries and endorse forms PSB 53 and 54 and prepare Treasury forms 28. Prepare and sign correspondence associated with the above duties.

DEPARTMENT OF LABOR AND IMMIGRATION

WESTERN AUSTRALIA

Vocational Guidance Section

S. L. Pickering 73/75648W	Typist, Grade 1 \$2220-4801, Fourth Division, Employment Branch	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Fremantle (No. 26)
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Duties: Receive all callers for the Vocational Guidance Unit and make appointments for interview within the daily programme; general office work including typing as required.

TASMANIA

Employment Branch

M. Ling 72/11802R	Employment Officer \$8015-8770 (Class 4), Third Division, DEO Pool Section, Hobart	Clerk \$9022-9777 (Class 5), Third Division, Special Employment Categories Section, Hobart
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Duties: No. 4—Prepare and implement work programmes associated with the employment of handicapped or disadvantaged persons and other special categories of workers. Liaise with employers, organisations and Government departments and agencies.

M. S. Sharpe 65/81311X	Employment Officer \$8015-8770 (Class 4), Third Division, DEO Pool Section, Hobart	Clerk \$9022-9777 (Class 5), Third Division, Careers Reference Centre, Special Employment Categories Section, Hobart
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Duties: No. 15—Plan and implement the operations of the Career Reference Centre. Advise clients on the use of the facilities at the Centre. Undertake promotional work designed to extend the clientele of the career reference service.

C. M. Willes 71/12543R	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, DEO Pool Section, Glenorchy	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, DEO Pool Section, Glenorchy (No. 91)
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J. M. Reardon 72/81057W	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, DEO Pool Section, Hobart	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, DEO Pool Section, Hobart (No. 61)
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M. M. Smink 70/81285T	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, DEO Pool Section, Burnie	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, DEO Pool Section, Burnie (No. 37)
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R. W. Richardson 60/81052X	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, DEO Pool Section, Devonport	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, DEO Pool Section, Devonport (No. 81)
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Duties above four positions: Assist in reception and registration of persons seeking employment. General clerical work including handling inquiries, filing, indexing, switchboard operation and typing.

NORTHERN TERRITORY

Industrial Services Branch

G. R. Shaw 73/66006C	Food Service Adviser, Grade 1 \$5760-6311, Fourth Division, Adelaide	Food Service Adviser, Grade 3 \$7739-8504, Fourth Division, Food Services Section, Industrial Services Branch, Darwin (No. 29)
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Duties: Assist with the operation of food service managed by the Department. Carry out the investigational and training work of the Section; conduct surveys of, and give advice and assistance to employee food services in Australian Government establishments and private industry.

Qualifications: Thorough knowledge of large-scale catering; general knowledge of book-keeping and nutrition, ability to prepare reports and conduct research, advisory and training activities, desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF MANUFACTURING INDUSTRY

CENTRAL OFFICE

Research and Development Division

T. L. Beswick 72/87753K <i>Duties:</i> Prepare recommendations for Departmental and Overseas Visits Committee and related correspondence in connection with overseas travel. Arrange as necessary visits to Research and Development establishments. <i>Qualifications:</i> Knowledge of procedures relating to overseas travel arrangements. Ability to prepare correspondence and submissions of good standard.	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Canberra (No. 41)
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Aero Sciences Branch

S. J. Turvey 71/85922C <i>Duties:</i> Under direction, responsible for the provision of administrative assistance to the First Assistant Controller (Aerosciences). Examine and collate detailed information on the progress of projects and the development of resources in the field of Aerosciences. <i>Qualifications:</i> Knowledge of Research and Development activities.	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Canberra, vice C. E. Bowdler, prov. prom. 2.5.74 (No. 78)
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Planning and Procurement Division, Stores and Transport Branch

P. G. Mahony 74/86821K <i>Duties:</i> Prepare correspondence and periodic returns relative to Branch staff matters. Attend to Branch office services requirements and maintain a register of administrative expenses.	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra (No. 42)
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Finance and Management Services Division, Establishments Branch

R. L. E. Robinson 71/85232G <i>Duties:</i> Assistant File Examiner. <i>Qualifications:</i> Knowledge of file examination and archives procedure desirable.	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Canberra	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, General Services Section, Canberra (No. 62)
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E. A. Kerr 73/86987W <i>Duties:</i> Mobile Attacher. Attach correspondence to files held outside registry.	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, General Services Section, Canberra (No. 46)
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K. A. Oldfield 71/86316X <i>Duties:</i> Sort files and correspondence.	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Australian Bureau of Statistics, Canberra	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, General Services Section, Canberra, vice E. A. Kerr, prov. prom. 22.8.74 (No. 53)
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M. P. Genat 64/37870X <i>Duties:</i> Interpret and apply Determinations Relating to Overseas of overseas visits and control payment of salaries and allowances. <i>Qualifications:</i> Knowledge of conditions of overseas service and allowances would be an advantage.	Clerk \$8015-8770 (Class 4), Third Division, National Library of Australia, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Personnel Management and Development Section, Canberra, vice B. D. Macumber, prov. prom. 27.6.74 (No. 32)
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S. R. Flynn 74/86756T <i>Duties:</i> Prepare correspondence and assist with preparation of training course documentation. Make all necessary arrangements for documentation and distribution of training material. Maintain training course records.	Clerk \$3346-6671 (Class 1), Third Division, Attorney-General's Department, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel Management and Development Section, Canberra, vice T. L. Beswick, prov. prom. 22.8.74 (No. 26)
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Technical Services Branch

J. M. Lovett 68/39643A <i>Duties:</i> Examine semi-current and obsolete records held in storage and at Branches and Establishments to determine disposal action.	Clerk \$2845-5836 (Class 1), Third Division, unattached	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne (No. 62)
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF MANUFACTURING INDUSTRY—continued

NEW SOUTH WALES

Aircraft Supply Branch

S. Stuklis 71/10922M	Technical Officer (Engineering), Grade 1 \$6253-7895, Fourth Division	Technical Officer (Engineering), Grade 2 \$8130-8644, Fourth Division, Facilities Development and Control Section, Sydney (No. 11)
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Duties: Carry out special investigations into current and projected requirements for capital plant and facilities. Evaluate and prepare estimates and reports. Assist in economic analysis and preparation of submissions.

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

Guided Weapons and Electronics Supply Branch

S. C. Merchant 62/10284W	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Divi- sion, Administrative Services Section, Sydney (No. 47)
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Duties: Direct subordinate staff engaged on general services and the implementation and maintenance of management reporting systems.

P. J. Miller 68/10376C	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Divi- sion, Administrative Services Section, Sydney (No. 83)
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Duties: Direct a sub-section providing administrative support to engineering areas involved in project planning. Assist in the formulation, implementation and maintenance of procedures applicable to major projects.

Security Branch

K. Standen 74/12441W	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Alexandria	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Sydney (No. 17)
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Duties: Registration and maintenance of records.

VICTORIA

Establishments and Services Branch

K. F. McMahon 58/43568E	Clerk \$10204-10879 (Class 7), Third Division, unattached	Clerk \$11383-11886 (Class 8), Third Division, General Services Section, Mel- bourne (No. 1)
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Duties: Responsible for the management of the General Services estimates and control of expenditure; exercise delegations.

Qualifications: A wide knowledge of administration, office services and/or finance and budgeting is desirable.

J. P. Kearney 71/36082R	Clerk \$8187-8942 (Class 5), Third Divi- sion, Melbourne	Clerk \$9194-9869 (Class 6), Third Divi- sion, Personnel Section, Melbourne (No. 39)
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Duties: Staff Selection Officer. Examine applications for advertised vacancies and participate in interviews and selection of applicants. Act as member of Joint Selection and Promotions Appeal Committees.

Qualifications: Suitable degree or diploma together with the ability to interview staff desirable.

R. I. Hodge 59/58362W	Training Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Melbourne	Senior Training Officer, Grade 1 \$9194- 9869 (Class 6), Third Division, Person- nel Section, Melbourne, vice T. E. Rehn, prov. prom. 6.6.74 (No. 49)
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Duties: Direct the detailed development, organisation and conduct of residential and local courses in the Establishments.

Z. Velik 72/38329X	Training Officer, Grade 1 \$7180-7935 (Class 4), Third Division, Melbourne	Training Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Personnel Section, Melbourne (No. 50)
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Duties: Organise and manage residential, local and on the job training courses, covering such fields as middle and basic management, induction and general administrative subjects (Registry, Personnel, Stores, etc.).

C. D. Greatorex 69/37708X	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne	Training Officer, Grade 1 \$7180-7935 (Class 4), Third Division, Personnel Section, Melbourne (No. 55)
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Duties: Organise and manage training courses (both residential and local) covering such fields as Supervision, Safety, Industrial Engineering and Threshold Training.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
D. A. Blythman 66/37072G	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne	Training Officer, Grade 1 \$7180-7935 (Class 4), Third Division, Personnel Section, Melbourne (No. 56)
<i>Duties:</i> Organise and manage training courses (both residential and local) covering such fields as Supervision, Safety, Industrial Engineering and Threshold Training.		
L. Grikis 72/36423G	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne	Clerk \$7180-7935 (Class 4), Third Division, Personnel Section, Melbourne (No. 5)
<i>Duties:</i> Control the flow of Personnel Section documentation to and from Sub-Treasury and Departmental ADP systems. Maintain controls, effect reconciliations and progress receipt of replacement documents and rejected transactions.		
<i>Qualifications:</i> Sound knowledge of Sub-Treasury and Departmental ADP Personnel systems desirable.		
W. J. Dowling 71/39799C	Clerk \$2845-5836 (Class 1), Third Division, Melbourne	Clerk \$6052-6929 (Class 2/3), Third Division, Personnel Section, Melbourne (No. 27)
<i>Duties:</i> Calculate salary adjustments; process increments, furlough, retirements, resignations, cessations, etc. Prepare and process superannuation elections and variations. Maintain SPR's and prepare Treasury Forms and Departmental transaction documents for ADP systems.		
G. J. Dalton 72/36635R	Clerk \$2845-5836 (Class 1), Third Division, Melbourne	Clerk \$6052-6929 (Class 2/3), Third Division, Personnel Section, Melbourne (No. 28)
<i>Duties:</i> Calculate salary adjustments; process increments, furlough, retirements, resignations, cessations, etc. Prepare and process superannuation elections and variations. Maintain SPR's and prepare Treasury Forms and departmental transaction documents for ADP systems.		
C. H. Dodd 70/41835K	Clerk \$2845-5836 (Class 1), Third Division, unattached	Clerk \$6052-6929 (Class 2/3), Third Division, Personnel Section, Melbourne (No. 29)
<i>Duties:</i> Leave Clerk.		
Aircraft Guided Weapons and Electronics Supply Branch		
M. I. Evans 69/40571E	Typist, Grade 2 \$4956-5266, Fourth Division, Melbourne	Typist Supervisor, Grade 1 \$5727-5906, Fourth Division, Melbourne (No. 72)
<i>Duties:</i> Supervise the operation of a typing pool.		
M. A. Peerman 71/37037R	Typist, Grade 1 \$2220-4801, Fourth Division, Melbourne	Typist, Grade 2 \$4956-5266, Fourth Division, Melbourne, vice M. I. Evans, prov. prom. 22.8.74 (No. 74)
<i>Duties:</i> Perform stenographic and typing duties for senior officers of the Branch.		
<i>Qualifications:</i> Shorthand, 100 words per minute desirable.		
Ammunition Factory		
J. F. O'Brien 64/38168R	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Footscray	Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Administrative Section, Footscray (No. 98)
<i>Duties:</i> Investigate and process claims under the Compensation (Australian Government Employees') Act and under the Common Rule re Accidents. Prepare reports, correspondence and determinations for submission to the Delegate. Prepare and check TF12s and TF28s in connection with payment of medical accounts and weekly compensation payments.		
<i>Qualifications:</i> A thorough knowledge of the Compensation (Australian Government Employees') Act and Common Rule re Accidents.		
Ordnance Factory		
P. J. G. F. Cosaitis 67/39335K	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Maribyrnong	Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Administrative Section, Maribyrnong (No. 2059)
<i>Duties:</i> Investigate and process claims under the Compensation (Australian Government Employees') Act and under the Common Rule re Accidents. Prepare reports, correspondence and determinations for submission to the Delegate. Prepare and check TF12s and TF28s in connection with payment of medical accounts and weekly compensation payments.		
<i>Qualifications:</i> A thorough knowledge of the Compensation (Australian Government Employees') Act and Common Rule re Accidents.		
J. R. Gould 58/46490P	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Bendigo	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Technical Section, Bendigo (No. 59)
<i>Duties:</i> Supervise teams of technical officers in estimating manhours for quotations and planning production to work centres on receipt of orders.		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience. Extensive experience and aptitude for estimating and planning in a major engineering works desirable.		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF MANUFACTURING INDUSTRY—continued

Defence Standard Laboratories

D. V. Reitmier 72/39304X	Typist, Grade 1 \$2220-4801, Fourth Division, Maribyrnong	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Administrative Section, Maribyrnong (No. 98)
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Duties: Provide secretarial services for the Chief Superintendent.

Qualifications: Shorthand, at least 100 words per minute.

DEPARTMENT OF THE MEDIA

AUSTRALIAN CAPITAL TERRITORY

Information Division, Australian Government Publishing Service, Publishing Branch

A. C. Bain 73/88384A	Clerk \$3346-6671 (Class 1), Third Divi- sion	Clerk \$6887-7764 (Class 2/3), Third Division, Sales and Distribution Section, Sales Sub-section, Canberra, vice H. De Roo, prov. prom. 25.7.74 (No. 666)
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Duties: Control staff engaged in handling subscriptions, standing orders and reminder service in connection with the sale of Government publications; supervise the preparation of issue vouchers, form letters, etc. Prepare more important correspondence in relation to subscriptions and standing orders.

Qualifications: Ability to prepare correspondence.

AUSTRALIAN BROADCASTING CONTROL BOARD

CENTRAL OFFICE

Programme Services Branch

C. A. English 67/38863E	Research Officer, Grade 1 \$6272-7935, Third Division	Research Officer, Grade 2 \$8187-8942, Third Division, Melbourne (No. 31)
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Duties: Collate and prepare extracts of sociological and other data to assist the Board's psychologists in television and radio research; summarise and index research reports and findings.

Qualifications: An appropriate university degree, preferably with a major in psychology or sociology. Experience in research desirable.

Engineering Services Division

D. S. Fulton 59/17673T	Engineer, Class 2 \$9903-11046, Third Division, Postmaster-General's Depart- ment, Brisbane	Engineer, Class 3 \$11705-13047, Third Division, Melbourne (No. 253)
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Duties: Responsible for those activities of the Section related to the supervision of the establishment of facilities and the technical operation of commercial sound and television broadcasting stations.

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 all operational aspects of sound and television broadcasting desirable.

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

Offshore and International Division, Titles and Inspection Branch

J. A. Prymas 73/89949M	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Titles Section, Regis- tration Sub-section, Canberra (No. 52)
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Duties: Assist in the maintenance of records and provide general clerical assistance.

Division of National Mapping

M. Legzde 73/85876P	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Canberra	Technical Assistant, Grade 1 \$2728- 6506, Fourth Division, Technical Ser- vices Section, Map and Air Photography Sub-section, Canberra (No. 34)
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Duties: Investigate orders for air photography contact prints and enlargements to relate property and lease boundaries to air photography, flight diagrams, cadastral and topographic maps, authorise release of air photography film negatives to Australian Government printing contractor.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

VICTORIA

Hydrocarbons Division, Petroleum Branch

B. F. Ball
73/36748M

Clerk \$8015-8770 (Class 4), Third Division, Australian Taxation Office, Melbourne

Clerk \$9022-9777 (Class 5), Third Division, Economics and Forecasting Section, Fuel Economics Sub-section, Melbourne (No. 11)

Duties: Assist in studies into economic aspects of the fuel industries, both in Australia and selected overseas countries, including the collection, examination and assessment of capital and operating costs of producing, refining, transporting and using fuels and market pricing of fuels. Maintain basic economic data gathered in the course of investigations and continually update it.

Qualifications: Degree in Economics or equivalent desirable. Experience in the fuel industries an advantage.

DEPARTMENT OF NORTHERN DEVELOPMENT

CENTRAL OFFICE

Special Projects Branch

L. J. Tuohy
64/88074P

Assistant Director \$13224-13725 (Class 9), Third Division, Department of Manufacturing Industry, Canberra

Senior Project Officer \$14229-14733 (Class 10), Third Division, Northern Development Council Section, Canberra (No. 102)

Duties: Direct the work of the Northern Development Council Section.

Qualifications: Appropriate tertiary qualifications. Considerable experience in economic analysis and policy formulation.

L. R. Johnson
304/01358

Typist, Grade 1 \$2577-5636, Fourth Division, Postmaster-General's Department, Perth

Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Canberra (No. 115)

Duties: Provide stenographic and typing duties for an Assistant Secretary.

Qualifications: Shorthand, at least 100 words per minute.

NORTHERN TERRITORY

Lands and Community Development Division, Lands Branch

M. E. Boyle
73/95851R

Typist, Grade 1 \$2638-5636, Fourth Division

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Land Administration Section, Alice Springs (No. 56)

Duties: Typing and general clerical assistance to the Lands Clerk.

Qualifications: Relevant experience desirable.

Social and Commercial Affairs Division, Public Utilities and Housing Branch

L. S. Middleton
74/95088M

Clerical Assistant, Grade 1 \$2481-5349, Fourth Division

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Business Undertakings Section, Darwin (No. 18)

Duties: Take electricity readings in Darwin, Pine Creek, Katherine and Tennant Creek.

Qualifications: Previous experience in reading electricity meters is desirable but not essential. Accuracy and neatness in figures is required.

Local Government and Services Branch

M. W. Robertson
69/95262A

Clerk \$6887-7764 (Class 2/3), Third Division

Clerk \$9022-9777 (Class 5), Third Division, Local Government Section, Darwin, vice K. W. Prior, prov. prom. 8.8.74 (No. 9)

Duties: Supervise financial and administrative activities associated with the Corporations established under the Local Government Ordinance in the Northern Territory, including budgeting control and financial investigations.

Qualifications: Sound administrative experience, preferably in the local government sphere and financial institutions.

J. B. Bisset
73/95942X

Clerical Assistant, Grade 1 \$2481-5349, Fourth Division

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Local Government Section, Darwin (No. 120)

Duties: Supervise all clerical work in cataloguing section of Central Library.

Qualifications: Experience in clerical work in a cataloguing section and detailed knowledge of the library system.

*Name and personnel
number (also seniority
reference if Regulation
169G applies)*

Promoted from

Promoted to

DEPARTMENT OF NORTHERN DEVELOPMENT—continued

P. Bottomley 305-34345	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Local Government Section, Darwin (No. 20)
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Duties: Perform clerical duties in connection with the acquisition of all library materials and supervision of subordinate clerical staff. Maintenance of financial records.

Qualifications: Experience in library acquisitions work including maintenance of financial records. Knowledge of bibliographic tools, trade catalogues and work selection journals.

J. M. Hooper 74/95130A	Typist, Grade 1 \$2638-5636, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Local Government Section, Darwin (No. 121)
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Duties: Perform check work on library cataloguing. Maintain and file library catalogues.

Qualifications: Knowledge of library procedures. Experience in library filing and catalogue typing desirable.

G. R. White 74/95271R	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Local Government Section, Darwin (No. 125)
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Duties: Under supervision perform bibliographic checking of orders and undertake clerical duties related to the raising of orders.

Qualifications: Experience in library work especially in use of bibliographic tools desirable. Ability to type an advantage.

P. F. King 72/95564T	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Local Government Section, Darwin (No. 70)
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Duties: Carry out reader services duties especially registration and reservations. Follow up overdue books.

Qualifications: Previous library experience with a knowledge of bibliographic and reference books desirable.

Management, Legislation and Planning Division, Establishments and ADP Branch

C. M. Saunders 74/95368A	Typist, Grade 1 \$2638-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, Organisation, Classification and Methods Section, Darwin (No. 95)
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Duties: Stenographic and typing duties for senior officers in the Branch.

Qualifications: Shorthand, 100 words per minute desirable.

Resource Development Division, Forestry, Fisheries, Wildlife, Environment, and National Parks Branch

M. B. O'Donoghue 58/17204X	Clerk \$10029-10704 (Class 6), Third Division	Administrative Officer \$11039-11714 (Class 7), Third Division, Executive and Administrative Section, Darwin (No. 16)
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Duties: Responsible to the Executive Officer for administrative work of the Branch.

Qualifications: Proven administrative ability. Experience in personnel and financial procedures desirable. Experience related to administration in a scientific organisation an advantage.

B. J. Singer 73/88738W	Clerk (Graduate) \$3346-6671 (Class 1), Third Division	Clerk \$10029-10704 (Class 6), Third Division, Wildlife, Environment and National Parks Section, Darwin (No. 142)
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Duties: Co-ordinate and compile Environmental Impact Statements prepared for Departmental Projects. Consult with other Branches, Departments, Organisations and Agencies on matters relating to Environmental Impact of Branch Projects. Determine guidelines for the preparation of Environmental Impact Statements and advise on form and requirements. Prepare important correspondence and submissions and undertake special projects in relation to Environmental matters.

Qualifications: Appropriate academic qualifications and/or experience desirable.

G. N. Green 70/36153T	Forestry Officer, Class 1 \$6250-9262, Third Division	Forestry Officer, Class 2 \$9715-10861, Third Division, Forestry Section, Dar- win (No. 5)
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Duties: Supervise the administration of the Northern Territory Forestry Ordinance in relation to licences, fees and royalties. Supervise government sawmills and provide extension services to private sawmills. Investigate utilisation matters.

Qualifications: An appropriate degree or diploma in Science (major in Forestry); or equivalent qualification. Experience in utilisation, conversion of timber and log sales promotion desirable.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
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D. R. Stephens 63/85510A	Technical Officer (Science), Grade 1 \$7052-8694, Fourth Division, unat- tached	Technical Officer (Science), Grade 2 \$8929-9443, Fourth Division, Wildlife, Environment and National Parks Sec- tion, Darwin (No. 100)
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Duties: Plan and implement pest control and eradication programmes. Investigate new methods of control. Provide information and service to the public on pest control. Direct the work of programmes of subordinate staff.

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

Water Resources Branch

S. D. Boulton 74/95446M	Typist, Grade 1 \$2638-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, Executive Section, Darwin (No. 33)
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Duties: Stenographic and typing duties for senior officers in the Branch.

Qualifications: Shorthand, 100 words per minute desirable.

Social and Commercial Affairs Division, Prices and Consumer Affairs Branch

T. A. Phillips 58/41980W	Investigation Officer, Grade 3 \$10029- 10704 (Class 6), Third Division, Depart- ment of the Treasury, Darwin	Clerk \$12218-12721 (Class 8), Third Division, Legislation, Research and Pol- icy Section, Darwin (No. 4)
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Duties: Undertake investigations into policy and legislation matters. Prepare associated reports and sub-
missions concerning price control and consumer affairs.

Qualifications: Previous experience in legislation and policy work desirable. Appropriate academic qualifica-
tions to be stated.

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Management Services Branch

P. F. Hogan 74/87315M	Clerk \$3346-6671 (Class 1), Third Divi- sion, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Establishments Section, Personnel and Training Sub- section, Canberra (No. 590)
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Duties: Provide relief within the Department as required.

P. Crowe 74/86703W	Clerk \$3346-6671 (Class 1), Third Divi- sion, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, Finance and Services Section, Finance and Accounts Sub-section, Canberra (No. 1302)
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Duties: Examiner of Local Accounts.

Qualifications: Previous Accounts experience an advantage.

J. Yates 73/88893X	Clerk \$3346-6671 (Class 1), Third Divi- sion, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, Finance and Services Section, Finance and Accounts Sub-section, Canberra (No. 604)
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Duties: Examiner of Local Accounts.

Qualifications: Previous Accounts experience an advantage.

P. A. Bowman 73/87332W	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Assistant (Printing), Grade 1 \$5189- 5424, Fourth Division, Finance and Ser- vices Section, Canberra (No. 500)
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Duties: Operate a Multilith 1250 ASC Offset Duplicating Machine and plate making equipment.

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

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

T. Murphy 58/16446R	Clerk \$7180-7935 (Class 4), Third Divi- sion, Engineering Works Division	Clerk \$8187-8942 (Class 5), Third Division, Data and Customer Facilities Branch, Melbourne, vice H. F. Schuck, prov. prom. 23.5.74 (No. 113).
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Duties: Responsible to the Clerk Class 6 for the clerical activities of the Branch, participate in planning investigations; surveys, etc. Maintain Branch statistics and employ these where appropriate in the preparation of reports.

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

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| <p>C. A. Featherstone
68/37205X</p> <p><i>Duties:</i> Administrative and clerical support to professional and Section.</p> | <p>Clerk \$6052-6929 (Class 2/3), Third Division, Department of Defence—Navy Office, Victoria</p> | <p>Clerk \$7180-7935 (Class 4), Third Division, Fundamental Planning Branch, Trunk Records Automation Section, Melbourne (No. 21).</p> <p>sub-professional staff primarily in the</p> |
| <p>R. H. Trinnick
67/38623K</p> <p><i>Duties:</i> Administrative and clerical support to professional and Planning Mechanisation and Techniques Section.</p> <p><i>Qualifications above two positions:</i> Knowledge of telecommunication and computer terminology desirable.</p> | <p>Clerk \$6052-6929 (Class 2/3), Third Division, Engineering Planning and Research Division</p> | <p>Clerk \$7180-7935 (Class 4), Third Division, Fundamental Planning Branch, Melbourne (No. 85)</p> <p>sub-professional staff, primarily in the</p> |
| <p>K. W. Power
59/60843E</p> <p><i>Duties:</i> Responsible to the Branch Head for management of the Section which performs the intermediate and long-term planning and the national trunk switched network.</p> <p><i>Qualifications:</i> Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.</p> | <p>Engineer, Class 4 \$13718-14623, Third Division, Engineering Planning and Research Division</p> | <p>Engineer, Class 5 \$15310-16292, Third Division, Telephone Switching and Facilities Branch, National Trunk Network Section, Melbourne (No. 5)</p> |

Engineering Works Division, Buildings Branch

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| <p>D. F. Clarke
67/40201X</p> <p><i>Duties:</i> Determine engineering service requirements as dictated by the functional needs of special major buildings.</p> <p><i>Qualifications:</i> Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.</p> | <p>Engineer, Class 2 \$9903-11046, Third Division, Engineering Works Division</p> | <p>Engineer, Class 3 \$11705-13047, Third Division, Planning and Development Sub-Branch, Engineering Services (Special Majors) Section, Melbourne (No. 29)</p> |
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Support Services Branch

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| <p>W. F. Hancock
71/39214E</p> <p><i>Duties:</i> Assist in the oversight and co-ordination of the efficient utilisation of the productive capabilities of the State Workshops, with special reference to telecommunications engineering.</p> <p><i>Qualifications:</i> 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 manufacturing or telecommunications fields desirable.</p> | <p>Engineer, Class 1 \$6454-9262, Third Division, unattached</p> | <p>Engineer, Class 2 \$9903-11046, Third Division, Workshops Production Section, Melbourne (No. 54)</p> |
| <p>H. M. Grogan
69/36356A</p> <p><i>Duties:</i> Assist in checking of APO specifications, arranging printing, issuing and distribution of APO specifications, maintain the collection of British and Australian standards, order new standards, incorporate amendments and arranging payment for the standards, operate a loan service with a follow-up system and keep individual position card for each standard, amend section copy of the Stock Title Book and Commonwealth Standard Issue Rate.</p> | <p>Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Engineering Works Division</p> | <p>Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Materials Section, Melbourne (No. 73)</p> |

Management Services Division, Finance and Accounting Branch

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| <p>B. Millers
70/40961K</p> <p><i>Duties:</i> Responsible for the operations of the Central Office Reference Library and the oversight of State Reference Library Services.</p> <p><i>Qualifications:</i> University degree or its equivalent together with Registration of the Library Association of Australia or its equivalent. Ability to exercise independent judgment as senior librarian in performance of special library duties desirable.</p> | <p>Librarian, Class 1 \$6270-8996, Third Division, Department of the Media, Victoria</p> | <p>Librarian, Class 2 \$9262-10299, Third Division, Economic Policy and Financial Analysis Section, Economic Studies Sub-section, Melbourne (No. 63)</p> |
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**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

Postal Services Division, Commercial Branch

A. N. Turzynski 65/38397R	Clerk \$7180-7935 (Class 4), Third Division, Postal Services Division	Clerk \$8187-8942 (Class 5), Third Division, Product Management Section, Melbourne (No. 8)
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Duties: Prepare ministerial and other customer correspondence. Assist in the preparation of marketing submissions and reports.

Mails and Transport Branch

W. J. Hargraves 59/10685E	Clerk \$7180-7935 (Class 4), Third Division, Postal Services Division, South Australia	Traffic Officer \$8187-8942 (Class 5), Third Division, Production Studies Section, Melbourne (No. 47)
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Duties: Assist with the review and analysis of mail processing and transport arrangements.

Note: This position is outposted to Adelaide.

S. J. Kerr 68/39280C	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Management Services Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Production Studies Section, Melbourne (No. 53)
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Duties: Collation of management control data and assistance with associated studies.

NEW SOUTH WALES

Engineering Division, Administrative Branch

J. M. Freeman 65/13333M	Clerk \$8015-8770 (Class 4), Third Division, Engineering Division, Sydney	Clerk \$9022-9777 (Class 5), Third Division, Costing Section, Sydney (No. 81)
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Duties: Officer-in-charge, State Accounting Sub-section. Responsible for all State Accumulation and Ledger Balances.

Buildings Branch

R. I. Wilson 65/11072W	Technical Officer (Buildings), Grade 2 \$8929-9443, Third Division, Engineering Division, Sydney	Senior Technical Officer (Buildings), Grade 1 \$9700-10214, Third Division, Planning and Programming Section, Sydney (No. 111)
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Duties: Provide technical advice to Divisions/Branches, to enable them to fully cost future growth plans; provide general technical assistance in preparation of Design Lists, Building and Sites programme.

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

Construction Branch

F. W. Yarrington 59/45676A	Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Engineering Division, Corowa	Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Country Installation No. 4 Section, Sydney
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Duties: Responsible to Engineer, Class 3. Oversight and participate in the detailed forward planning of transmission engineering projects. Liaise with other Sections on matters related to the installation activity of the Section.

R. Mudie 62/22036P	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division, Sydney	Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Staff Engineers Section, Sydney
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Duties: Control of the circuit design laboratory.

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

R. J. Ison 59/44290P	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division, Sydney	Lines Supervisor, Grade 3 \$8033, Fourth Division, Primary Works (Metropolitan) No. 3 Section, Caringbah
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Duties: Estimating duties for large size conduit and cable works.

Note: The location of this position will be transferred to Burwood at a future date.

R. F. Haynes 59/41831X	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division, Sydney	Lines Inspector, Grade 3 \$8033, Fourth Division, Primary Works (Country) Section, Sydney
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Duties: Prepare engineering estimates in country areas of New South Wales.

Note: Driving duties involved.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Metropolitan Operations Branch

D. R. Gordon 70/11580C	Engineer, Class 1 \$7204-10012, Third Division, unattached	Engineer, Class 2 \$10653-11796, Third Division, Metropolitan Operations No. 4 Section, Parramatta (No. 424)
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Duties: Design and control the installation and maintenance of external plant in a defined geographical area.

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

Regional Operations Branch

J. E. O'Neill 59/44887T	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division, Wollongong	Lines Supervisor, Grade 3 \$8033, Fourth Division, Wollongong Section, Wollongong
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Duties: Storekeeper.

G. T. Blim 68/23606E (19.4.68)	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, Mayfield	Lineman, Grade 2 \$5990-6167, Fourth Division, Newcastle Section, Mayfield
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Duties: Leading hand in Line party.

Support Services Branch

W. C. Moxon 59/38585P	Senior Draftsman \$9700-10214, Third Division, Engineering Division, Sydney	Supervising Draftsman \$10495-11059, Third Division, Drafting Section, Sydney (No. 294)
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Duties: Control, co-ordinate and check the work of the Metropolitan Equipment No. 3 Sub-section.

E. R. Grubb 59/38075M	Draftsman, Grade 2 \$8929-9443, Fourth Division, Engineering Division, Sydney	Senior Draftsman \$9700-10214, Fourth Division, Drafting Section, Sydney (No. 552)
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Duties: Advanced design and drafting work in the Mail Handling No. 2 Sub-section.

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

J. R. H. Dempsey 59/37788K	Plan Records Assistant, Grade 2 \$6723-7427, Fourth Division, Engineering Division, Newcastle	Plan Records Officer \$7052-8694, Fourth Division, Drafting Section, Newcastle (No. 417)
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Duties: Prepare and amend plan records of reticulation of cables and conduit in a Country District Engineering Office.

B. E. Foggin 73/23205M	Plan Records Assistant, Grade 1 \$2728-6505, Fourth Division, Engineering Division, Sydney	Plan Records Assistant, Grade 2 \$6723-7427, Fourth Division, Drafting Section, Sydney (No. 458)
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Duties: Less involved drafting work in the Trunk Cable and External Plant Planning Sub-section.

K. Patterson 64/23917M	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division, Sydney	Plan Records Assistant, Grade 2 6723-7427, Fourth Division, Drafting Section, Waterloo (No. 535)
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Duties: Prepare and amend simpler record plans of Cables and Conduits Sub-section No. 6.

E. Brick 59/41144E	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, Engineering Division, Sydney	Senior Inspecting Officer, Grade 2 \$9882-10393, Fourth Division, Materials Section, Darlinghurst (No. 3)
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Duties: Control staff engaged in surveillance activities at the resident inspection stations of the major telephone manufacturers.

Postal Services Division, Mail Exchange Branch

M. J. Londrigan 59/28693G	Clerk \$9022-9777 (Class 5), Third Division, Postal Services Division, Redfern	Clerk \$10029-10704 (Class 6), Third Division, Administrative Section, Redfern (No. 432)
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Duties: Undertake special assignments as directed by the Superintendent. Prepare correspondence and provide administrative support for senior Assistant Superintendents in both Traffic Divisions. Act as liaison to the Postal Engineering Branch on Equipment Performance, Maintenance and Operations areas. Perform associated duties.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
D. Chaseling 70/23567K	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Postal Services Division, Redfern	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Administrative Section, Finance and Statistical Sub-section, Redfern (No. 478)
<i>Duties:</i> Maintain records of financial expenditure under the various Branch Sectional and Treasury accounts. Prepare preliminary data for financial estimates as required. Prepare financial statements for submission to Central Administration, Director, Branch Head, etc. Examine apportionment of salaries throughout the various Sections, effect adjustments and inform the Chief Accountant of variations. As directed, assist in Special Financial Assignments. Maintain overtime Records and reconcile hours approved against hours worked.		
P. Wilkins 67/23474K	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Personnel and Industrial Relations Branch, Sydney	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Administrative Section, Branch Services Sub-section, Redfern (No. 454)
<i>Duties:</i> Provide relief for Clerical Assistant staff within the Branch at Grade 4 level and higher as required.		
P. Tallon 67/23445T	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Postal Services Division, Redfern	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Administrative Section, Branch Services Sub-section, Redfern (No. 60)
<i>Duties:</i> Maintain records of daily absences throughout the Unit Area and follow up to ensure leave applications are submitted. Examine and record details of late attendance dockets, authorise pay deductions in relation to late attendances and prepare the monthly summary of late attendances. Maintain staff Personal History Cards. Arrange distribution of circulars, etc. Perform pay witnessing duties as required.		

Post Offices Branch

J. J. Ashdown 72/22250M	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Engineering Division, Sydney	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Branch Services Section, Postal Training School, Strathfield (No. 286)
<i>Duties:</i> General clerical assistance in the day to day operations of the Postal Training School.		
T. A. Collins 59/32790X	Postmaster, Grade 4 \$10377-11131, Third Division, Pennant Hills	Postmaster, Grade 5 \$11506-12258, Third Division, Lane Cove
R. J. Orr 63/24617X	Postman \$5310-5658, Fourth Division, Lismore	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Lismore
M. N. White 301/0251	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Penrith
N. R. Bensley 72/23371A (26.4.72)	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Gilgandra
P. Lambe 74/22694A (18.3.74)	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Postman \$5310-5658, Fourth Division, Chester Hill
P. J. Foskett 74/23091T (11.6.74)	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Postman \$5310-5658, Fourth Division, Liverpool

Postal Engineering Branch

B. Stephenson 72/15278G	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Redfern (No. 60)
<i>Duties:</i> Provide clerical assistance to Foreman, Grade 2. Preparation of working reports and allied duties.		

Telecommunications Division, Country Region

F. J. Thomson 68/22656C	Clerk \$3346-6671 (Class 1), Third Division, Telecommunications Division, Newcastle	Clerk \$6887-7764 (Class 2/3), Third Division, North Section, Newcastle District Telephone Office Sub-section, Newcastle (No. 332)
<i>Duties:</i> Service Clerk.		
J. M. H. Marshall 62/24305P	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Telecommunications Division, Newcastle	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, North Section, Newcastle District Telephone Office Sub-section, Newcastle (No. 410)
<i>Duties:</i> Meter reading and recording duties.		
H. L. Lyon 68/12882K	Clerk \$8015-8770 (Class 4), Third Division, Telecommunications Division, Wollongong	Clerk \$9022-9777 (Class 5), Third Division, South Section, Bathurst District Telephone Office Sub-section, Bathurst (No. 549)
<i>Duties:</i> Assist the Senior Service Officer in the management of the Service Section.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

W. B. Fogarty 59/35679A	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Telecommunications Division, Dubbo	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, South Section, Dubbo District Telephone Office Sub-section, Dubbo (No. 434)
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Duties: Telephone directory editing and classification officer. Advise counter and telephone inquiries on telephone directory matters.

A. A. Ellis 59/26046K	Clerk \$10029-10704 (Class 6), Third Division, Telecommunications Division, Wollongong	District Telephone Manager \$11039- 11714 (Class 7), Third Division, South Section, Nowra District Telephone Office Sub-section, Nowra (No. 550)
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Duties: Responsible to the Assistant Manager South for the efficient management and control of the Telephone Office and grade of telephone and telegraph service in the district.

K. H. Francis 71/12427W	Clerk \$6887-7764 (Class 2/3), Third Division, Telecommunications Division, Wagga Wagga	Clerk \$8015-8770 (Class 4), Third Division, South Section, Wagga Wagga District Telephone Office Sub-section, Albury (No. 566)
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Duties: Responsible to the Senior Sales Officer for the processing of applications for telephone services of the more complex type and supervision of the Sales Section.

Metropolitan Region, Service Branch

G. A. Vinnicombe 59/27471E	Monitor \$6034-6381, Fourth Division, Telecommunications Division, Gosford	Overseer \$6840-7248, Fourth Division, Service Standards Section, Sydney
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Duties: Conduct all types of service sampling.

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

Personnel and Industrial Relations Branch

P. J. Donnelly 69/10932C	Clerk \$6887-7764 (Class 2/3), Third Division, Department of Defence—Navy Office, Garden Island	Clerk \$8015-8770 (Class 4), Third Division, Industrial Relations Section, Assessing and Compensation Sub- section, Sydney (No. 497)
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F. M. Edwards 69/10796T	Clerk \$6887-7764 (Class 2/3), Third Division, Department of Defence—Air Office, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Industrial Relations Section, Assessing and Compensation Sub- section, Sydney (No. 488)
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D. L. Moore 68/12421C	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Industrial Rela- tions Branch, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Industrial Relations Section, Assessing and Compensation Sub- section, Sydney (No. 536)
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Duties above three positions: Industrial Assessor. Assess salary and allowance variations, higher duties allowance, leave and furlough, superannuation/provident account contributions, travelling and living allowances, etc. Exercise appropriate delegations.

Supply Branch

J. J. Bourke 59/35191G	Clerk \$6887-7764 (Class 2/3), Third Division, Supply Branch, Milsons Point	Clerk \$8015-8770 (Class 4), Third Division, Procurement Section, Milsons Point (No. 58)
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Duties: Assistant Suppliers, Accounts Examination Officer.

VICTORIA

Engineering Division, Construction Branch

A. G. Anderson 59/55650X	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$8033, Fourth Division, Primary Works (Metropolitan) Section, Melbourne
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Duties: Estimating Supervisor on Primary Works Project in Conduit and Cable installation.

Metropolitan Operations Branch

B. J. Finnegan 62/46692P	Lines Supervisor, Grade 1 \$6710, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$8033, Fourth Division, Metropolitan Opera- tions No. 5 (East) Section, Camber- well
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

R. K. Megna
59/71907E Lineman, Grade 2 \$5990-6167, Fourth
Division, Engineering Division

Lines Supervisor, Grade 3 \$8033,
Fourth Division, Metropolitan Opera-
tions No. 5 (East) Section, Camber-
well

Duties above two positions: Estimating Supervisor.

B. D. Hayes
70/46107R Lineman, Grade 1 \$5365-5560, Fourth
Division, Engineering Division

Lines Supervisor, Grade 1 \$6710,
Fourth Division, Metropolitan Opera-
tions No. 3 (North) Section, North-
cote North

Duties: Party Leader.

F. Cernaz
62/45741X Lineman, Grade 2 \$5990-6167, Fourth
Division, Engineering Division
Duties: Cable Assigner, City East.

Cable Assigner \$6710, Fourth Division,
City Operations Section, Melbourne

K. M. Bergin
71/39652K Assistant, Grade 1 \$2063-4514, Fourth
Division, Engineering Division

Clerical Assistant, Grade 2 \$4611-4902,
Fourth Division, Metropolitan Opera-
tions No. 1 (West) Section, Footscray
(No. 251)

Duties: Fault dispatch assistance.

Regional Operations Branch

J. E. Saltmarsh
61/45782P Lineman, Grade 2 \$5990-6167, Fourth
Division, Engineering Division

Lines Supervisor, Grade 1 \$6710,
Fourth Division, North Eastern Section,
Cobram

Duties: Party Leader.

G. A. Smith
65/45993G Lineman, Grade 1 \$5365-5560, Fourth
Division, Engineering Division

Cable Assigner \$6710, Fourth Division,
South Western Section, Geelong

G. F. Heron
70/46594A Telephonist \$2191-4740, Fourth Divi-
sion, Telecommunications Division

Clerical Assistant, Grade 2 \$4611-4902,
Fourth Division, South Western Section,
Geelong (No. 106)

Duties: General clerical assistance to the Senior Telecommunications Technical Officer in charge of the
'9' telephone exchange.

Support Services Branch

H. C. Alger
59/59634X Telecommunications Technical Officer,
Grade 1 \$7756-8694, Fourth Division,
Engineering Division

Apprentice Practical Instructor, Grade
3 \$9516, Fourth Division, Industrial
Engineering and Training Section, Mel-
bourne

Duties: Control the activities, design and review of the overall programme and assessment of organisation
and staffing needs of, off-the-job workshops and associated workside annexes in Melbourne and Ballarat.

Qualifications: Extensive field experience as a Telecommunications Technician or Tradesman and completion
of an approved course for Apprentice Practical Instructors or an equivalent course. Extensive supervisory
experience is desirable.

G. L. Hepburn
59/59448E Telecommunications Technician \$7052-
7756, Fourth Division, Engineering Divi-
sion

Apprentice Practical Instructor, Grade
2 \$8887-9066, Fourth Division, Industrial
Engineering and Training Section, Mel-
bourne

Duties: Supervision and organisation of a group of Apprentice Practical Instructors, Grade 1 who have
under their control apprentice Telecommunications Tradesmen in off-the-job workshops and associated work-
side annexes.

Qualifications: Extensive field experience as a Telecommunications Technician or Tradesman and completion
of an approved course for Apprentice Practical Instructors or an equivalent course. Supervisory experience is
desirable.

E. G. Bartholomusz
61/45309E Telecommunications Technician \$7052-
7756, Fourth Division, Engineering Divi-
sion

Apprentice Practical Instructor, Grade 1
\$7809-8168, Fourth Division, Industrial
Engineering and Training Section, Mel-
bourne

P. J. A. H. Borg
63/45717W Telecommunications Technician \$7052-
7756, Fourth Division, Engineering Divi-
sion

Apprentice Practical Instructor, Grade 1
\$7809-8168, Fourth Division, Industrial
Engineering and Training Section, Mel-
bourne

R. W. Duckworth
61/45353M Telecommunications Technician \$7052-
7756, Fourth Division, Engineering Divi-
sion

Apprentice Practical Instructor, Grade 1
\$7809-8168, Fourth Division, Industrial
Engineering and Training Section, Mel-
bourne

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

G. D. Gullick 62/45578G	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division	Apprentice Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Melbourne
F. Mihai 61/45739M	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division	Apprentice Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Melbourne
K. T. O'Brien 63/45743X	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division	Apprentice Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Melbourne
D. J. Randall 64/46369E	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Apprentice Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section Melbourne

Duties above seven positions: Under general supervision, guide and control the development of skills and assess the progress of a group of apprentice Telecommunications Tradesmen.

Qualifications above seven positions: Extensive field experience as a Telecommunications Technician or Tradesman and completion of an approved course for Apprentice Practical Instructor or an equivalent course.

Mail Exchange Branch

G. H. Fellows 68/46687A	Clerk \$6052-6929 (Class 2/3), Third Division, Postal Services Division	Clerk \$7180-7935 (Class 4), Third Division, Melbourne (No. 85)
<i>Duties:</i> Customer Advisory Officer (Education). Prepare and conduct mailing courses for staff of private firms and Government Departments. Interview and advise executives of business firms and other organisations on the various types of mailing services available.		
<i>Qualifications:</i> Knowledge of the Post and Telegraph Act and the Postal Regulations desirable. Ability to conduct lecture sessions.		
D. J. Pattison 68/37107X	Clerk \$6052-6929 (Class 2/3), Third Division, Postal Services Division	Clerk \$7180-7935 (Class 4), Third Division, Melbourne (No. 69)
<i>Duties:</i> Liaise with the Public Relations Section on the preparation of publicity material relating to Postal facilities. Deliver lectures on postal matters at Business Colleges and other schools. Organise campaigns for early posting of overseas and domestic Christmas Mails.		
<i>Qualifications:</i> Knowledge of Post and Telegraph Act, Postal Regulations, Post Office Guide and Universal Postal Union Convention desirable.		
G. J. Armel 74/45349X (4.3.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Mail Officer \$4591-5508, Fourth Division, Melbourne
G. Caminiti 74/45276W (4.3.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Mail Officer \$4591-5508, Fourth Division, Melbourne
T. H. Cruddis 74/45301K (4.3.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Mail Officer \$4591-5508, Fourth Division, Melbourne
R. M. Hughes 74/45264E (4.3.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Mail Officer \$4591-5508, Fourth Division, Melbourne
S. Hussein 74/45281E (4.3.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Mail Officer \$4591-5508, Fourth Division, Melbourne
J. E. Ithier 74/45371G (4.3.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Mail Officer \$4591-5508, Fourth Division, Melbourne
E. Kirby 74/45361A (4.3.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Mail Officer \$4591-5508, Fourth Division, Melbourne
L. Klingenspor 74/45306G (4.3.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Mail Officer \$4591-5508, Fourth Division, Melbourne
J. F. Leclair 74/45399G (4.3.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Mail Officer \$4591-5508, Fourth Division, Melbourne
M. G. L. Neeamuthkan 74/45352X (4.3.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Mail Officer \$4591-5508, Fourth Division, Melbourne
K. Powell 74/45511K (4.3.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Mail Officer \$4591-5508, Fourth Division, Melbourne
G. Randich 74/45384C (4.3.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Mail Officer \$4591-5508, Fourth Division, Melbourne

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
D. A. Rode 74/45313A (4.3.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Mail Officer \$4591-5508, Fourth Division, Melbourne
M. J. B. St. Mart 74/45415T (4.3.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Mail Officer \$4591-5508, Fourth Division, Melbourne
Post Offices Branch		
L. T. Nette 59/63950R	Postmaster, Grade 2 \$7315-8108, Third Division, Doncaster East	Postmaster, Grade 3 \$8396-9256, Third Division, Chadstone
L. G. Williams 59/69567M	Postmaster, Grade 2 \$7315-8108, Third Division, Bruthen	Postmaster, Grade 3 \$8396-9256, Third Division, Daylesford
D. A. Foote 59/70012W	Senior Postal Clerk, Grade 1 \$6252-6816, Third Division, Market Square	Senior Postal Clerk, Grade 2 \$7048-7578, Third Division, Belmont
P. G. Jolly 68/45070W	Senior Postal Clerk, Grade 1 \$6252-6816, Third Division, Brunswick West	Senior Postal Clerk, Grade 2 \$7048-7578, Third Division, Essendon, vice D. W. Pye, prov. prom. 30.5.74
T. J. M. Kiekebosh 68/45066R	Clerk \$6052-6929 (Class 2/3), Third Division, Postal Services Division	Senior Postal Clerk, Grade 2 \$7048-7578, Third Division, Mt Waverley
W. D. Strachan 59/69394A <i>Duties:</i> Responsible to within an area.	Mail Officer \$4591-5508, Fourth Division, Dandenong the District Postal Manager for the overseeing of postal delivery arrangements	Senior Postal Officer, Grade 1 \$6252-6816, Fourth Division, Dandenong
G. R. Edwards 73/45310W	Postal Officer, Grade 1 \$4475-4823, Fourth Division, Northcote (Relief)	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Preston
M. A. Holt 69/46714P	Telephonist \$2191-4740, Fourth Division, Telecommunications Division	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Geelong
N. M. Paton 68/46009A	Postman \$4475-4823, Fourth Division, Cobram	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Cobram
P. J. Roden 73/45868M	Postman \$4475-4823, Fourth Division, North Essendon	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Niddrie
R. C. Fuller 72/45928C (11.5.72)	Assistant Postal Officer \$2181-4361, Fourth Division, Ouyen	Postal Officer, Grade 1 \$4475-4823, Fourth Division, Robinvale
Finance and Accounting Branch		
J. Banks 73/40970K	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Post Offices Accounting Section, Melbourne (No. 143)
R. B. Dalton 70/41548C	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Finance and Accounting Branch <i>Duties above two positions:</i> Set up and operate IBM punched card machines.	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Post Offices Accounting Section, Melbourne (No. 141)
P. M. Keighley-Gerardy 68/39958G	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Finance and Accounting Branch <i>Duties:</i> Assessor, Philatelic Bureau.	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Post Offices Accounting Section, Melbourne (No. 183)
B. J. Carr 71/38599X	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Finance and Accounting Branch <i>Duties:</i> Relief Officer, Post Offices Accounting Section	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administrative and Relief Section, Melbourne (No. 86)
H. Blade 72/36470T	Data Processing Operator, Grade 1 \$2220-4801, Fourth Division, unattached <i>Duties:</i> Operate accounting machines producing punched paper tape for computer input. <i>Qualifications:</i> Completion of prescribed test.	Data Processing Operator, Grade 2 \$5398, Fourth Division, Revenue Section, Melbourne (No. 639)
Supply Branch		
J. D. Turner 67/66962C	Storeman \$5379-5606, Fourth Division, Supply Branch	Senior Storeman \$5747-6005, Fourth Division, Warehousing Section, Port Melbourne
<i>Duties:</i> Under general supervision, perform and/or accept responsibility for the more skilled activities associated with the receipt, custody, issue or survey of stores and allied documentation, recording and checking activities. <i>Qualifications:</i> Ability to apply a considerable knowledge and experience to the operation of relevant warehouse systems and procedures. Allocate, oversight and check the work of a small number of staff.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

QUEENSLAND

Engineering Division, Administrative Branch

J. F. Carlyon 62/57064M	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Engineering Division, New South Wales	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Staff and Industrial Section, Brisbane (No. 1324)
R. I. Elliot 61/61631X	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Engineering Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Staff and Industrial Section, Brisbane (No. 1323)

Duties above two positions: Provide relief throughout the metropolitan area.

Buildings Branch

G. E. Harvey 60/88310T	Engineer, Class 2 \$9903-11046, Third Division, Engineering Division	Engineer, Class 3 \$11705-13047, Third Division, Engineering Services Section, Brisbane (No. 983)
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Duties: Responsible to the Branch Head for management of Section.

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

Construction Branch

L. P. Behnke 73/61383P	Telecommunications Technician \$7052- 7756, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Metropolitan Installation Section, Brisbane
R. J. Collett 65/61086P	Telecommunications Technician \$7052- 7756, Fourth Division, unattached	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Metropolitan Installation Section, Brisbane
G. R. Volz 64/61095A	Telecommunications Technician \$7052- 7756, Third Division, Engineering Division	Telecommunications Technical Officer, Grade 1 \$7756-8694, Third Division, Metropolitan Installation Section, Brisbane

Duties above three positions: Under direction of a higher grade Telecommunications Technical Officer, undertake supervision of sections of installation projects on crossbar and step by step automatic switching equipment.

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

Metropolitan Operations Branch

W. J. Pinney 59/19107R	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$8033, Fourth Division, Metropolitan Opera- tions No. 1 Section, Brisbane
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Duties: Sectional storekeeper.

M. W. Grant 59/18534X	Lines Supervisor, Grade 1 \$6710, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$8033, Fourth Division, Outer Metropolitan Operations No. 2 Section, Petrie
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Duties: Area supervisor.

Planning and Programming Branch

R. J. Parker 67/61148M	Telecommunications Technician \$7052- 7756, Third Division, unattached	Technical Officer (Engineering), Grade 1 \$7052-8694, Third Division, Trans- mission Measurements Section, Bris- bane (No. 84)
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Duties: Maintain and calibrate the less straightforward laboratory plant and test equipment used by Transmission Measurements staff. Design and construct straightforward transmission equipment items required to upgrade and/or maintain the quality of lines, bearers or special services.

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

Postal Services Division, Post Offices Branch

G. R. Sondergeld 63/61260K	Postal Clerk \$4827-5989, Third Division, Burleigh Heads	Senior Postal Clerk, Grade 1 \$6252-6816, Third Division, Southport
J. B. Watson 70/61310E	Postal Officer, Grade 2 \$4591-5508, Fourth Division, South Brisbane	Postal Clerk \$4827-5989, Fourth Division, East Brisbane

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

L. E. A. Webb 74/61402E (2.4.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Brisbane North Quay	Postal Officer, Grade 1 \$4475-4823, Fourth Division, Brisbane North Quay
G. T. Graham 72/58299P (19.9.72)	Lightkeeper \$4516-4822, Fourth Division, Department of Transport, Queensland	Postal Officer, Grade 1 \$4475-4823, Fourth Division, Bundaberg
B. C. Penny 71/62055E (2.12.71(23))	Assistant Postal Officer \$2181-4361, Fourth Division, Toowoong	Postal Officer, Grade 1 \$4475-4823, Fourth Division, Fortitude Valley
R. J. Shields 74/61405T (11.4.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Hermit Park	Postman \$4475-4823, Fourth Division, Hermit Park
W. P. Bosworth 74/61457M (8.5.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Innisfail	Postman \$4475-4823, Fourth Division, Innisfail
K. D. Burgdorf 71/61334C (23.3.71(25))	Assistant Postal Officer \$2181-4361, Fourth Division, Innisfail	Postman \$4475-4823, Fourth Division, Innisfail

Telecommunications Division, Country Region

G. C. Vetter 70/61920R	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, District Telephone Office, Townsville (No. 294)
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Duties: Provide relief for clerical staff.

Metropolitan Region

A. R. Kimlin 59/24695W	Supervisor (Telegraphs) \$6492-6929, Third Division, Telecommunications Division	Traffic Officer \$7180-7935 (Class 4), Third Division, Service Branch, Chief Telegraph Office Section, Brisbane (No. 61)
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Duties: Control staff and traffic in the Operating Sub-section. Officer in charge, responsible for State wide Telegraph Services during after hours periods.

Finance and Accounting Branch

D. R. Barnes 67/61868P	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, unattached	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Post Offices Accounting Section, Brisbane (No. 50)
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Duties: Supervise and direct the work of clerical assistants engaged on routine clerical work in the Licence Recording Group and deal with more difficult queries referred by subordinate staff.

R. Gunn 59/25002C	Clerk \$7180-7935 (Class 4), Third Division, Finance and Accounting Branch	Clerk \$8187-8942 (Class 5), Third Division, Revenue Section, Brisbane (No. 96)
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Duties: Group controller country. Supervise and control country credit groups.

SOUTH AUSTRALIA

Engineering Division, Administrative Branch

E. M. Boneham 67/66835M	Clerk \$2845-5836 (Class 1), Third Division, Engineering Division	Clerk \$6052-6929 (Class 2/3), Third Division, Costing Section, Adelaide (No. 101)
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Duties: Check wages and allowance paysheets, establish and maintain records of salary wages and allowance payments for all costing purposes.

Metropolitan Operations Branch

R. A. Ruediger 59/15213T	Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Third Division, Engineering Division	Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Third Division, Metropolitan Operations Section, Edwardstown
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Duties: Officer in charge of a 24 hour staffed large suburban district comprising 12,000 line hybrid (ARF and 1st stage GV) Local Exchange, ARF Crossbar Metropolitan Tandem Exchange and Step by Step Tandem Exchange. After hours control of 14 telephone exchanges and urgent subscribers fault attention in associated suburbs.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Knowledge of equipment and operational procedures, and administration procedures, and ability to control staff desirable.

D. R. Hyde 66/70489G	Clerk \$2845-5836 (Class 1), Third Division, Engineering Division	Clerk \$6052-6929 (Class 2/3), Third Division, Metropolitan Operations Section, Adelaide (No. 384)
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Duties: Works Clerk. Perform clerical duties associated with processing damage to Departmental plant reports, recoverable works and all functions associated with major and minor works authorities.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Regional Operations Branch

D. E. Caudle 59/10271T	Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third Division, Engineering Division	Senior Technical Officer (Engineering), Grade 3 \$11360-11661, Third Division, Radio Section, Adelaide (No. 1004)
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Duties: Responsible to the Supervising Engineer, Radio Section for the efficient functioning of the Regulatory and Licensing Group.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Administrative ability of a high order, experience in public relations, a sound knowledge of the Wireless Telegraphy Act and Regulations, Radio Regulations annexed to the International Telecommunications Convention, and the Radio provisions of Commonwealth and State Navigation Acts and Regulations desirable.

N. I. Newport 59/14958W	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Engineering Division	Senior Telecommunications Technical Officer, Grade 3 \$11360-11661, Fourth Division, Trunk Service Section, Adelaide
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Duties: Officer in charge of Adelaide Carrier Centre, consisting of Broadband and other Carrier Telephone Systems, Television Operating Centre and Programme Room.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Knowledge of equipment involved and ability to control staff desirable.

D. A. Carthew 59/13881P	Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Engineering Division	Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Radio Section, Pimpala
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Duties: Responsible for the day to day operations and maintenance of the dual 50 kW National Broadcasting Service Transmitters.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Experience in the maintenance of high power radio transmitters and ability to control staff desirable.

Support Services Branch

J. W. Trueman 59/15501E	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Materials Section, Adelaide (No. 928)
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Duties: Prepare detailed and complex specifications and information for drawings relative to the supply of engineering plant and equipment. Prepare technical reports on the acceptability of equipment being purchased under local contracts and orders. Liaise with the Supply Branch and requisitioning staff on technical aspects of material supply.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Experience in writing and classification of specifications and drawings and a knowledge of manufacturing processes, new materials and manufacturing tolerances desirable.

C. Burgess 70/66026T	Electrical Fitter and Mechanic \$6097-6914, Fourth Division, Engineering Division	Senior Electrical Fitter and Mechanic, Grade 1 \$7265-7422, Fourth Division, Mail Handling Equipment Section, Adelaide (No. 702)
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Duties: Supervise and direct staff on installation and/or maintenance of electrical and mechanical services for which the Mail Handling Equipment Section is responsible. Perform manipulative work in the above fields as required.

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

Postal Services Division, Post Offices Branch

D. W. Hampel 62/70693R	Postal Clerk \$4827-5989, Fourth Division, Jamestown	Senior Postal Clerk, Grade 1 \$6252-6816, Fourth Division, Ceduna
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Qualifications: Occupant must be qualified in accordance with conditions notified in *Gazette* No. 9 of 30.1.73.

M. I. Perry 72/70495A (4.12.72)	Assistant Postal Officer \$2180-4361, Fourth Division, Strathalbyn	Postman \$4475-4823, Fourth Division, Strathalbyn
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Telecommunications Division, Country Region

C. R. Anderson 61/66197C	Clerk \$6052-6929 (Class 2/3), Third Division, Telecommunications Division	Clerk \$7180-7935 (Class 4), Third Division, District Telephone Office Section, Central Sub-section, Adelaide (No. 98)
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Duties: Responsible to Senior Sales Officer for control and direction of staff in a Sales Group.

Qualifications: Sound knowledge of sales practices and procedures particularly in respect of country areas desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Metropolitan Region, Service Branch

D. J. Roberts 65/70568G	Phonogram Operator \$2191-4740, Fourth Division, Telecommunications Division	Monitor \$5199-5546, Fourth Division, Chief Telegraph Office Section, Adelaide
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Qualifications: Occupant must be qualified as Monitor (Phonogram).

Finance and Accounting Branch

T. D. Bruun 73/66048P	Clerk \$2845-5836 (Class 1), Third Division, Finance and Accounting Branch	Statistical Officer \$9194-9869 (Class 6), Third Division, Finance Section, Adelaide (No. 350)
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Duties: Review and develop statistical services within the State and provide a consultative service to all Divisions and Branches.
Qualifications: University degree with major in Statistical Methods/Mathematics desirable.

WESTERN AUSTRALIA

Engineering Division, Administrative Branch

R. G. Kell 71/75204G	Clerk \$2845-5836 (Class 1), Third Division, Engineering Division	Clerk \$6052-6929 (Class 2/3), Third Division, Costing Section, State Accounting and Services Sub-section, Perth (No. 326)
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Duties: Perform costing of work of the Buildings Engineering Services Sub-section.

C. P. Saulsman 73/75926A	Typist, Grade 1 \$2220-4801, Fourth Division, Engineering Division	Typist, Grade 2 \$4956-5266, Fourth Division, General Services Section, Perth (No. 4323)
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Duties: Typing and stenographic work in the Engineering Division Typing Pool.
Qualifications: Qualified typist capable of shorthand at not less than 100 words per minute.

Country Branch

R. M. Clatworthy 59/52489G	Lineman, Grade 2 \$5990-6167, Fourth Division, unattached	Lines Supervisor, Grade 1 \$6710, Fourth Division, North West Section, Moora
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Duties: In charge of a party engaged on cable works.

W. O. Shaw 61/78175R	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, North West Section, Gingin
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Duties: In charge of an aerial and cable works line party.
Note above two positions: Housing is difficult to obtain.

R. D. Thomas 59/54214R	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, North West Section, Geraldton District
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Duties: In charge of a party engaged on aerial and cable works at regional lines station.

R. R. Whiteford 59/54392W	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great Southern Section, Mount Barker
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W. C. B. Jeffery 59/53204X	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great Southern Section, Busselton
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K. Saunders 59/53968W	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great Southern Section, Narrogin
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D. M. Nichols 61/78135P	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great Southern Section, Albany
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Duties above four positions: In charge of an aerial line party.

G. W. Chapman 59/52463R	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great Southern Section, Bridgetown
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J. J. Black 59/52274K	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great Southern Section, Bunbury
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A. W. Merritt 59/53483R	Lineman, Grade 2 \$5990-6167, Fourth Division, unattached	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great Southern Section, Collie
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T. J. B. Morritt 63/78329A	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great Southern Section, Manjimup
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

C. F. Ashton 59/52174A	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great South- ern Section, Margaret River
S. G. Martinson 59/53455E	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great South- ern Section, Bunbury
M. R. Godfrey 59/52904A	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great South- ern Section, Busselton
R. C. Howlett 59/53138C	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great South- ern Section, Donnybrook

Duties above eight positions: In charge of a Ditchwitch line party.

B. J. Stewart 66/78291A	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great South- ern Section, Mount Barker
B. McD. O'Brien 59/51447K	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great South- ern Section, Narrogin
S. W. Johnston 61/78164E	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great South- ern Section, Jerramungup
P. St. Jack 59/54137K	Lineman, Grade 2 \$5990-6167, Fourth Division, unattached	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great South- ern Section, Albany
R. F. Hall 59/52972P	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great South- ern Section, Katanning
S. J. Baldwin 59/52198G	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, South West and Great South- ern Section, Wagin

Duties above six positions: In charge of a cable laying party.

Metropolitan Operations Branch

B. H. Cooper 59/52538C	Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Engineering Division	Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Fourth Division, City Operations Section, Bul- wer Street Exchange, Perth
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Duties: In charge of a city 10,000 line crossbar exchange.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Knowledge of equipment and ability to control staff desirable.

T. B. McLeod 59/53632W	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division, Northern Territory	Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 1 Section, Midland
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Duties: Midland Hills Line Depot. In charge of cable and conduits line party.

C. D. Labianca 59/51098M	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 1 Section, Midland
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Duties: Midland Hills Line Depot. In charge of cable and conduits line party.

C. E. Simcock 59/54035R	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 1 Section, Midland
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Duties: Depot lineman, Works Group.

E. C. Bartle 59/52221M	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 1 Section, Mount Hawthorn
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Duties: Line depot. In charge of a cable and conduits line party.

R. N. Higgott 60/78146K	Lineman, Grade 2 \$5990-6167, Fourth Division, unattached	Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 2 Section, Armadale
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

B. L. Teale 59/54202A	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 2 Section, Armadale
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Duties above two positions: In charge of cable maintenance party.

V. J. Gladish 61/78288W	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 2 Section, Victoria Park
C. H. Wright 68/78495T	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 2 Section, Medina
C. E. Payne 59/53757R	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 2 Section, Medina

Duties above three positions: In charge of cable laying party.

Support Services Branch

R. J. Blair 59/52280X	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, Engineering Division	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, Material Section, Perth (No. 4727)
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Duties: Investigation and co-ordination of defective material reports. Technical assistance to the Materials Inspection Engineer.

Qualifications: Appropriate trade qualifications. Good knowledge of Telecommunications materials and material inspection procedures desirable.

Telecommunications Division, Sales Branch

P. M. Mitchell 70/78624A	Assistant Postal Officer \$2181-4361, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Directory Sales and Meter Checks Section, Perth (No. 869)
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Duties: Read subscribers meters at telephone exchanges and maintain meter registers.

Qualifications: Applicants should be in possession of a current motor drivers licence.

Finance and Accounting Branch

J. M. Cornish 58/16932M	Accounting Machinist, Grade 2 \$5398, Fourth Division, Finance and Accounting Branch	Accounting Machinist, Grade 3 \$5606, Fourth Division, Finance Section, Perth (No. 8927)
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Duties: Operate an electronic accounting machine to post values and state ledger cards and reconcile to control totals.

T. Russell 59/51656E	Clerk \$2845-5836 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$6052-6929 (Class 2/3), Third Division, Revenue Section, Perth (No. 220)
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Duties: Pensions Officer.

TASMANIA

Engineering Division

J. C. Kelly 71/81164G	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administrative Section, Hobart, vice J. R. Bailey, prov. prom. 6.6.74 (No. 53)
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Duties: Relief duties.

Qualifications: Experience in engineering practices and procedures desirable.

W. J. Jeffrey 59/49008C	Telephonist \$2191-4740, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Support Services Section, Hobart (No. 270)
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Duties: Provide clerical assistance to the Senior Telecommunications Technical Officer, Grade 1, Telephone Workshop.

Qualifications: Sound knowledge of Workshop and Costing procedures desirable.

G. Slater 65/83200A	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, Northern Operations Section, Launceston
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Duties: Perform clerical duties associated with a Line Depot and in the absence of the Lines Supervisor, Grade 3 ensure the continued efficient operation of the depot and staff and provide technical guidance and assistance to cable jointers.

Qualifications: Qualified Cable Jointer with ability to control and direct staff desirable.

T. H. Goyns 74/81216P	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Northern Operations Section, Launceston (No. 232)
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Duties: Preparation of WP15's and maintenance of Bin Tally Card stores record. Provide general clerical assistance.

Qualifications: Neat handwriting desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Personnel and Industrial Relations Branch

R. C. Kemp 61/81117T	Clerk \$8187-8942 (Class 5), Third Division, Personnel and Industrial Relations Branch	Organisation Officer \$9194-9869 (Class 6), Third Division, Establishments and Management Advisory Services Section, Hobart, vice R. F. Hughes, prov. prom. 1.8.74 (No. 62)
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Duties: Oversight and direct staff engaged or organisation/establishment activities; and conduct major reviews throughout the Department.

Qualifications: Sound knowledge of organisation/establishments principles and procedures desirable.

J. L. Hale 59/48897W	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Industrial Relations Section (No. 59)
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Duties: Assistant Welfare Officer. Assist in dealing with staff welfare problems including such matters as provision of amenities, securing of suitable accommodation for trainees and minor personal welfare interviews.

Qualifications: Wide Departmental knowledge together with a mature character and ability to converse with a wide range of staff levels. Ability to drive a motor vehicle.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

CENTRAL OFFICE

Office of the Governor-General

L. G. Murray 65/86298G	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, (unattached)	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Canberra (No. 11)
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Duties: Provide steno-secretarial services in the Governor-General's Office.

Qualifications: Shorthand, at least 100 words per minute.

Protection Policy Division, Tariff Operations Branch

P. W. B. Keily 58/36054E	Clerk \$12218-12721 (Class 8), Third Division, Department of Manufacturing Industry, Canberra	Senior Project Officer \$13224-13725 (Class 9), Third Division, Tariff Review Section, Canberra (No. 395)
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Duties: Initiate and oversight examination and evaluation of Industries Assistance Commission reports. Formulate advice, evaluate Departmental submissions and prepare draft cabinet submissions. Liaise with other interested departments and organisations as required.

Qualifications: Appropriate academic qualifications desirable.

THE OFFICE OF THE PUBLIC SERVICE BOARD

CENTRAL OFFICE

Industrial Relations Division

P. A. E. McCormick 58/13865C	Assistant Commissioner \$17776, Second Division, Melbourne	First Assistant Commissioner \$21417, Second Division, Melbourne, (No. 3)
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Duties: Direct and control the activities of the Division. Develop and advise on associated policies.

Secretary's Division

J. B. McLelland 73/10261C	Research Officer, Grade 1 \$7107-8770, Third Division, Department of Services and Property, Canberra	Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Canberra (No. 272)
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Duties: Undertake research and assist with investigations associated with the development and review of various activities of the Board.

Qualifications: University degree from an Australian university or recognised equivalent.

Legislation and General Branch

T. F. Moran 72/41736M	Research Officer, Grade 1 \$7107-8770, Third Division, Department of Health, Canberra	Clerk \$10029-10704 (Class 6), Third Division, Canberra (No. 265)
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Duties: Undertake projects and research, with particular reference to legislative provisions. Prepare briefing material and assist generally in investigational work of the Branch.

ADP Division, Systems Review Branch

M. F. Long 73/57011K	Programmer-in-training \$7107-8770, Third Division, Canberra	Assistant Programmer \$9022-9777, Third Division, Operations Section, Canberra (No. 417)
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Duties: Undertake coding of programmes for the Board's systems. Prepare program documentation and undertake program and system testing.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

QUEENSLAND

E. A. Dawes 69/57395M	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Department of Social Security, Brisbane	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Organisation Section, Brisbane (No. 15)
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Duties: Preparation of certificates, recommendations and correspondence relating to establishment proposals, maintenance of organisation records.

CENTRAL OFFICE

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

Services Branch

P. D. Shields 66/85867R	Clerk \$6887-7764 (Class 2/3), Third Division, Australian Bureau of Statis- tics, Department of the Treasury, Canberra	Clerk \$8015-8770 (Class 4), Third Divi- sion, Technical Services Section, Import Price Data and Statistical Sub-section, Canberra (No. 62)
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R. J. Carroll 72/87859W	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Divi- sion, Technical Services Section, Import Price Data and Statistical Sub-section, Canberra (No. 64)
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Duties above two positions: Compilation of statistics from published sources for use by the Commission. Collation and analysis of statistical data.

Qualifications above two positions: Experience in collation and analysis of statistical data desirable.

VICTORIA

OFFICE OF THE PRICES JUSTIFICATION TRIBUNAL

L. C. Kein 69/42006G	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, unattached	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Services Branch, Mel- bourne (No. 470)
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C. U. Leavers 73/40949E	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Department of Science, Melbourne	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Services Branch, Mel- bourne (No. 422)
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D. M. Mirabella 68/36248C	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Department of Manu- facturing Industry, Melbourne	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Services Branch, Mel- bourne (No. 471)
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G. P. Montgomerie 71/42457X	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, unattached	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Services Branch, Mel- bourne (No. 467)
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Duties above four positions: Provide steno-secretarial services to a member of the Prices Justification Tribunal.

Qualifications above four positions: Shorthand, at 100 words per minute.

DEPARTMENT OF REPATRIATION AND COMPENSATION

CENTRAL OFFICE

Management Services Division, Finance Branch

E. M. Adriaanse 73/88324K	Clerk, \$3346-6671 (Class 1), Third Divi- sion, unattached	Clerk \$8015-8770 (Class 4), Systems and Management Accounting Section vice D. E. Whiteford, prov. prom. 22.8.74. (No. 21)
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Duties: Collate and examine management accounting returns relating to departmental institutions. Assist on less complex systems and costing reviews.

Qualifications: Progress in accounting studies would be an advantage.

D. E. Whiteford 70/10279X	Clerk \$8015-8770 (Class 4), Third Divi- sion, Systems and Management Accounting Section, Canberra	Clerk \$9022-9777 (Class 5), Third Divi- sion, Internal Audit Section (No. 25)
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Duties: Assist the Senior Internal Auditor with audit programmes and the examination of internal audit reports.

Qualifications: Relevant experience. Progress with accountancy studies to be stated.

Benefits and Legislation Division, Benefits Branch

F. A. Buckley 65/12544R	Clerk \$9022-9777 (Class 5), Third Divi- sion	Clerk \$10029-10704 (Class 6), Third Division, Benefits Examination and Operations Section (No. 21)
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Duties: Prepare submissions for, and act as Executive Officer to, the Central Training Committee. Investigate difficult training cases and review and evaluate existing training schemes and benefits.

Qualifications: Experience in re-establishment and vocational training schemes desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF REPATRIATION AND COMPENSATION—continued

NEW SOUTH WALES

Branch Office

E. E. Davidson 73/15011G	Typist, Grade 1 \$2220-4801, Fourth Division, Office Services Section	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Accounts Section, Sydney (No. 51)
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Duties: Sort and register in Departmental Register of Accounts all general, institutional, pension payment and sustenance claims. Distribute registered claims. Type list of outstanding accounts.

R. J. Semeniuk 69/10675R	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Treatment Section, Sydney (No. 13)
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C. J. Sykes 70/11059C	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Treatment Section, Sydney (No. 17)
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Duties above two positions: Treatment Examiner, Grade 2. Examine and make recommendations on treatment matters including claims for payment or refund of medical expenses privately incurred, applications for issue of surgical aids and treatment by country specialists, including operations at negotiated fees.

Qualifications: Knowledge of conditions governing eligibility for all classes of treatment. Ability to prepare correspondence above routine level.

M. A. Johnson 70/14386W	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Accounts Section, Sydney (No. 28)
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Duties: Salaries Deduction Clerk. Maintain Variation Register in Reconcile register with cash deducted and prepare reconciliations. respect of all miscellaneous deductions.

K. R. Levitt 58/30254	Clerk \$7180-7935 (Class 4), Third Division	Clerk \$8187-8942 (Class 5), Third Division, Accounts Section, Sydney (No. 175)
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Duties: Assist with the preparation of original and revision of estimates. Review expenditure against estimates.

Qualifications: Sound knowledge of the Audit Act and Treasury Directions. Budgeting and statistical experience desirable.

Lady Davidson Hospital

M. J. Rudowski 66/13250E	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Branch Office, Sydney	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Administrative Services Section, Turrumurra (No. 142)
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Duties: Compile, maintain and reconcile inventories of all non-consumable stores and stock establishment for all consumable imprest stores records and reconcile as necessary.

L. A. Ross 65/13545G	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Branch Office, Sydney	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Administrative Services Section, Turrumurra (No. 182)
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Duties: Staff Clerk. Maintain staff records and compile staffing returns.

N. Marchenko 65/11245G	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Administrative Services Section, Turrumurra (No. 115)
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Duties: Collector of Public Moneys and Paymaster. Control petty cash, stamp and patient trust account advances. Maintain valuable articles in safe custody. Pay patients pensions and sustenance allowance.

Qualifications: Knowledge of Audit Act and Treasury Regulations desired.

S. Perrine 69/11933T	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Branch Office, Sydney	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Administrative Services Section, Turrumurra (No. 211)
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Duties: Medical Clerk. Supervise and direct activities of Admissions and Discharge area.

G. H. Courtney 72/12760W	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Branch Office, Sydney	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Services Section, Turrumurra (No. 197)
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Duties: Prepare Summaries of Stores requisitions for consumable stores. Register requisitions and maintain Stores Stock Records. Compile statistical data and prepare costing forms. Maintain records of works programmes.

T. J. Gibson 71/14464X	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Branch Office, Sydney	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administrative Services Section, Turrumurra (No. 206)
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Duties: Relief Assistant. Provide relief in the Administrative Services Section.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
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VICTORIA

Branch Office

B. J. Taylor 73/36990C	Resident Medical Officer \$9870-14120, Third Division	Specialist (Psychiatry) \$16226-21958, Third Division, Medical Section, South Melbourne (No. 9)
<i>Duties:</i> Responsible for clinical advice, diagnosis, treatment and medical administration within the specialty of psychiatry.		
<i>Qualifications:</i> Registered Medical Practitioner with appropriate post-graduate qualifications.		
C. A. Pascoe 72/95611E	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Accounts Section, South Melbourne (No. 154)
<i>Duties:</i> Recoveries Clerk.		
J. A. Irons 65/57432C	Clerk \$8015-8770 (Class 4), Third Division	Clerk \$9022-9777 (Class 5), Third Division, General Assistance Section, South Melbourne (No. 1)
<i>Duties:</i> Officer in charge. Responsible for the Section's proper and efficient working including supervision, direction and training of staff. Determine applications under delegation. Prepare and examine important correspondence and conduct interviews.		
<i>Qualifications:</i> Sound knowledge of Repatriation Act, Regulations and associated Instructions desirable.		
W. J. Sutherland 72/40114X	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Treatment Section, South Melbourne (No. 23)
<i>Duties:</i> Correspondence Clerk. Prepare important correspondence arising from Ministerial and Parliamentary inquiries, policy matters, etc.		

Repatriation General Hospital

N. Fitzpatrick 67/39446E	Laundry Assistant, Leading Hand \$4771, Fourth Division	Laundry Supervisor \$5113-5261, Fourth Division, Laundry Services, Heidelberg (No. 13)
<i>Duties:</i> Oversight and control all female staff in work procedures and train staff in the use of various machines in the laundry.		

QUEENSLAND

Branch Office

E. G. Nicol 70/58468A	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Registry Section, Brisbane (No. 117)
<i>Duties:</i> Maintain Location Registers for all categories of personal case files other than 1914 and 1939 Australian War Cases.		

Repatriation General Hospital

H. S. Saxon 58/27554X	Cook, Grade 2 \$5432-5725, Fourth Division	Chef, Grade 1 \$6169-6466, Fourth Division, General Services (Miscellaneous) Section, Greenslopes (No. 36)
<i>Duties:</i> Supervise, direct and control the activities of subordinate staff in the Main Kitchen and Diet Kitchen.		
In lieu of notification in <i>Gazette</i> No. 57 of 11.7.74.		
D. L. Hipwood 69/58122T	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Services Section, Greenslopes (No. 90)
<i>Duties:</i> Post issues and receipts to Stores Stock Records and maintain stores balances. Conduct perpetual reconciliation.		
R. A. H. Dudley 68/57457M	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Services Section, Greenslopes (No. 92)
<i>Duties:</i> Control requisitions for provisions and apply ration scale.		

Repatriation Hospital

R. Ridd 70/57660W	Sister \$5640-6600, Fourth Division	Senior Sister \$7020-7570, Fourth Division, Nursing Services, Kenmore (No. 4)
<i>Duties:</i> Supervise nursing staff employed in wards.		
<i>Qualifications:</i> Registered General Nurse.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF REPATRIATION AND COMPENSATION—continued

SOUTH AUSTRALIA

Repatriation General Hospital, Daw Park

C. C. Mann 58/37174P	Canteen Manager \$5231-5501, Fourth Division, General Services (Miscella- neous), Daw Park	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Administrative Services Section, Daw Park (No. 62)
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Duties: Stores Clerk (Pharmacy).

WESTERN AUSTRALIA

Edward Millen Hospital

J. E. McAloon 72/75671T	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Edward Millen Hospi- tal, East Victoria Park (No. 34)
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Duties: Typing and secretarial duties; compile admissions and discharge forms; order, check and issue stores; general assistance to Supply Officer.

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

Management Services Branch

D. N. Meredith 59/63800X	Clerk \$9022-9777 (Class 5), Third Divi- sion, Department of Foreign Affairs, Canberra	Clerk \$10029-10704 (Class 6), Third Division, Secretariat Section, Canberra (No. 15)
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Duties: Assist in selection of material and in its preparation for inclusion in Departmental publications.

AUSTRALIAN CAPITAL TERRITORY

Patent, Trade Marks and Designs Office, Administrative Branch

C. M. Burrows 66/86596R	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Canberra	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Trade Marks Opera- tions Section, Canberra (No. 798)
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Duties: Assist Trade Marks Opposition Clerk in connection with Opposition and Ex parte proceedings and maintain records of proceedings.

F. L. Ambrose 71/86010C	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Trade Marks Opera- tions Section, Canberra (No. 89)
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Duties: Search Constituent Particulars Index and relevant material in connection with new applications for registration of Trade Marks and report findings.

Executive Branch

N. Young 71/99037W	Supervising Examiner of Patents \$11401-12741 (Class 1), Third Division, Canberra	Principal Executive Officer \$14229- 14733 (Class 10), Third Division, Canberra (No. 827)
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Duties: Conduct studies into and prepare papers on matters affecting Australia's participation in International Treaties and their effects on Australian Patent, Trade Marks and Designs systems and on the effectiveness of Industrial Property Laws.

Qualifications: Tertiary qualifications desirable. Experience in Industrial Property administration and capacity to formulate policy proposals desirable.

J. McKenzie 66/88077K	Principal Legal Officer \$15629-16741, Third Division, Attorney-General's Department, Canberra	Assistant Secretary \$17776, Second Division, Canberra (No. 826)
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Duties: Advise the Commissioner on the administration of Patent, Trade Marks and Design Acts and on matters relating to International Treaties, and on foreign law. Undertake special projects related to the above.

Qualifications: Administrative ability of a high order, and a demonstrable capacity to develop policy at a high level.

NEW SOUTH WALES

Analytic Laboratories

M. Kuzyk 68/12537W	Chemist, Class 1 \$6250-9262, Third Division	Chemist, Class 2 \$9715-10861, Third Division, Sydney (No. 60)
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Duties: Perform complex analyses of industrial and commercial goods.

Qualifications: Appropriate university degree or equivalent with at least four years experience in Analytical Chemistry.

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

BUREAU OF METEOROLOGY

HEAD OFFICE

ADP Branch

I. J. Lysenko 71/41333W	Computer Operator, Grade 1 \$5538-5842, Fourth Division	Computer Operator, Grade 2 \$6142-6446, Fourth Division, Operations Section, Melbourne, vice D. Ross, prov. prom. 1.8.74 (No. 18)
L. P. Fisher 71/39784X	Computer Operator, Grade 1 \$5538-5842, Fourth Division	Computer Operator, Grade 2 \$6142-6446, Fourth Division, Operations Section, Melbourne, vice M. D. McCallum, prov. prom. 1.8.74 (No. 112)
K. A. Bradshaw 71/36700R	Computer Operator, Grade 1 \$5538-5842, Fourth Division	Computer Operator, Grade 2 \$6142-6446, Fourth Division, Operations Section, Melbourne (No. 20)

Duties above three positions: Operation of full range of peripheral equipment associated with a large scale computer system.

Qualifications: Experience in operating in a major computer installation.

Note: Shift work is involved.

Facilities Branch

R. A. Nason 67/58089A	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Queensland	Clerical Assistant, Grade 4 \$5636-5930, Observations and Traffic Section, Melbourne
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Duties: No. 36—Operate electronic and photographic equipment used for the reception and processing of satellite cloud photographs.

Qualifications: Experience in operating more advanced electronic communications or similar equipment. Leaving certificate or equivalent with mathematics and/or physics desirable.

VICTORIA

Regional Office

J. Keuken 62/37254G	Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Technical Maintenance Section, Melbourne	Radio Technical Officer, Grade 2 \$8929-9443, Fourth Division, Technical Maintenance Section, Melbourne (No. 57)
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Duties: Under limited supervision take charge of and participate in the maintenance of equipment within the Victorian region. Control the Regional Workshop at Melbourne Airport.

Qualifications: Considerable experience in the operation and maintenance of a variety of electronic and other equipments. Knowledge of pulse techniques, telemetry, semiconductor circuitry, control circuits and servo mechanisms. Ability to write reports and maintenance instructions.

SOUTH AUSTRALIA

Field Officers Pool

D. McLeod 65/37527A	Observer, Grade 2 \$6831-7618, Fourth Division, Adelaide	Observer, Grade 3 \$7947-8396, Fourth Division, Facilities and Information Section, Adelaide (No. 126)
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Duties: May include one or more of the following: (a) Officer in Charge of a field station (b) Senior Observer in a Regional Office, Forecast and Warning Section (c) Senior Observer in an aviation office (d) Inspector of allowance observing stations (e) Quality control, processing and analysis of meteorological data. Initially the duties of the position will be associated with facilities, inspections and quality control.

Qualifications: Considerable experience and proven performance as an Observer, demonstrated capacity for supervision of staff and management ability desirable.

WESTERN AUSTRALIA

Meteorological Office, Port Hedland

B. J. J. Powell 72/42016W	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Melbourne	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Port Hedland (No. 167)
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Duties: Extract and decode data and enter on synoptic and upper air charts. Take surface observations, maintain equipment and prepare forecast forms.

Qualifications: Experience in the treatment of meteorological data and typing desirable.

District allowance: Grade IV.

TASMANIA

Tasmania Region

R. L. Wilkinson 74/81139G	Typist, Grade 1 \$2638-5636, Fourth Division, Attorney-General's Department, Hobart	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Administrative Section, Hobart
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Duties: No. 59—Provide relief for Clerical Assistant positions in the Department of Science.

Qualifications: General Services experience and typing ability an advantage.

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

DEPARTMENT OF SERVICES AND PROPERTY

VICTORIA

Survey and Drafting Section

R. Ciano 66/36500K	Surveying Assistant, Grade 2 \$5335-5666, Fourth Division, unattached	Surveying Assistant Supervisor, Grade 1 \$6024-6189, Fourth Division, Survey and Drafting Section, Melbourne (No. 74)
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Duties: Supervise the work of chainmen not attached to a Surveyor. Assist Surveyors, as directed, in carrying out all types of land, engineering and topographical surveys in Victoria or elsewhere as required.
Qualifications: Experience relevant to the duties and current drivers' licence.

Property Division

A. K. Unsworth 66/37711A	Clerk \$9022-9777 (Class 5), Third Division	Clerk \$10029-10704 (Class 6), Third Division, Land Section (No. 360)
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Duties: Undertake investigations associated with forward planning of land requirements, assessment of use of existing holdings and representations for the use of land by Australian Government Departments.

Qualifications: Ability to conduct investigations and prepare reports. Sound knowledge of the Lands Acquisition Act and extensive experience in the operation of the Act.

In lieu of notification appearing in *Gazette* No. 47 of 6.6.74. Effective date of this promotion is 6.6.74.

K. R. Thornton 67/40192E	Clerk \$9022-9777 (Class 5), Third Division	Clerk \$10029-10704 (Class 6), Third Division, Accommodation Section (No. 169)
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Duties: Undertake investigations associated with forward planning of accommodation requirements, programming of future accommodation requirements, and assessment of the use of existing buildings.

Qualifications: Ability to conduct investigations and prepare reports. Knowledge of procedures and requirements concerning accommodation proposals.

In lieu of notification appearing in *Gazette* No. 47 of 6.6.74. Effective date of this promotion is 6.6.74.

Accommodation Section

I. J. Kenny 58/30064T	Custodian (Buildings) \$6562-6878, Fourth Division, unattached	Custodian (Building) \$7059-7421, Fourth Division, Accommodation Management Sub-section (No. 15)
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Duties: Direct and control the operations of staff involved in the maintenance and cleaning of buildings under the control of the Department. Draft cleaning contracts and make recommendations following closure of tenders.

WESTERN AUSTRALIA

A. E. Wood 73/75544T	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Accounts and Personnel Section, vice R. L. Weir, prov. prom. 22.8.74 (No. 120)
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Duties: Maintain approved programme of Property Acquisitions, fund requisitions from client Departments and apply to client Departments when additional funds required. Prepare progress payments claims to State Housing Commission.

Property Division

C. R. Ekert 68/75436X	Clerk \$8015-8770 (Class 4), Third Division	Clerk \$9022-9777 (Class 5), Third Division, Accommodation Section (No. 133)
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Duties: Continuously collect, analyse and assess information for use in investigating accommodation variation proposals and office construction projects.

R. L. Weir 71/75802C	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Accommodation Section, vice C. R. Ekert, prov. prom. 22.8.74 (No. 60)
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Duties: Continuously collect, analyse and assess information for use in investigating accommodation variation proposals and office construction projects.

AUSTRALIAN ELECTORAL OFFICE

NEW SOUTH WALES

S. J. Robertson 59/27142M	Clerk \$6887-7764 (Class 2/3), Third Division, Divisional Staff (located at Bondi), N.S.W.	Clerk \$10029-10704, Class 6, Third Division, Australian Electoral Office, Sydney
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Duties: No. 229—Relieve Division Returning Officers on recreation leave and for other reasons.

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

T. C. Healy 61/10997P	Clerk \$6887-7764 (Class 2/3), Third Division, Australian Electoral Office, Sydney	Clerk \$9022-9777 (Class 5), Third Division, Australian Electoral Office, Sydney
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Duties: No. 230—Undertake the preparations for and conduct of Industrial Ballots and miscellaneous Statutory elections. Assist in electoral work generally.

WESTERN AUSTRALIA

T. Nittim 68/88528G	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division, unattached, Department of Agriculture, Darwin	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Perth
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Duties: Maintain staff records, prepare salary variations, maintain correspondence register, etc.

DEPARTMENT OF SOCIAL SECURITY

CENTRAL OFFICE

Rehabilitation and Compensation Division, Rehabilitation Services Branch

A. W. Shakespeare 72/88474M	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Rehabilitation Operations Section, Canberra (No. 289)
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Duties: Consolidate and compile statistical returns from the States and assist in the preparation of statistical analysis and comment.
Qualifications: Previous statistical experience desirable.

Executive

E. Carrodus 67/86334P	Steno-secretary, Grade 1 \$6382-6714, Fourth Division, Department of Education, Canberra	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Canberra (No. 767)
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Duties: No. 767—Perform secretarial duties to the Deputy Director-General.
Qualifications: Ability to write shorthand at a speed of 100 words per minute.

Management Division, ADP Branch

R. Whelpton 74/85467A	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Software and Operations Section, Canberra (No. 639)
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Duties: Operate paper handling equipment associated with the central computer centre, viz. Bursters, Decolorators, Envelopers, Imprinters, etc.
Qualifications: Experience appropriate to the duties desirable.

Establishment and Finance Branch

C. Averay-Jones 73/86936G	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Establishment and Projects Section, Canberra (No. 853)
J. T. Hodgson 71/86710R	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Canberra	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Establishments and Projects Section, Canberra (No. 34)

Duties: Prepare and maintain establishment records such as organisation charts, duty statements, and functional statements. Maintain establishment proposal progress, action records, and establishment statistics.

NEW SOUTH WALES

Management Branch

C. J. Bowen 58/20202X	Clerk \$12218-12721 (Class 8), Third Division, Sydney	Clerk \$13224-13725 (Class 9), Third Division, Operations Section, Sydney (No. 132)
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Duties: Control and direct the operations of the Computer Centre.
Qualifications: Proven administrative ability and a sound knowledge of Departmental ADP applications.

E. A. Waser 72/14884P	Clerk \$3346-6671 (Class 1), Third Division, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Establishments Section, Sydney (No. 222)
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Duties: Personnel group leader. Maintain standard personnel records. Process salary variations, leave, furlough, superannuation, overtime and allowances on a computerised salary system.
Qualifications: A sound knowledge of the Public Service Act and Regulations, General Orders, Superannuation Act and Arbitrator's Determinations is desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF SOCIAL SECURITY—continued

P. A. Manwar 72/11803W	Clerk \$3346-6671 (Class 1), Third Division, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Establishments Section, Sydney (No. 224)
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Duties: Personnel group leader. Maintain standard personnel records. Process salary variations, leave, furlough, superannuation, overtime and allowances on a computerised salary system.

Qualifications: A sound knowledge of the Public Service Act and Regulations, General Orders, Superannuation Act and Arbitrator's Determinations is desirable.

G. L. Hoorda 72/11495E	Clerk \$3346-6671 (Class 1), Third Division, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Establishments Section, Sydney (No. 228)
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Duties: Personnel group leader. Maintain standard personnel records. Process salary variations, leave, furlough, superannuation, overtime and allowances on a computerised salary system.

Qualifications: A sound knowledge of the Public Service Act and Regulations, General Orders, Superannuation Act and Arbitrator's Determinations is desirable.

Regional Offices

J. F. O'Brien 68/11215K	Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Regional Office, Canberra	Pensions Officer \$9022-9777 (Class 5), Third Division, Regional Office, Canberra (No. 1692)
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Duties: Take evidence from claimants for age, invalid, wife's and widow's pensions and supporting mother's benefit. Take all action necessary to investigate claims and report and make recommendations.

Qualifications: A sound knowledge of the Social Services Act.

P. J. Rutter 62/11964G	Clerk \$8015-8770 (Class 4), Third Division, Operations Section, Sydney	Pensions Officer \$9022-9777 (Class 5), Third Division, Regional Office, Canberra (No. 1270)
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Duties: Take evidence from claimants for age, invalid, wife's and widow's pensions and supporting mother's benefits. Take all action necessary to investigate claims and report and make recommendations.

Qualifications: A sound knowledge of the Social Services Act.

M. Hromow 67/14352A	Clerk \$6887-7764 (Class 2/3), Third Division, Regional Office, Canberra	Pensions Officer \$9022-9777 (Class 5), Third Division, Regional Office, Canberra (No. 1271)
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Duties: Take evidence from claimants for age, invalid, wife's and widow's pensions and supporting mother's benefits. Take all action necessary to investigate claims and report and make recommendations.

Qualifications: A sound knowledge of the Social Services Act.

P. Dornan 73/11206W	Clerk \$3346-6671 (Class 1), Third Division, Regional Office, Gosford	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Grafton District Office (No. 1705)
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Duties: Examine, investigate and assess claims for unemployment, sickness and special benefits.

Qualifications: A sound knowledge of the Social Services Act.

VICTORIA

Regional Offices Branch

T. M. Brandon 69/36211R	Typist, Grade 1 \$2220-4801, Fourth Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Regional Office, Preston (No. 498)
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Duties: Counter Officer. Attend to counter and telephone inquiries in all matters relating to Age, Invalid and Widows Pension and all Social Security Benefits.

Qualifications: Sound knowledge of the Social Services Act desirable.

Management Branch

K. M. Kelly 58/36603W	Typist Supervisor, Grade 1 \$5727-5906, Fourth Division, Benefits Branch	Typist Controller, Grade 1 \$6983-7223, Fourth Division, Establishments and Finance Section, Establishments and Personnel Sub-section, Melbourne (No. 219)
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Duties: Generally oversee the work of all typing, card punching and machining staff with a view to the co-ordination of work within the various pools. Assess and submit reports on the suitability and replacement of machines.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Benefits Branch

H. Kempe 58/36605E	Registrar \$7180-7935 (Class 4), Third Division	Senior Registrar \$8187-8942 (Class 5), Third Division, Unemployment and Sickness Benefits Section, Melbourne (No. 827)
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Duties: Supervise the work of the assessing sections and ensure that claims are determined without unnecessary delay. Ensure that adequate training is given to assessing staff. Exercise delegated authority to determine and review claims for unemployment, sickness and special benefits.

Qualifications: Sound knowledge of Social Services Act desirable.

QUEENSLAND

Management Branch

I. L. Matthews 67/58310P	Clerk \$6887-7764 (Class 2/3), Third Division, Department of Defence—Army Office, Brisbane	Clerk \$8015-8770 (Class 4), Third Division, Establishments Section, Brisbane (No. 54)
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Duties: Supervise, direct and control the work of salaries teams engaged on the maintenance of standard personnel records.

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders, Arbitration Awards, Determinations and Treasury Instructions desirable.

D. R. Green 73/57451X	Clerk \$3346-6671 (Class 1), Third Division, Department of Defence—Air Office, Brisbane	Trainee Computer Operator \$2821-5641, Fourth Division, Operations Section, Brisbane (No. 870)
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A. F. Brennan 71/57032W	Computing Assistant \$2772-6324, Fourth Division, Department of Meteorology, Brisbane	Trainee Computer Operator \$2821-5641, Fourth Division, Operations Section, Brisbane (No. 869)
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Note above two positions: Conditions governing appointment, promotion or transfer as Trainee Computer Operator were published in Gazette No. 25 A of 22.3.74.

D. J. Lindsay 64/57653X	Computer Operator, Grade 2 \$6977-7281, Fourth Division, Operations Section, Brisbane	Senior Computer Operator, Grade 1 \$7583-7784, Fourth Division, Operations Section, Brisbane (No. 866)
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Duties: Operate the system console and direct subordinate operators in the operation of peripheral units in a medium scale computer.

R. J. Chidgey 65/57700A	Computer Operator, Grade 1 \$6373-6677, Fourth Division, Operations Section, Brisbane	Computer Operator, Grade 2 \$6977-7281, Fourth Division, Operations Section, Brisbane, vice D. J. Lindsay, prov. prom. (No. 868)
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Duties: Operate as directed the full range of peripheral equipment.

Note: Shift work is involved in above two positions.

M. J. Fuery 70/58952M	Clerk \$6887-7764 (Class 2/3), Third Division, Operations Section, Brisbane	Clerk \$8015-8770 (Class 4), Third Division, Operations Section, Brisbane (No. 788)
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Duties: Undertake detailed investigations into selected problems arising out of ADP procedures devised for user Branches. Report on these investigations.

Qualifications: A sound knowledge of ADP procedures and of departmental benefits and services is desirable.

I. M. Haines 58/19037M	Clerk \$6887-7764 (Class 2/3), Third Division, Operations Section, Brisbane	Clerk \$8015-8770 (Class 4), Third Division, Operations Section, Brisbane (No. 1101)
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Duties: Ensure the efficient functioning of the Family Allowances Input/Output Control Sub-section. Be responsible for the check of all output transactions and for the cancellation and recovery of output documents and cheques where program errors or incorrect assessment processing occurs.

Qualifications: A knowledge of Family Allowance payments and ADP procedures is desirable.

M. L. Pyne 69/58136T	Clerk \$6887-7764 (Class 2/3), Third Division, Operations Section, Brisbane	Clerk \$8015-8770 (Class 4), Third Division, Operations Section, Brisbane (No. 112)
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A. J. Law 69/57126C	Clerk \$6887-7764 (Class 2/3), Third Division, Pensions Section, Benefits Branch, Brisbane	Clerk \$8015-8770 (Class 4), Third Division, Operations Section, Brisbane (No. 686)
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Duties above two positions: Check details of ADP Printouts. Take appropriate action to correct discrepancies and cancel unwanted results. Examine error reports and take necessary action.

Benefits Branch

F. G. Davis 58/18691	Clerk \$9022-9777 (Class 5), Third Division, Rehabilitation and Services Section, Management Branch, Brisbane	Determining Officer \$10029-10704 (Class 7), Third Division, Pensions Section, Brisbane (No. 377)
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF SOCIAL SECURITY—continued

- S. Bond** 58/18762M Clerk \$9022-9777 (Class 5), Third Division, Pensions Section, Brisbane Determining Officer \$10029-10704 (Class 6), Third Division, Pensions Section, Brisbane (No. 899)
Duties above two positions: Determine claims for Pensions and make adjustments where necessary.
Qualifications: A sound knowledge of the Social Services Act in relation to Pensions and associated payments is highly desirable.
- R. W. Hagerty** 64/57882G Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Establishments Section, Management Branch, Brisbane Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Family Allowances Section, Brisbane (No. 348)
Duties: Sort files and batch coding sheets into transaction type and maintain register of batch control numbers. Answer telephone inquiries relating to Payment's Section.
- M. J. Thew** 58/18963K Inquiry Officer, Grade 1 \$6471-6765, Outdoor Inquiry Section, Brisbane Inquiry Officer, Grade 2 \$6962-7355, Outdoor Inquiry Section, Brisbane (No. 525)
- J. M. Kelly** 58/18859W Inquiry Officer, Grade 1 \$6471-6765, Outdoor Inquiry Section, Brisbane Inquiry Officer, Grade 2 \$6962-7355, Outdoor Inquiry Section, Brisbane (No. 524)
Duties above two positions: Undertake inquiries regarding the verification of land titles, Will and Probate from the records of various departments, instrumentalities, Solicitors' offices and other professional groups to determine review claims for pensions or benefits. Undertake general inquiries in benefits case matters as directed.

Regional Offices Branch

- H. M. Petersen** 60/85061W Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Rockhampton Regional Office Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Rockhampton Regional Office (No. 235)
Duties: Register and cover new pension claims; prepare index cards and maintain pensions index. Prepare new record coding and action sheets ensuring that, where necessary, a new record is created for a non-pensioner spouse. Assist with general filing, dispatch and index duties.
- M. J. Cummins** 67/58256K Assessor, Grade 2 \$6687-7764 (Class 2/3), Third Division, Toowoomba Regional Office Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Toowoomba Regional Office (No. 256)
Duties: Re-examine current pensions, interview pensioners and others as required and prepare reports and recommendations where variations of the rate of pension are required.
Qualifications: A sound knowledge of the Social Services Act in relation to pensions and associated payments is desirable.
- R. E. Thomson** 71/58223X Assessor, Grade 1 \$3346-6671 (Class 1), Third Division, Toowoomba Regional Office Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Toowoomba Regional Office, vice M. J. Cummins, prov. prom. (No. 261)
Duties: Examine, investigate and assess in accordance with the Social Services Act and Departmental Instructions, claims for unemployment, sickness and special benefits.
Qualifications: A sound knowledge of the Social Services Act in relation to payments of unemployment, sickness and special benefits is desirable.
- A. T. Jensen** 67/57653W Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Cairns Regional Office Pensions Officer \$9022-9777 (Class 5), Third Division, Cairns Regional Office (No. 182)
Duties: Exercise powers and authorities conferred by Sections 16 and 30 of the Social Services Act.
Qualifications: A sound knowledge of the Social Services Act in relation to pensions and associated payments is desirable.

Office of the Australian Health Insurance Commission, Administrative and Finance Branch

- A. E. Garske** 58/344269 Senior Assistant Director \$14229-14733 (Class 10), Third Division, Brisbane State Manager \$15236-15739 (Class 11), Third Division, Brisbane (No. 858)
Duties: Responsible for the administration of the Health Insurance Scheme within the State.
Note: With the establishment of the Commission, the occupant of the above position will be transferred thereto and the Public Service position will be abolished. The Officers' Rights Declaration Act is to apply to officers appointed to the Commission.
In lieu of notification in *Gazette* No. 65, 8.8.74.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

SOUTH AUSTRALIA

Management Branch

J. A. Walls 70/67322P	Computing Assistant \$3346-6324, Fourth Division, Weapons Research Establishment, Department of Manufacturing Industry, Salisbury	Trainee Computer Operator \$2821-6677, Fourth Division, Operations Section, Adelaide
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Duties: Undertake training course for Computer Operators according to conditions prescribed by the Public Service Board.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

NATIONAL LIBRARY OF AUSTRALIA

AUSTRALIAN CAPITAL TERRITORY

Co-ordination and Policy Branch

E. Bannon 73/85031R	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Extension Services Section, Branch Libraries, North District Sub-section, Canberra (No. 661)
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Duties: Provide ready reference services and reader guidance at adult and children's information desks at Dickson Library. Supervise the work of the Branch Library Unit at Lyneham.

Note: The position involves shift work.

Resources Organisation and Development Branch

F. Wooster 74/86149W	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Selection Acquisition and Processing Section, Acquisition Sub-section, Canberra (No. 559)
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Duties: Check movement of collated material.

J. Briedis 73/87081X	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. 527)
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Duties: Sort catalogue cards received from Reproduction Unit. File into main catalogue.

B. A. Sullivan 74/85001M	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Selection, Acquisition and Processing Section, Acquisition Sub-section, Canberra (No. 558)
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Duties: Check catalogue entries and ceased and non-current records to verify old record entries.

G. Schwab 74/85965C	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Selection, Acquisition and Processing Section, Acquisition Sub-section, Canberra, vice P. Sutton, prov. prom. 8.8.74 (No. 171)
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Duties: Record receipt of serial pieces in Current Serial Record.

Information Reference and Research Branch

B. Nicholson 73/86689C	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Australian Reference Section, Reference Sub-section, Canberra (No. 223)
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Duties: Receive and record requests for information and library materials. Search library catalogues and bibliographies to identify and locate requested materials.

DEPARTMENT OF TRANSPORT

CENTRAL OFFICE

Bureau of Transport Economics, Operations Research Branch

A. J. Storry 304/85205	Senior Research Officer, Grade 2 \$11039-11714 (Class 7), Third Division	Principal Research Officer \$13224-13725 (Class 9), Third Division, Operations Research Applications Section, Canberra (No. 40)
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Duties: Assist in, supervise and direct the development of complex models and simulation studies of transport systems.

Qualifications: Experience in operations research systems analysis, econometric research or an allied field. Appropriate academic qualifications.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF TRANSPORT—continued

P. Donnelly 61/85289E	Journalist, Grade A1 \$12474-12964, Third Division, Department of the Cap- ital Territory	Assistant Director \$14055, Third Divi- sion, Publicity and Public Relations Section, Canberra (No. 6)
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Duties: Assist the Director of Public Relations on all aspects of publicity and public relations work of the Department and deputise for during absences of the Director. Undertake special assignments of a publicity and public relations nature.

Qualifications: Considerable experience in journalism, public information and publicity desirable.

Note: The effective date of this promotion is 5.9.74.

AIR TRANSPORT GROUP

CENTRAL STAFF

Management Services Division, Personnel Development Branch

R. Di Lullo 72/38013M	Typist, Grade 1 \$2220-4801, Fourth Division, unattached	Typist, Grade 2 \$4956-5266, Fourth Division, Melbourne (No. 253)
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Duties: Perform stenographic duties as required.

Qualifications: 100 words per minute shorthand desirable.

Commercial Branch

G. T. Ovenden 73/41718X	Clerk \$2845-5836 (Class 1), Third Divi- sion	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne (No. 82)
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Duties: Prepare and invite tenders and form the less difficult contracts for the purchase of stores and equipment. Examine technical recommendations and prepare business papers for submission to the Central Contract Board. Extend and/or vary contracts as necessary. Prepare associated correspondence. Deal with business papers referred to Head Office by Regions.

R. A. Brennan 72/41393C	Clerk \$2845-5836 (Class 1), Third Divi- sion, unattached	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne (No. 35)
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Duties: Classify and identify a category or categories of non technical stores in accordance with prescribed descriptive patterns. Conduct physical examinations where necessary. Regularly review vocabulary to ensure that no duplication of items exists and that redundant items are deleted. Examine provisioning reviews to ensure correct identifications of items.

N. C. Herrick 72/41398A	Clerk \$2845-5836 (Class 1), Third Divi- sion	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne, vice M. B. Burns, prov. prom. 13.6.74 (No. 87)
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Duties: Ascertain from contractors, per telephone, correspondence or personal visit, the current anticipated progress on contracted deliveries. Record details, and where applicable, reasons for existing on anticipated arrears in delivery. Take appropriate action in respect of overdue deliveries. Answer inquiries from user Branches regarding delivery dates and advise them of deliveries which cannot be effected by the required date.

Finance Branch

K. R. Wenke 58/40910M	Chief Internal Auditor \$11383-11886 (Class 8), Third Division, unattached	Chief Internal Auditor \$12389-12890 (Class 9), Third Division, Melbourne (No. 18)
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Duties: Direct and supervise internal audit activities including the preparation of audit programmes and directions.

Qualifications: Accountancy qualifications desirable.

Automatic Data Processing Branch

G. L. Murphy 71/41310T	Clerk \$2845-5836 (Class 1), Third Divi- sion, unattached, Victoria-Tasmania Region	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne (No. 27)
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Duties: Assist in the preparation of computer run sheets and in the check of computer reports and error printout. Under direction, maintain relevant documentation and statistics and prepare scratch notices.

Ground Facilities Division, Airport Planning and Development Branch

A. C. Ernst 68/37047R	Engineer, Class 2 \$9903-11046, Third Division, Department of Housing and Construction, Melbourne	Engineer, Class 3 \$11705-13407, Third Division, Development Section, Mel- bourne (No. 16)
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Duties: Carry out engineering work of a more complex, more novel or critical nature associated with the determination of detailed functional requirements, precise location, physical dimensions and the preparation of design briefs for the stage development of existing or establishment of new intermediate and major aerodromes. Act as Project Co-ordinator and/or Project Officer for development projects.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. Experience in planning and provision of transportation details desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Land Transport Policy Division, Rail and Urban Transport Branch

R. R. Darling 70/85085M	Senior Research Officer, Grade 2 \$11039-11714 (Class 7), Third Division, Department of Manufacturing Industry	Principal Research Officer \$12218-12721 (Class 8), Third Division, Australian Urban Passenger Train Project Section, Project Control Sub-section, Canberra (No. 58)
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Duties: Prepare material and assemble information on activities related to long term planning and current and future technological developments in the modes of urban passenger train transportation.

Qualifications: Appropriate academic qualifications and experience desirable.

Management Services Branch

S. V. Riddihough 72/39161G	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Establishments Section, Melbourne (No. 63)
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Duties: Make arrangements for official travel by officers and act as receptionist for visitors to the Department.

G. F. Whittaker 72/41665T	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Establishments Section, Melbourne (No. 38)
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Duties: Assistant Former Papers Officer.

P. W. Cox 73/36643E	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Establishments Section, Melbourne (No. 127)
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Duties: Operate out-posted Registry control point.

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Management Services Branch

R. C. Montgomery 72/88088A	Clerk \$3346-6671 (Class 1), Third Division, unattached	Clerk (Internal Audit) \$6887-7764 (Class 2/3), Third Division, Internal Audit Section, Canberra (No. 274)
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Duties: Conduct minor reviews in accordance with the internal audit programme and assist with more difficult appraisals.

Qualifications: Relevant experience desirable.

K. B. Moore 58/46861K	Finance Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Accounting and Supply Division	Finance Officer \$12218-12721 (Class 8), Third Division, Finance and General Services Section, Canberra (No. 165)
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Duties: Direct the work of the Sub-section. Supervise Treasury financial estimates, expenditure control and general accounting matters.

Qualifications: Accounting qualifications desirable.

Revenue, Loans and Investment Division, State Finances Branch

H. C. Campbell 68/85808M	Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division	Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Revenue Funds Section, Canberra (No. 49)
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Duties: Undertake research and investigations into longer term trends in State expenditures.

Qualifications: Degree in Economics, Commerce or Arts (Economics).

VICTORIA

B. Burrett 68/38964K	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Payroll Section, Melbourne (No. 90)
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Duties: Prepare and submit computer runs, for payment of student allowances, control related processing and maintain tape library.

A. Wayland 71/42394C	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Ledgers Section, Melbourne (No. 30)
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Duties: Liaise with Authorising Officers and departments in respect of ADP Appropriation/Revenue Ledger out-put. Prepare computer job-stacks and run log sheets. Control and dispatch computer out-put.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY—continued

O. Parker 73/40229C	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Payroll Section, Melbourne, vice B. Burrett, prov. prom. 22.8.74 (No. 10)
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Duties: Examine pay variations advices prior to data preparation and examine Run 1. Control messages and resubmit corrected data.

AUSTRALIAN GOVERNMENT RETIREMENT BENEFITS OFFICE

AUSTRALIAN CAPITAL TERRITORY

Operations Branch

K. L. Hassett 58/37476A	Clerk \$10029-10704 (Class 6), Third Division	Clerk \$11039-11714 (Class 7), Third Division, Superannuation Section, Medical and Invalidity Sub-section, Canberra (No. 116)
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Duties: Exercise delegations under the Superannuation Act. Examine applications for transfer from Provident Account to the Superannuation Fund; prepare associated Board Agenda and correspondence.

J. E. Edwards 74/86284K	Typist, Grade 1 \$2638-5636, Fourth Division	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Services Section, Typing Sub-section, Canberra (No. 12)
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Duties: Stenographic and secretarial service for President/Chairman.

Qualifications: Shorthand, 100 words per minute.

AUSTRALIAN BUREAU OF STATISTICS

AUSTRALIAN CAPITAL TERRITORY

Computer Service Centre, Applications Systems Branch

H. M. McGrath 69/12061K	Programmer \$10029-10704 (Class 6), Third Division	Programmer \$13224-13725 (Class 8), Third Division, Canberra (No. 22)
T. J. Pinner 71/10052A	Programmer \$10029-10704 (Class 6), Third Division	Programmer \$13224-13725 (Class 8), Third Division, Canberra, vice A. D. Mikkelsen, prov. prom. 15.8.74 (No. 15)
L. R. Yates 70/42721M	Programmer \$10029-10704 (Class 6), Third Division, Department of Social Security, Canberra	Programmer \$13224-13725 (Class 8), Third Division, Canberra (No. 5)

Duties above three positions: Responsible for systems analysis and design for statistical systems.

Qualifications above three positions: Appropriate programming training and considerable experience in computer applications. Tertiary qualifications desirable.

Operations, Techniques and Training Branch

A. E. Bromwich 70/85016C	Programmer \$10029-10704 (Class 6), Third Division	Programmer \$13224-13725 (Class 8), Third Division, Programming Section, Canberra (No. 254)
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Duties: Under direction, develop and maintain specialised statistical software systems, and advise applications programmers in the use of these systems.

Qualifications: Appropriate training and experience in software and applications programming. Tertiary qualifications desirable.

Economic Censuses and Surveys Division, Secondary Production Classification and Integration Branch

A. A. Carr 70/37639P	Clerk \$6887-7764 (Class 2/3), Third Division, Statistician's Branch, Melbourne	Compiler \$9022-9777 (Class 5), Third Division, Internal Trade and Enterprise Section, Wholesale Trade Sub-section, Canberra, vice J. Van Darte, prov. prom. 6.6.74 (No. 54)
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Duties: Direct subordinate staff engaged in the preparation, processing and publication of the census.

Qualifications: Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.

A. K. Wojcik 71/88253K	Clerk \$8015-8770 (Class 4), Third Division, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Integration Section, Integrated Register Sub-section, Canberra (No. 46)
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Duties: Conduct investigation into systems, new sources and proposed uses of the Integrated Register System; supervise progress reporting and flow of printout to and from section; maintain procedures manual.

Qualifications: Considerable statistical experience. Appropriate academic qualifications desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Rural, Construction and Private Finance Branch

S. M. Hodgson 71/88184A	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Rural, Transport and Construction Section, Building and Construction Sub-section, Canberra, vice A. P. Brickwood, prov. prom. 25.7.74 (No. 10)
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Duties: Compile monthly and weekly statistics of building and construction approvals and prepare correspondence relating to the definition, coverage and uniformity of practice for these collections as between states.

Qualifications: Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.

P. C. Murphy 73/11652X	Clerk \$3346-6671 (Class 1), Third Division, Statistician's Branch, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Private Finance Section, Financial Institutions Sub-section, Canberra (No. 46)
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Duties: Assist in the compilation of monthly statistics relating to finance business.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

C. G. McLeod 74/86893R	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, Private Finance Section, Financial Institutions Sub-section, Canberra (No. 18)
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Duties: Assist in the editing, compilation and preparation for publication of statistics of instalment credit for retail sales.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

Management Services Branch, Finance and General Services Section

N. Crivelli 71/86751X	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, Finance and General Accounts Sub-section, Canberra (No. 9)
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Duties: Perform duties relating to salaries, meal allowance, petty cash, Office Services, General Administrative inquiries. Generally oversight the work of other Management Services Branch Personnel located at Macarthur House.

J. Watson 72/87664M	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, General Services Sub-section, Canberra (No. 30)
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Duties: Supervise the work of the Publication Distribution Sub-group. Deal with the more complex requests and correspondence concerning the supply of published statistics.

Qualifications: Knowledge of Bureau publications.

C. A. Mason 72/86985W	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, General Services Sub-section, Canberra, vice J. Watson, prov. prom. 22.8.74 (No.31)
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Duties: Responsible for the more difficult correspondence in relation to the supply of Bureau publications.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

Internal Audit Section

J. P. Farrelley 72/87189C	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Internal Auditor, Grade 2 \$9022-9777 (Class 5), Third Division, Canberra (No. 3)
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Duties: Assist in the development and the implementation of a comprehensive internal audit programme for the Bureau.

Qualifications: Completion or partial completion of appropriate formal training in accountancy and sound knowledge of the operations of the Bureau, together with relevant experience.

Darwin Office

M. L. Murphy 74/95308K	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division, Bureau of Meteorology	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Darwin
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Duties: Carry out routine editing checks and resolve queries in regards to birth, death and morbidity returns from hospitals; code demographic information and assist in the collection and tabulation of information relating to other statistical projects dealt with by this office.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY—continued

QUEENSLAND

Population and Employment Branch, Demography and Social Section

M. J. Worthy 67/57600X	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Department of Labor and Immigration	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Vitals and Health Sub- section, Brisbane (No. 55)
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Duties: Code information contained in returns from hospitals including diseases treated and operations performed.

WESTERN AUSTRALIA

Research, Publications and Services Branch, Administrative Section

A. E. Wood 73/75544T	Clerk \$3346-6671 (Class 1), Third Divi- sion, Department of Services and Prop- erty, Perth	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Finance Sub- section, Perth, vice S. L. Moore, prov. prom. 1.8.74 (No. 91) (No. 21)
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Duties: Staff Clerk. Maintain standard personnel record system and check salary variations.

Qualifications: Appropriate experience in personnel work and computer processing of salary variations desirable.

TASMANIA

Computer Service Centre

E. A. Jaeger 69/81267P	Clerk \$8015-8770 (Class 4), Third Divi- sion	Clerk \$9022-9777 (Class 5), Third Divi- sion, Systems Operations Sub-section, Hobart, vice C. R. R. Turner, prov. prom. 8.8.74 (No. 81)
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Duties: Shift Scheduling Officer, responsible for the effective use of the Control Data 3200 and 160A Com-
puter Systems within a shift.

Qualifications: Relevant experience in data processing desirable.

Note: The above position involves shift work.

AUSTRALIAN TAXATION OFFICE

NEW SOUTH WALES

Assessing Branch

B. J. Hodgins 64/11307G	Assessor, Grade 4 \$9022-9777 (Class 5), Third Division	Assessor, Grade 5 \$10029-10704 (Class 6), Third Division, Section A, Sydney (No. 91)
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Qualifications: 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 *Gazette* No. 163 of 1.11.73.

A. J. Bridge 66/10339G	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division	Assessor, Grade 4 \$9022-9777 (Class 5), Third Division, Section B, Sydney, vice B. J. Hodgins, prov. prom. 22.8.74 (No. 339)
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J. A. Featherstone 67/12296P	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice A. J. Bridge, prov. prom. 22.8.74 (No. 359)
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S. W. McKenzie 70/12739P	Clerk \$3346-6671 (Class 1), Third Divi- sion	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice J. A. Featherstone, prov. prom. 22.8.74 (No. 656)
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VICTORIA

Management Branch

D. E. Dunscombe 58/50083E	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 2161)
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S. E. McNamara 58/49511G	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Taxpayer Services Sec- tion, Melbourne, vice M. Arjan, prov. prom. 22.8.74 (No. 2162)
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R. C. Snelling 64/36104K	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 2164)
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Duties above three positions: Extract and record data from company returns. Carry out most difficult
surveys as directed. Extract other statistical information as directed.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
J. E. Oakley 64/36154T	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division	Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 3666)
<i>Duties:</i> Assist the Supervisor, Division 2 in the exercise of managerial and technical control over the staff, organisation and work of the Partnership and Trusts and Company Units.		
M. Arjan 58/48855T	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division	Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 2155)
<i>Duties:</i> Supervise and train a group of Clerical Assistants Grade 5. Check and accept responsibility for the accuracy of statistical data extracted by two Clerical Assistants Grade 5.		
G. P. Quick 64/36106T	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 2165)
<i>Duties:</i> Supervise, control and co-ordinate the staff and work of a unit engaged in extracting statistics from provisional and non-provisional returns and in other statistical extractions. Advise on the more difficult problems arising out of the work of the unit.		
E. A. Larcombe 58/49408X	Inspector \$12218-12721 (Class 8), Third Division	Assistant Director \$13224-13725 (Class 9), Third Division, Taxpayer Services Section, Melbourne (No. 3306)
<i>Duties:</i> Exercise control over the Taxpayer Services Section, comprising the Records, File Control, Inquiry, Correspondence and Estimates and Statistics Sub-sections.		
H. M. S. Kelly 66/38082A	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 1139)
<i>Duties:</i> Supervise, direct and train the staff engaged on searching, filing and delivering sales tax files.		
K. A. Nicholson 66/39285T	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Taxpayer Services Sec- tion, Melbourne, vice. R. C. Snelling, prov. prom. 22.8.74 (No. 2166)
A. M. Alderman 67/39238P	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 2167)
M. Vekovic 67/38369M	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Taxpayer Services Sec- tion, Melbourne, vice D. E. Dunscombe, prov. prom. 22.8.74 (No. 2169)
I. M. Greig 68/38267K	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Taxpayer Services Sec- tion, Melbourne, vice J. E. Oakley, prov. prom. 22.8.74 (No. 2171)
S. L. Boscarino 66/39539E	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765 Fourth Division, Taxpayer Services Sec- tion, Melbourne, vice S. E. McNamara, prov. prom. 22.8.74 (No. 2172)
L. K. Hannan 71/42444C	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Enforcement Section, Melbourne (No. 2084)
<i>Duties:</i> Supervise the staff and control and direct the work of the sub-section and maintain work statistics for the sub-section.		
S. C. Ferdinands 64/57548E	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, General Services Sec- tion, Melbourne (No. 3560)
<i>Duties:</i> Compile and maintain index records of all positions and personal experience records.		
H. F. Roberts 67/38349X	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Enforcement Section, Melbourne (No. 3243)
<i>Duties:</i> Supervise and control the work of the Filing Unit.		
W. M. Kelty 65/36244M	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 3088)
<i>Duties:</i> Supervise, direct, control and train the staff employed in the unit.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY—continued

A. L. Blume 62/36075W	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 1138)
<i>Duties:</i> Supervise, direct and train the staff engaged on duties associated with the registration of persons for sales tax purposes and the cancellation of registrations.		
J. A. Cherrie 64/36033R	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Taxpayer Services Sec- tion, Melbourne, vice G. P. Quick, prov. prom. 22.8.74 (No. 2174)
<i>Duties above six positions:</i> Extract and record statistical data from partnership, trust and superannuation fund returns. Carry out surveys and extract information relating to the Pay-roll Tax Triennial Check. Extract other statistical data as directed.		

QUEENSLAND

Income Tax Division, Assessing Branch

M. Wannell 66/12732K	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C/D	Assessor, Grade 4 \$9022-9777 (Class 5), Third Division, Section B, Brisbane (No. 72)
M. J. Cumner 67/57043K	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E/F	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C/D, Brisbane, vice M. Wannell, prov. prom. 22.8.74 (No. 94)
J. McD. Meaney 72/57549W	Clerk \$3346-6671 (Class 1), Third Divi- sion, Management Branch, Enforcement Section	Assessor, Grade 2 \$6887-7764, (Class 2/3), Third Division, Section E/F, Bris- bane, vice M. J. Cumner, prov. prom. 22.8.74 (No. 168)
<i>Qualifications above three positions:</i> Officers should preferably be pursuing qualifications in Accountancy, Economics, Commerce or Law.		

Appeals and Advising Branch

P. E. Barclay 58/49974X	Assessor Supervisor \$10029-10704 (Class 6), Third Division, Assessing Branch, Section C/D	Advising Officer, Grade 1 \$11039-11714 (Class 7), Third Division, Brisbane (No. 414)
<i>Qualifications:</i> Completion of training in Accountancy or Law recognised by the Public Service Board or compliance with other provisions of Section 53 Determination published in <i>Gazette</i> No. 163 of 1.11.73.		

Investigation Branch

P. J. Jorgensen 67/58268A	Indoor Examiner \$9022-9777 (Class 5), Third Division	Investigation Officer, Grade 3 \$10029- 10704 (Class 6), Third Division, Bris- bane (No. 337)
<i>Qualifications:</i> Completion of training in Accountancy or Law recognised by the Public Service Board or compliance with other provisions of Section 53 Determination published in <i>Gazette</i> No. 163 of 1.11.73.		

SOUTH AUSTRALIA

Income Tax Division, Investigation Branch

D. H. Rainsford 58/48269P	Investigation Officer, Grade 3 \$10029- 10704 (Class 6), Third Division	Senior Investigation Officer, Grade 1 \$11039-11714 (Class 7), Third Division, Adelaide (No. 1050)
<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.		

Assessing Branch

P. A. Pledge 65/66852E	Assessor, Grade 4 \$9022-9777 (Class 5), Third Division	Assessor, Grade 5 \$10029-10704 (Class 6), Third Division, Adelaide (No. 19)
<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.		
G. C. Moore 63/66234P	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division	Assessor, Grade 4 \$9022-9777 (Class 5), Third Division, Adelaide, vice P. A. Pledge, prov. prom. 22.8.74 (No. 202)
D. J. Gaskin 69/66807G	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Adelaide (No. 80)

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
J. V. Noble 73/66619C	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Adelaide, vice D. J. Gaskin, prov. prom. 22.8.74 (No. 120)
<i>Qualifications above three positions: Officers should preferably be pursuing qualifications in Accountancy, Economics, Commerce or Law.</i>		

WESTERN AUSTRALIA

Income Tax Division, Appeals and Advising Branch

A. T. Chedzey 58/41691E	Investigation Officer, Grade 3 \$10029-10704 (Class 6), Third Division	Advising Officer, Grade 1 \$11039-11714 (Class 7), Third Division, Perth, vice R. G. Watson-Bates, prov. prom. 22.8.74 (No. 232)
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Investigation Branch

P. A. Edwards 61/70554E	Assessor Supervisor \$10029-10704 (Class 6), Third Division	Senior Investigation Officer, Grade 1 \$11039-11714 (Class 7), Third Division, Perth (No. 209)
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Assessing Branch

R. Plester 58/41985T	Assessor, Grade 5 \$10029-10704 (Class 6), Third Division	Assessor, Grade 6 \$11039-11714 (Class 7), Third Division, Section A, Perth (No. 10)
E. J. Wohlsein 66/75098E	Assessor, Grade 4 \$9022-9777 (Class 5), Third Division	Assessor, Grade 5 \$10029-10704 (Class 6), Third Division, Section A, Perth (No. 13)
G. T. Wiggins 68/75662T	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division	Assessor, Grade 4 \$9022-9777 (Class 5), Third Division, Section B, Perth (No. 35)
C. W. Beck 69/75117C	Clerk \$6887-7764 (Class 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Perth (No. 68)
S. M. Larsen 71/75140G	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Perth (No. 114)

Appeals and Advising Branch

R. G. Watson-Bates 58/42102P	Advising Officer, Grade 1 \$11039-11714 (Class 7), Third Division	Advising Officer, Grade 2 \$12218-12721 (Class 8), Third Division, Perth (No. 231)
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Investigation Branch

J. P. Haigh 58/41788P	Senior Investigation Officer, Grade 1 \$11039-11714 (Class 7), Third Division	Senior Investigation Officer, Grade 2 \$12218-12721 (Class 8), Third Division, Perth (No. 903)
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TASMANIA

Management Branch

K. G. Cobern 58/38703C	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Hobart (No. 31)	Internal Audit Clerk, Grade 2 \$9022-9777 (Class 5), Third Division, Internal Audit Section, Hobart (No. 461)
S. J. Bailey 69/81355G	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Enforcement Section, Hobart (No. 334)

Duties: No. 334—Presented Token Control Assistant.

M. G. Barnes 68/81323M	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Enforcement Section, Hobart (No. 326)
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Duties: No. 326—Unattached Tokens Assistant.

J. M. Coad 71/81118R	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Enforcement Section, Hobart (No. 340)
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Duties: No. 340—Error Correction Assistant.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF TRANSPORT—continued

Income Tax Division, Assessing Branch

P. D. Jones 72/81187A <i>Qualifications:</i> Officers should preferably be pursuing qualifications in accountancy, economics, commerce or law.	Clerk \$3346-6671 (Class 1), Third Division Assessor, Grade 3 \$8015-8770 (Class 4), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Hobart (No. 41) Assessor, Grade 4 \$9022-9777 (Class 5), Third Division, Hobart (No. 24)
D. R. Gregg 65/81298A <i>Qualifications:</i> Officer should preferably be pursuing qualifications in accountancy, economics, commerce or law.		