

# Australian Government Gazette

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**PUBLIC  
SERVICE**

## CONTENTS

|                                                  |    |
|--------------------------------------------------|----|
| Orders in Council                                | 2  |
| Retirements and dismissals                       | 3  |
| Appointment, recruitment and examination notices | 4  |
| Vacancies                                        | 5  |
| Vacancies—Public Service                         | 7  |
| Transfers to advertised vacancies                | 36 |
| Promotions                                       | 39 |

*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)

Ground Floor, Continental Building, 162 Macquarie Street, Hobart, Tas. 7000 (Telephone 23 7151)

and from Office of the Australian Treasury at:

Taxation Building, 320 Adelaide Street, Brisbane, Qld

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 Office of the Australian Treasury in Brisbane 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'.

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## ORDERS IN COUNCIL

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### Appointments and acting appointments as Permanent Head

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#### APPOINTMENT OF LEWIS HAROLD BORDER, M.V.O., AS ACTING SECRETARY TO THE DEPARTMENT OF FOREIGN AFFAIRS

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 Lewis Harold Border, M.V.O., Deputy Secretary, Department of Foreign Affairs, to act in the place of Alan Phillip Renouf, the occupant of the office of The Secretary to the Department of Foreign Affairs during the period commencing on the twenty-sixth day of August 1974 and ending when the said Alan Phillip Renouf resumes the performance of the functions of his office.

Dated this twenty-third day of August 1974.

JOHN R. KERR  
Governor-General

By His Excellency's Command,

D. R. WILLESEE  
Minister of State for Foreign Affairs  
(Ex. Min. No. 109)

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#### INSTRUMENT OF APPOINTMENT

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 John Laurence Menadue to the office of The Secretary to the Department of the Prime Minister and Cabinet, the appointment to take effect on 1 February 1975.

Dated this twenty-third day of August 1974.

JOHN R. KERR  
Governor-General

By His Excellency's Command,

E. G. WHITLAM  
Prime Minister

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#### CREATION OF FIRST DIVISION OFFICE

HIS Excellency, the Governor-General in Council, has approved the creation of a First Division office of Secretary Designate in The Department of the Prime Minister and Cabinet.

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#### INSTRUMENT OF APPOINTMENT

I, SIR JOHN ROBERT KERR, the Governor-General of Australia, on the recommendation of the Public Service Board, acting with the advice of the Executive Council, and in pursuance of section 54 of the *Public Service Act 1922-1973*, hereby appoint

John Laurence Menadue to the office of Secretary Designate, First Division, in The Department of the Prime Minister and Cabinet, Central Office, Canberra, the appointment to take effect on 23 September 1974.

Dated this twenty-third day of August 1974.

JOHN R. KERR  
Governor-General

By His Excellency's Command,

E. G. WHITLAM  
Prime Minister

(Ex. Min. No. 50)

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### Appointments, promotions, etc. for Parliamentary departments

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#### DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

*Promotion:* Gael Robin Valentine, Parliamentary Officer, \$6887-7764, Class 2/3, Third Division, promoted as Parliamentary Officer, \$8015-8770, Class 4, Third Division, Department of the House of Representatives (position No. 93).

(Ex. Min. No. 11)

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### Positions created and abolished

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#### DEPARTMENT OF MANUFACTURING INDUSTRY

##### Victoria

*Offices abolished:* Defence Standards Laboratories, Maribyrnong, Technical Section: Third Division—Chief Physicist \$14250-15163 (one); Experimental Officer, Class 1 \$6000-8953. Fourth Division—Technical Officer (Science), Grade 2 (one); Technical Assistant, Grade 2 (two); Typist, Grade 2 (one).

(Ex. Min. No. 3)

#### DEPARTMENT OF REPATRIATION AND COMPENSATION

##### Australian Capital Territory

*Office created:* Central Office, Medical Section: Fourth Division—Steno-secretary, Grade 2 (one).

##### New South Wales

*Offices created:* Branch Office, Medical Section: Third Division—Medical Officer, Class 2 (one); Third Division—Resident Medical Officer (three). Branch Office, Accounts Section: Third Division—Clerk, Class 4 (one); Fourth Division—Clerical Assistant, Grade 2 (one). Branch Office, Personnel Section: Third Division—Senior Training Officer, Grade 1 (one); Clerk, Class 2/3 (two). Branch Office, Pensions Section: Third Division—Clerk, Class 7 (two). Repatriation General Hospital, Concord, Administrative Services Section: Third Division—Clerk, Class 4 (one). Repatriation General Hospital,

Concord, Technical Services Section: Fourth Division—Post Mortem Assistant (one). Repatriation General Hospital, Concord, General Services Section: Fourth Division—Hospital Patrolman (two); Gatekeeper (three).

#### Victoria

*Offices created:* Repatriation General Hospital, Heidelberg, General Services (Food Service) Section: Fourth Division—Hospital Assistant, Grade 1 (three).

#### Queensland

*Offices created:* Branch Office, Personnel Section: Third Division—Clerk, Class 4 (one). Branch Office, Treatment Section: Third Division—Clerk, Class 4 (one). Repatriation General Hospital, Greenslopes, Administrative Services Section: Fourth Division—Clerical Assistant, Grade 1 (one). Repatriation General Hospital, Greenslopes, Administrative Services Section: Fourth Division—Clerical Assistant, Grade 2 (five).

(Ex. Min. No. 44)

### DEPARTMENT OF SERVICES AND PROPERTY

#### Central Office

*Offices abolished:* Overseas Property Bureau: Second Division—First Assistant Secretary \$21417 (one); Assistant Secretary \$17776 (two). Management Services Branch: Third Division—Clerk \$7899-8639 (one); Clerk \$6912-7652 (four). Overseas Property Bureau: Third Division—Engineer, Class 5 \$14882-15845 (one); Executive Officer \$13991-14484 (one); Engineer, Class 4 \$13322-14209 (two); Principal Executive Officer \$13004-13498 (one); Executive Officer \$13004-13498 (five); Clerk \$12019-12510 (ten); Clerk \$11032-11525 (nine); Clerk \$9876-10538 (four); Clerk \$8886-9548 (seven); Clerk \$6912-7652 (eight). Management Services Branch: Fourth Division—Clerical Assistant, Grade 5 (one); Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 2 (one); Clerical Assistant, Grade 1 (one); Overseas Property Bureau: Fourth Division—Clerical Assistant, Grade 6 (one); Steno-secretary, Grade 2 (one); Clerical Assistant, Grade 4 (five); Steno-secretary, Grade 1 (two); Typist, Grade 2 (three); Typist, Grade 1 (two).

(Ex. Min. No. 91)

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## RETIREMENTS AND DISMISSALS

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

### RETIREMENTS

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

### DEPARTMENT OF DEFENCE

#### Victoria

*Section 67 (Invalidity):* John Patrick Buckley, First Assistant Secretary, 9.9.74.

### DEPARTMENT OF LABOR AND IMMIGRATION

#### Central Office

*Section 86:* William Michael Meaney, Executive Officer (Class 8), 21.8.74.

### DEPARTMENT OF THE MEDIA

#### Australian Broadcasting Control Board

#### Central Office

*Section 67:* Joseph Arthur McNamara, Secretary, 28.2.74.

### POSTMASTER-GENERAL'S DEPARTMENT

#### New South Wales

*Section 67 (Invalidity):* Norman Patrick Fahey, Lineman, Grade 2, 11.7.74; Daniel Von Neustonn, Mail Officer, 29.7.74; Leslie Ernest Farmer, Senior Postal Officer, Grade 1, 8.8.74; George Stanley Morrison, Mail Officer, 8.8.74; Kevin John Bowen, Postmaster, Grade 4, 9.8.74; William Melville, Postmaster, Grade 4, 3.9.74; John Joseph Young, Postal Clerk, 11.9.74.

*Section 85 (1):* Albert William Johnston, Postal Officer, Grade 2, 12.8.74; Daniel McLennan Walsh, Telecommunications Technician, 3.9.74; Donald Richard Adolf Gabriel, Postmaster, Grade 2, 30.9.74.

*Section 86:* Edward Albert Shepherd, Chainman, 20.8.74; Raymond Thomas O'Donnell, Director, 25.8.74; Paul Kokk, Telecommunications Technician, 11.9.74; Edward John Andrews, Telecommunications Technician, 19.9.74; Stanley George Hale, Telecommunications Technician, 21.9.74; Albert Edward Magnay, Postal Officer, Grade 2, 4.10.74; Henry Bernard Vaughan Moran, Postal Officer, Grade 2, 8.10.74; Joseph Kieran Alphonsus Byrne, Clerk, 9.10.74; Arnold Allen Mansfield, Postmaster, Grade 5, 10.10.74; John Wyburn Bartholomew, Senior Mail Officer, 13.10.74.

#### Queensland

*Section 67 (Invalidity):* John Douglas Chamberlain, Senior Mail Officer, 22.3.74.

*Section 85 (1):* Ernest Theodore Tappenden, Lines Supervisor, Grade 3, 1.7.74; James Martin Young, Mail Officer, 26.6.74.

#### South Australia

*Section 67 (Invalidity):* Maxine Joan Trenerry, Accounting Machinist, Grade 1, 1.8.74; Bertram Peter George Weston, Electrical Fitter and Mechanic, 8.8.74.

*Section 85 (1):* Albert George Air, Lineman, Grade 2, 21.6.74.

### DEPARTMENT OF THE SPECIAL MINISTER OF STATE

#### National Library of Australia

#### Australian Capital Territory

*Section 67 (Invalidity):* Muriel Elsie Noakes, Librarian, Class 2, 19.7.74.

### DEPARTMENT OF TRANSPORT

#### Air Transport Group

#### Central Staff

*Section 67 (Invalidity):* William Leslie Burdus, Airways Surveyor, 7.6.74.

#### Western Australia Region

*Section 85 (1):* William Charles Thomas Markham, Senior Painter and Signwriter, Grade 1, 10.7.74.

### DEPARTMENT OF THE TREASURY

#### Australian Capital Territory

*Section 67 (Invalidity):* Albert Cedric Graham, Supervising Mint Craftsman, Grade 2, 12.6.74.

**Australian Bureau of Statistics**

**Australian Capital Territory**

*Section 67 (Invalidity):* Aubrey Richard John Yeo, Clerk, Class 6, 19.8.74.

**Australian Taxation Office**

**Queensland**

*Section 86:* Patrick John McGuinn, Senior Investigation Officer, Grade 2, 6.9.74.

**DISMISSAL**

**POSTMASTER-GENERAL'S DEPARTMENT**

**Victoria**

*Section 55:* John McKenzie Luke, Clerk, with effect on and from 2.41 p.m., 9 August 1974.

H. B. MACDONALD

Secretary  
Public Service Board

## APPOINTMENT, RECRUITMENT AND EXAMINATION NOTICES

**APPOINTMENT OR TRANSFER AS  
TELECOMMUNICATIONS TRADESMAN**

The above conditions, notified on page 125 of *Periodic Gazette* No. 25 A of 22 March 1974 are amended as follows:

In *Section 7 Syllabus. Section B (Specialised Functional Areas)* after 6. Subscribers Equipment, insert:

'NOTE—4 above applies only to Mail Handling Equipment installed in the Sydney Mail Exchange.'

**EXAMINATION No. 6670**

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

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** Melbourne.

**Persons eligible to enter**

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

**Applications** on special forms to be lodged with the Public Service Inspector, 4th floor, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Victoria 3000.

**Applications close** 19 September 1974.

**EXAMINATION No. 6671**

**ENTRY INTO DATA PROCESSING  
OPERATOR-IN-TRAINING COURSE, PERTH**

This examination will be held on Saturday 28 September 1974, in accordance with the conditions notified on pages 50-51 of *Periodic Gazette* No. 25 A of 22 March 1974.

**Examination centre** Perth.

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

**Applications** on special forms to be lodged with the Public Service Inspector, 5th floor, Commercial Union House, 185 St George's Terrace, Perth, Western Australia 6000.

**Applications close** 13 September 1974.

**EXAMINATION No. WI 28**

**TRANSFER AS TYPIST, PERTH**

This examination will be held on Saturday 21 September 1974, in accordance with the conditions notified on page 87 of *Periodic Gazette* No. 25 A of 22 March 1974, as amended on page 10 of *Gazette* No. 45 of 30 May 1974.

**Examination centre** Perth.

**Persons eligible to enter** Permanent officers of the Australian Public Service.

**Applications** on special forms to be lodged with the Public Service Inspector, 5th floor, Commercial Union House, 185 St George's Terrace, Perth, Western Australia 6000.

**Applications close** 13 September 1974.

**EXAMINATION No. SP 879**

**FOR APPOINTMENT OR TRANSFER AS  
MOTOR DRIVER, FOURTH DIVISION,  
POSTMASTER-GENERAL'S DEPARTMENT,  
ADELAIDE**

This examination will be held on Saturday 5 October 1974 in accordance with the conditions notified in *Periodic Gazette* No. 25 A of 22 March 1974.

**Applications** on the prescribed form should be lodged with the Director, Posts and Telegraphs, Adelaide, South Australia, not later than 12 September 1974.

**Application forms** and copies of the above conditions may be obtained from the Director, Posts and Telegraphs, Adelaide, South Australia 5000.

## EXAMINATION RESULTS

Results of the following examinations have been finalised.

| Exam No. | Title (and date notified where applicable)                                                            | Date held |
|----------|-------------------------------------------------------------------------------------------------------|-----------|
| 6632     | Appointment Promotion or transfer as Clerical Assistant Grade 1, Melbourne (27.6.74)                  | 20.7.74   |
| 6637     | Appointment Promotion or Transfer as Clerical Assistant Grade 1 Melbourne (4.7.74)                    | 27.7.74   |
| W125     | Transfer as Typist Western Australia (14.2.74)                                                        | 1.3.74    |
| NP3087   | Appointment or Transfer as Motor Driver Canberra (6.6.74)                                             | 6.7.74    |
| NP3090   | Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties) New South Wales       | 10.8.74   |
| VP4303   | Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties) Victoria              | 17.8.74   |
| QP1255   | Appointment as Assistant Postal Officer (Telegraph Delivery Duties) Queensland                        | 3.8.74    |
| WP1433   | Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties) Western Australia     | 3.8.74    |
| WP1434   | Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties) Western Australia     | 3.8.74    |
| WP1435   | Appointment or Transfer as Assistant Postal Officer (Postal Officer Grade 1 Duties) Western Australia | 3.8.74    |

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

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

H. B. MACDONALD  
Secretary  
Public Service Board

## VACANCIES

### Parliamentary Departments

#### DEPARTMENT OF THE PARLIAMENTARY LIBRARY

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

**Legislative Research Specialist, Grade 1 \$3015-3770,**  
Third Division, Finance, Industries, Trade and Development Group, Legislative Research Service, Canberra.

*Applications close 19.9.74.*

*Forward applications to:* The Parliamentary Librarian, Parliament House, Canberra, A.C.T. 2600.

**Duties:** (No. 9)—The appointee will work under the guidance of the Director of the Finance, Industries, Trade and Development Group contributing to the work of analysing economic data and preparing research material for Senators and Members of Parliament. The duties require ability in research and analysis and the capacity to prepare written material objectively, accurately, clearly and quickly.

**Qualifications:** Appropriate university degree, preferably in economics; experience in agricultural economics is desirable but not essential.

## Statutory authorities

### THE PIPELINE AUTHORITY

The Pipeline Authority is a statutory authority of the Australian Government and has been established to construct, maintain and operate pipelines for the conveyance of natural gas and other petroleum products.

The Authority is inviting applications from suitably qualified and experienced persons for the following positions:

#### 1. Steno-secretaries, Grade 1 and 2

The duties will consist of secretarial assistance to senior officers of the Authority. Applicants should be able to type a minimum of thirty-five words per minute and take shorthand at 100 words per minute.

#### 2. Typists—Full-time

The duties will consist of general typing duties and applicants should be able to type a minimum of thirty-five words per minute.

*Salary will be within the following ranges*

Steno-secretaries 1, \$6382-6562-6741.

Steno-secretaries 2, \$7099-7339-7579.

Typist, Grade 1, \$5275-5636.

**General Information and Conditions of Service:** Conditions of service will generally be similar to those that apply to the Australian Public Service, including eligibility to contribute to the Superannuation Fund. The provisions of the Officers Rights Declaration Act apply to officers of the Australian Public Service who are appointed to the Staff of the Authority.

**Applications** will be treated in confidence and should be directed, by 18 September 1974, to: The Secretary, The Pipeline Authority, P.O. Box 1950, Canberra City, A.C.T. 2601.



## 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. All vacancies are open to men and women.

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 a returned soldier (as defined by section 7 of the *Public Service Act*) and a person not a returned soldier should be placed equal in order of merit, the returned soldier will be offered appointment before the person who is not a returned soldier.

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 appointees are required to perform the duties of their office in a city or town other than that in which they are residing at the time of appointment. Eligible appointees will have the fares of their family included.

### SALARIES AND GENERAL CONDITIONS

#### Actual Salaries

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

#### General

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

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

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

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

#### Qualifications

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

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

### SUBMISSION OF APPLICATIONS

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

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

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

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

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

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

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

## Departmental vacancies

### DEPARTMENT OF AGRICULTURE

#### CENTRAL OFFICE

##### Management Services Branch

Typist, Grade 2 \$5791-6101, Fourth Division, Personnel and Establishments Section, Typing Services Sub-section, Canberra

Duties: Nos 64, 1668—Perform stenographic and typing duties as required.

Qualifications: Shorthand, eighty words per minute.

Apply: X1

##### Industry No. 5 (Fisheries) Division, Policy Branch

Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Economic Research and Statistics Section, Canberra

Duties: No. 698—Conduct economic research into various aspects of the fishing and allied industries. Assist in the preparation of research reports and papers.

Qualifications: An appropriate university degree. Relevant experience in research desirable.

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

Apply: X1

##### Operations Branch

\*Principal Biologist \$13299-14202, Third Division, Resource Management Section, Canberra

Duties: No. 1723—Plan, develop and direct the activities of the Section. Provide professional advice to assist in the administration of existing management measures and in the formulation of new management policies. Represent the Department at meetings, etc., as required.

Qualifications: An appropriate degree or diploma in Science (major in Biology); or equivalent qualification.

Apply: X1

##### Industry No. 6 (Wool) Division, Marketing Branch

Clerk \$10029-10704 (Class 6), Third Division, Special Projects Section, Canberra

Duties: No. 3737—Provide assistance in the investigation of important marketing issues of a non-continuing nature. Undertake preliminary investigations and analyses and prepare reports.

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

Apply: X1

##### Production Branch

\*Chief Wool Technologist \$14665-15596, Third Division, Australian Wool Measurement Authority Section, Sydney

Duties: No. 3615—Control the staff of the Australian Wool Measurement Authority. Liaise with industry, Australian Government and State Government Departments, scientific and technical organisations on the development of new sampling and measurement standards and procedures. Attend international and national meetings and conferences as required.

Qualifications: Relevant degree or diploma preferably with post graduate qualifications. Wide experience in the application of technology to industry is highly desirable, particularly in the introduction of new systems of quality control. Sound knowledge of the practical application of statistics; experience in the formulation and application of new standard methods of testing produced by the Standards Association of Australia would be desirable.

Apply: X1

##### Agriculture and Food Services Division, Grants Administration Branch

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

Duties: No. 3144—Examine and report on cases where the States do not appear to have complied with reconstruction scheme requirements. Maintain appropriate financial and other records and prepare ministerial and other correspondence.

Apply: X1

##### Bureau of Agricultural Economics, Development Economics Branch

Officer-in-charge \$14229-14733 (Class 10), Third Division, Project Economics Section, Canberra

Duties: No. 1184—Responsible for the planning, organising and co-ordination of the work of the Section including the economic assessment and evaluation of agricultural development projects and other special land use investigations.

Qualifications: Experience in the planning and organisation of economic investigations and the ability to administer a research programme desirable. Appropriate university degree desirable.

Apply: X1

##### Pastoral Resources Economics Branch

Officer-in-charge \$14229-14733 (Class 10), Third Division, Sheep Production Research Section, Canberra

Duties: No. 1249—Responsible for the planning, organising and co-ordination of the work of the Section including field surveys of the financial structure of the Australian sheep and wool industry and research into particular economic and management aspects of the industry.

Qualifications: Experience in the planning and organisation of economic investigations and field surveys and the ability to administer a research programme desirable. Appropriate university degree desirable.

Apply: X1

##### Forestry and Timber Bureau, Forest Research Branch

Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Protection Section, Fire Control Sub-section, Canberra

Duties: No. 3292—Assist with laboratory and field experiments in fire behaviour and control.

Qualifications: Appropriate qualifications and/or experience in laboratory and field fire work.

Apply: X1

## **QUEENSLAND**

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

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

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

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

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

Apply: X1

### **SOUTH AUSTRALIA-NORTHERN TERRITORY Regional Office**

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

Duties: No. 3074—Levies Clerk. Undertake the collection of levies, export charges and inspection services charges, including the issue of Debit Advice Notes. Check returns for correctness, and take follow-up action on outstanding payments. Prepare recommendations concerning the investigation and or prosecution of defaulters.

Apply: X5

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## **ATTORNEY-GENERAL'S DEPARTMENT**

### **CENTRAL OFFICE**

#### **Legislative Drafting Division**

First Assistant Secretary \$23238, Second Division, Canberra

Duties: No. 1—Direct the work of the Division. Draft Ordinances, regulations and rules of especial difficulty and importance and settle those drafted by subordinate officers.

Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory. Extensive legislative drafting experience desirable.

Apply: D1

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## **DEPARTMENT OF THE CAPITAL TERRITORY**

### **AUSTRALIAN CAPITAL TERRITORY**

#### **Finance and Supply Branch**

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

Duties: No. 1333—Supervise and direct staff responsible for the accounting work related to sections of the A.C.T. Suspense Trust Account including Unproductive Charges, Sundry Creditors, Stores Operations, Advances and Wages Suspense, Treasurer's Advance Debtors and Suspense Operational Accounts.

Qualifications: Knowledge of Trust Accounting procedures desirable. Progress in Accounting studies an advantage.

Apply: E1

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

Duties: No. 1345—Examine wages costing schedules to ensure items have been charged to correct classification. Investigate apparent irregularities and take corrective action when necessary. Prepare journal entries on variations from the standard hourly rate and report weekly variances.

Qualifications: Knowledge of Trust Accounting procedures desirable.

Apply: E1

### **City Manager's Office, City Services Branch**

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

Duties: No. 147—Supervise the work of the registry, plans and relief activities of the Clerical Sub-section. Provide or arrange for administrative and support services such as personnel services, training, stores requisitioning, etc. Investigate complaints and prepare correspondence.

Qualifications: Previous experience in dealing with the public desirable.

Apply: E1

### **Housing and Welfare Division, Welfare Branch**

\*Social Worker, Class 3 \$10621-11396, Third Division, Operations Section, Canberra

Duties: No. 563—Supervise probation and parole services in the A.C.T., including liaising with the judiciary and magistrates on the provision of departmental welfare services; overseeing the preparation and submission of pre-sentence and other reports for the Courts; carrying out important investigations advising senior staff on the effectiveness of the services.

Qualifications: An appropriate degree or diploma in Social Work or Social Studies; or equivalent qualification.

Apply: E1

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## **DEPARTMENT OF DEFENCE**

### **AUSTRALIAN CAPITAL TERRITORY**

\*Defence Officer, Class 3 \$12218-12721 (Class 8), Third Division, Canberra

Duties: No. 873—Prepare reports relating to current developments within the South-east Asian region. Collate and evaluate information concerning, and trends in, countries within the areas of interest.

Qualifications: Appropriate academic and language qualifications and experience in South-east Asian affairs desirable.

Apply: H1

\*Defence Officer, Class 2 \$10029-10704 (Class 6), Third Division, Canberra

Duties: No. 151—Undertake research into economic aspects of Defence significance in foreign countries. Prepare reports and brief senior officers on developments.

Qualifications: University degree in Economics, Arts (Economics) or Commerce and research experience in an economic area, particularly in agriculture desirable.

Apply: H1

**DEPARTMENT OF DEFENCE—continued**

\*Defence Officer, Class 2 \$10029-10704 (Class 6), Third Division, Canberra

Duties: No. 149—Prepare reports relating to current developments in the Asian region. Collate and evaluate information concerning, and trends in, countries within the areas of interest.

Qualifications: Appropriate academic and language qualifications and experience in Asian affairs desirable.

Apply: H1

\*Defence Officer, Class 2 \$10029-10704 (Class 6), Third Division, Canberra

Duties: No. 239—Collate and analyse documentary information on geographic subjects of Defence significance relating to countries of the Pacific area and prepare reports thereon.

Qualifications: Appropriate tertiary degree and experience in geographical research and report writing desirable.

Apply: H1

\*Defence Officer, Class 5 \$14229-14733 (Class 10), Third Division, Canberra

Duties: No. 55—Supervise experienced officers undertaking research on economic developments of Defence significance in foreign countries. Review reports produced and personally prepare more complex assessments. Brief senior officers on developments.

Qualifications: University degree in Economics, Commerce or Arts (Economics), preferably at honours level. Considerable experience in the planning and conduct of economic research desirable.

Apply: H1

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

Senior Executive Officer \$13224-13725 (Class 9), Third Division, Legislation Section, Canberra

Duties: No. 92—Direct the work of Legislation Section. Represent Department on matters connected with review of Defence Legislation and participate in inter-departmental committees as required. Prepare draft regulations and Air Force Orders arising from Defence Legislation. Check legal content of approved Air Board Orders, Determinations and other instruments.

Qualifications: Legal qualifications desirable.

Apply: H1

**Branch of the Air Member for Technical Services, Director General of Technical Plans**

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Directorate of Technical Plans, Canberra

Duties: No. 5—Provide library and technical information services for the branch. Supervise civilian staff.

Qualifications: Some knowledge of, and experience in, library procedures would be an advantage.

Apply: H1

**DEPARTMENT OF DEFENCE—ARMY OFFICE****AUSTRALIAN CAPITAL TERRITORY****Military Division, Office of the Chief of General Staff Branch**

Clerk \$8015-8770 (Class 4), Third Division, Directorate of Accommodation and Works, Canberra

Duties: No. 30—Assist in the examination and preparation of new works, repairs and maintenance and acquisition programmes. Prepare associated correspondence.

Qualifications: Sound knowledge of public works budgeting procedures.

Apply: H1

**VICTORIA****Third Military District, Army Design Establishment**

\*Illustrator, Grade 2 \$8929-9443, Third or Fourth Division, Maribyrnong

Duties: No. 419—Responsible, under direction, for design and preparation of technical illustrations, diagrams, maps, badges, etc. Prepare negatives and air brush photographs for photo-litho reproduction.

Qualifications: Extensive experience in typography layouts and graphic arts essential. Technical College Art Certificate or equivalent desirable.

Apply: H8

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

Clerk \$6671-7764 (Class 2/3), Third Division, General and Office Services Section, Canberra

Duties: No. 32—Maintain records for financial estimates and of expenditure; assist in reviewing expenditure; assist with accommodation moves.

Apply: H1

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, General and Offices Services Section, Canberra

Duties: No. 151—Collect and deliver files, typing and duplicating work to and from branches within Campbell Park. Attend to counter inquiries.

Apply: H1

Clerical Assistant, Grade 3 \$5883-6234, Fourth Division, Publications Section, Canberra

Duties: No. 9—Amend all publications and official documents held by Central Library. Provide clerical support to cataloguing Librarian.

Apply: H1

**Naval Production Division, General and Office Services Section**

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

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

Qualifications: Shorthand, eighty words per minute essential.

Apply: H1

**NEW SOUTH WALES**

**Area Secretariat**

Clerk \$6052-6929 (Class 2/3), Third Division, Personnel Section, Staff and General Sub-section, Sydney

Duties: No. 193—Section leader in charge of section responsible for the maintenance of standard personnel records.

Qualifications: Sound knowledge of Public Service Act, Regulations, General Orders and Treasury Manual.

Apply: H15

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**DEPARTMENT OF EDUCATION**

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**CENTRAL OFFICE**

**Management Services Branch**

Clerk \$10029-10704 (Class 6), Third Division, Personnel and Services Section, Personnel and Conditions of Service Sub-section, Canberra

Duties: No. 212—Personnel Officer. Direct and supervise the activities of the Personnel and Conditions of Service Sub-section.

Qualifications: Extensive experience in personnel administration and ability to supervise and control staff. Thorough knowledge of the Public Service Act and Regulations, Determinations and Superannuation Act.

Apply: I1

Senior Internal Auditor, Grade 1 \$10029-10704 (Class 6), Third Division, Internal Audit Section, Canberra

Duties: No. 153—Under direction, be responsible for conduct of Central Office internal audit program, direct subordinate staff, report on inspections and discuss matters arising with management.

Qualifications: Accountancy qualifications desirable, and experience in depth of internal auditing. Ability to implement an audit program.

Apply: I1

Internal Auditor, Grade 2 \$9022-9777 (Class 5), Third Division, Internal Audit Section, Darwin

Duties: No. 162—As a team leader, carry out audit examinations and inspections of Departmental procedures and practices in the Darwin Office and schools and colleges in Darwin and throughout the Northern Territory. Report on results of audits conducted. Assist in special investigations. Undertake travel within the Northern Territory in the performance of audit duties.

Qualifications: Accounting qualifications and sound knowledge of audit techniques desirable.

Apply: I1

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

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

Duties: No. 648—Arrange procurement of stores and equipment and maintain records. Prepare relevant correspondence. Assist with enrolments and examination procedures.

Qualifications: Experience in stores procedures desirable.

Apply: I1

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Technical and Further Education Section, Canberra School of Music Administration Sub-section, Canberra

Duties: No. 808—Collector of Public Moneys. Administer the School's Scholarships Scheme, prepare purchase requests and oversight purchasing procedures at the school.

Apply: I1

**AUSTRALIAN CAPITAL TERRITORY**

**Schools Commission, Policy Development, Planning and Research Branch**

Clerk \$10029-10704 (Class 6), Third Division, Professional Policy Section, Canberra

Duties: No. 18—Participate in or conduct special studies or investigations and prepare advice for the Directors as required.

Qualifications: Experience in undertaking investigations desirable. Academic qualifications to be stated.

Apply: I1

**Programs No. 1 Branch**

Clerk \$9022-9777 (Class 5), Third Division, Building Grants Section, Canberra

Duties: No. 35—Prepare details of entitlements under programs of assistance including reports on expenditure and availability of funds. Prepare correspondence.

Qualifications: Appropriate administrative experience.

Apply: I1

**OFFICE OF THE AUSTRALIAN UNIVERSITIES COMMISSION**

**AUSTRALIAN CAPITAL TERRITORY**

Clerical Assistant, Grade 6 \$7552-7946, Fourth Division, Operations Section, Registry Sub-section, Canberra

Duties: No. 33—Officer-in-charge, Registry Sub-section.

Qualifications: Sound knowledge of Registry procedures desirable.

Apply: I9

**NORTHERN TERRITORY**

**Northern Territory Education Division**

\*Journalist, Grade A \$10558-11058, Third Division, Northern Territory Education Division, Darwin

Duties: No. 1243—Direct a public information program designed to publicise the Division's activities and objectives. Develop and maintain liaison with press, radio and TV outlets. Edit Departmental information publications.

Qualifications: Membership of the Australian Journalist's Association. Extensive experience in information and public relations activities desirable.

Apply: I8

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**DEPARTMENT OF FOREIGN AFFAIRS**

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**CENTRAL OFFICE****Management Services Division, Personnel Branch**

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Organisation, Staffing and Training Section, Sydney

Duties: No. 512—Assist Registry Office in all aspects of Registry duties. Perform messengerial duties in metropolitan area.

(Note: Current drivers licence essential and occupant will be required to perform duties outside normal office hours. Previous applicants will be considered and need not re-apply.

Apply: L3

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**DEPARTMENT OF HEALTH**

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

Inspector \$12218-12721 (Class 8), Third Division, Establishments Section, Methods Sub-section, Canberra

Duties: No. 6—Direct and control a Methods Unit and conduct individual reviews of methods and procedures in the Department as necessary.

Qualifications: Experience in methods reviews or related fields desirable.

Apply: M1

**NEW SOUTH WALES****School of Public Health and Tropical Medicine**

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

Duties: No. 570—Prepare scientific and technical manuscripts and other documents of a complex nature. Transcribe from dictating/audio typing equipment.

Qualifications: Working knowledge of medical terminology desirable.

In lieu of notification appearing in *Gazette* No. 67 of 15.8.74.

Apply: M11

\*Research Medical Officer, Class 5 \$25671, Third Division, Sydney

Duties: No. 167—As Principal responsible for the administration of the School of Public Health and Tropical Medicine.

Qualifications: Eligibility for registration as a medical practitioner under the laws of one of the States or Territories of Australia. Higher university degree and extensive administrative and research experience desirable.

Apply: M1

\*Research Medical Officer, Class 4 \$24110, Third Division, Sydney

Duties: No. 137—Director of the Environmental and Occupational Health Section. Responsible for teaching and research in Environmental Health and supervision and participation in the teaching and

examination of undergraduate and postgraduate students, in the field of his Chair, and engage in and promote research and advanced study in this field.

Qualifications: Eligibility for registration as a medical practitioner under the laws of one of the States or Territories of Australia. Higher degree, and extensive research experience in environmental problems including those of tropical regions desirable.

Apply: M1

**Executive Services Branch**

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

Duties: No. 93—Perform stenographic and typing duties as required.

Qualifications: Shorthand at least 100 words per minute desirable.

Apply: M2

**VICTORIA****Australian Radiation Laboratory**

\*Physicist, Class 3 \$11401-12741, Third Division, Melbourne

Duties: No. 491—Develop standards for the measurement of activity of radionuclides. Supervise the maintenance and production of these standards and of gamma-ray reference sources.

Qualifications: An appropriate degree or diploma in science with a major in Physics; or equivalent qualification. Considerable experience in the research and development aspects of measurement of activity of radionuclides desirable.

Apply: M3

**QUEENSLAND****National Acoustic Laboratories Branch**

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Townsville

Duties: No. 263—Attend to counter and telephone inquiries in consultation with technical staff. Maintain appointments register. Perform typing duties for laboratory.

Note: This position is considered more suitable for a female officer.

District Allowance: Grade III.

Apply: M4

**TASMANIA****Pathology Laboratories Branch**

\*Senior Storeman \$5747-6005, Fourth Division, General Services Section, Hobart

Duties: No. 110—Responsible for the receipt, custody and issue of consumable and non-consumable stores and equipment and the maintenance of associated records.

Qualifications: Experience in stores procedures and allied documentation desirable.

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

Apply: M7

## DEPARTMENT OF HOUSING AND CONSTRUCTION

### HEAD OFFICE

#### Experimental Building Station

Clerk \$10029-10704 (Class 6), Third Division, Administrative Sub-section, North Ryde

Duties: No. 33—Station Secretary. Responsible for overall management of the Sub-section, provision of assistance and advice to the Director and senior professional/technical staff, budgetary control, programming and forecasting of the Station's activities, review of establishment, staffing and methods and organisation of official conferences.

Apply: AK1

#### Management Services Division

Clerk \$9022-9777 (Class 5), Third Division, Works Programming Section, Hawthorn

Duties: No. 190—Prepare correspondence, maintain records and statistics relative to Design List proposals and assist with analysis of design progress. Co-ordinate data for formulation of draft works programmes including Department of Works own capital works requirements.

Apply: AK1

#### Architecture Division, Quantity Surveying Branch

Quantity Surveyor, Class 4 \$13028-13948, Third Division, Hawthorn

Duties: No. S3—Provide advice to Directors (Major Projects) and Project Managers on aspects of building economics and cost alternatives during the formulative stages of project development. Undertake national cost planning of major projects initially developed in Head Office. Provide advice to specialist groups engaged in the formulation of design standards. Analyse building costs and develop costs per functional category unit.

Qualifications: Degree or diploma in Quantity Surveying or equivalent or Corporate Membership of the Australian Institute of Quantity Surveyors.

Apply: AK1

#### Engineering Division, Engineering Design Branch

\*Engineer, Class 2 \$9903-11046, Third Division, Roads and Aerodromes Section, Hawthorn

Duties: No. 185—Specialise in Airport Drainage. Assist in the establishment and maintenance of standards and aids for aerodrome drainage design for use throughout Australia and its Territories. Prepare designs for airport drainage. Inspections associated with the design of aerodrome projects will be required.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. For promotion of transfer—Educational qualifications admitting to Grad.I.E. Aust. or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Experience in Drainage Design, and a knowledge of drainage network analysis desirable. Aptitude for or experience in the use of computers for drainage design would be an advantage.

Apply: AK1

#### Building Technology and Sociology Division, Housing Research Branch

\*Architect, Class 3 \$11588-12969, Third Division, Technical Development Section, Hawthorn

Duties: No. P7—Originate, supervise and co-ordinate research programmes into all aspects of modern housing techniques, construction systems and component co-ordination leading to greater efficiency in the housing industry. Undertake planning studies for various dwelling types. Develop improved data and advisory communication documents for the housing industry and participate in the production of publications.

Qualifications: An appropriate degree or diploma in Architecture, or equivalent qualification. Research, managerial and practical experience in housing or related fields preferred. Demonstrated talent for innovative or original thought desirable.

Apply: AK1

\*Project Officer \$12218-12721 (Class 8), Third Division, Social and Human Factors Section, Hawthorn

Duties: No. 8—Participate in and develop sociological studies and research into user habits, reaction to and expectations for housing. Identify and codify sociological and psychological factors influencing user satisfaction with dwelling environment.

Qualifications: Degree in sociological or psychological architecture or similar and/or experience in the application of social and behavioural sciences to the design of dwellings desirable.

Apply: AK1

\*Architect, Class 3 \$11588-12969, Third Division, Regulations and Standards Section, Hawthorn

Duties: No. 79—Originate, supervise and co-ordinate research programmes into all aspects of housing design and construction control systems. Undertake and co-ordinate planning and design studies for various forms of dwellings. Develop advisory documents for the housing industry and supervise the production of publications.

Qualifications: An appropriate degree or diploma in Architecture, or equivalent qualification. Research, managerial and practical experience in housing or related fields preferred. Demonstrated talent for innovative or original thought desirable.

Apply: AK1

\*Senior Technical Officer (Buildings), Grade 1 \$9700-10214, Third or Fourth Division, Regulations and Standards Section, Hawthorn

Duties: No. S2—Assist with the research and development of dwelling design standards. Prepare draft materials for advisory documents on good design and practices for dwellings. Formulate recommendations for the improvement and harmonisation of building control procedures.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Experience in housing design and construction, supervision, building surveying or building control administration desirable.

Apply: AK1

**DEPARTMENT OF HOUSING AND  
CONSTRUCTION—continued****Architecture Division, Bank and Special Projects  
Branch**

\*Draftsman, Grade 2 \$8929-9443, Fourth Division, Bank and Special Projects Branch, Electrical Sub-section, Sydney

Duties: No. 159—Under supervision, prepare design, working drawings, details, estimates and specifications for electrical engineering components of multi-storeyed building projects.

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

Apply: AK11

**AUSTRALIAN CAPITAL TERRITORY****Management Services Division, Design Administration  
Branch**

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

Duties: No. 13—Project Clerk. In consultation with the Design Project Officer, plan and control the administrative work associated with the planning, investigation and design of water supply and sewerage projects. Prepare progress reports on design work and advise technical staff on administrative procedures.

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

Apply: AK2

**NEW SOUTH WALES****Technical Services Division, Advisory Services Branch**

\*Fire Protection Officer \$8586-9045, Fourth Division, Engineering (Mechanical) Section, Sydney

Duties: No. 21—Carry out Adequacy and Effectiveness surveys of fire protection measures, facilities and equipment. Prepare exception reports and make recommendations to overcome weaknesses, including estimates of costs.

Qualifications: A good general knowledge of fire protection systems, methods of fire prevention in buildings and fire safety regulations desirable.

Apply: AK3

**General Works Division, Newcastle Area**

\*Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Williamstown District, Newcastle

Duties: No. 250—Undertake survey assignments and prepare survey drawings.

Qualifications: Appropriate qualifications and relevant experience desirable.

Apply: AK3

**VICTORIA AND TASMANIA****Management Services Division, Systems and ADP  
Branch**

Clerk \$9022-9777 (Class 5), Third Division, Melbourne

Duties: No. 203—Investigate the need for office machines and prepare proposals in connection

therewith. Review forms in use throughout the Region with a view to promoting their standardisation and simplification.

Qualifications: Applicants should state their academic qualifications or progress towards such qualifications.

Apply: AK4

**General Works Division**

\*Works Supervisor \$9076-9407, Fourth Division, Hobart

Duties: No. 12—Supervise and inspect the structural components of building works in progress on Australian Government projects in Hobart.

Qualifications: Appropriate trade qualifications and/or experience.

Note: As this position was provided for a special project, the person selected will be offered employment for approximately two years only.

Apply: AK8

**QUEENSLAND****General Works Division, Stores Branch**

Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Eagle Farm

Duties: No. 405—As Senior Stocktaking Officer, control the Stocktaking Sub-section; prepare and comply with the approved stocktaking programme for all Trust and Project Stores, Class 2 tools, furniture, equipment and library books on sectional and personal issue; physically conduct stocktakes; periodically inspect Departmental Stores and Establishments.

Qualifications: Current driving licence essential. Working knowledge of Departmental Stores procedures and of materials used by the Department in its role as a construction authority.

Apply: AK5

**NORTHERN TERRITORY****Management Services Division**

Clerk \$8015-8770 (Class 4), Third Division, Regional Office, Alice Springs

Duties: No. 12—As Project Clerk, assist with the development and review of work plans for electrical, mechanical and hydraulic projects carried out by contract and day labour.

District Allowance: Grade III.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

Clerk \$8015-8770 (Class 4), Third Division, Regional Office, Alice Springs

Duties: No. 22—As Project Clerk, assist with the development and review of work plans for civil projects carried out by contract and day labour.

District Allowance: Grade III.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

**Personnel Services Branch**

Clerk \$10029-10704 (Class 6), Third Division, Personnel Section, Recruitment Sub-section, Darwin

Duties: No. 70—Assistant Inspector Recruitment. Responsible for the recruitment programme for the whole of the Northern Territory Region involving research, planning and implementation of recruitment techniques and programmes, transfer and promotion, staff selection, etc. Attend to appeal matters and related correspondence.

Qualifications: Experience in Public Service recruitment and promotion procedures and a sound knowledge of the entrance qualifications requirements related to Third and Fourth Division administrative staff, professional engineers, architects and quantity surveyors and sub-professionals employed in the Drafting and Technical Grade Structure. Ability to undertake staff research and planning is desired.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

**Finance Branch**

Clerk \$8015-8770 (Class 4), Third Division, Accounts Section, Darwin

Duties: No. 40—Responsible to the O/C Expenditure, direct and control the work of the Appropriation and Project Ledgers Sub-section and the Machine Group.

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.

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

Apply: AK9

**Projects Division**

\*Architect, Class 3 \$11588-12969, Third Division, Casuarina Hospital Development Section, Darwin

Duties: No. 4—Within the limits of the Project Manager's policy directives, act as Project Architect on the Casuarina Hospital Project—\$24m. Plan, organise, co-ordinate and control building construction works.

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 allowed.

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

**DEPARTMENT OF LABOR AND  
IMMIGRATION**

**VICTORIA**

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

Industrial Training Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Training Schemes Section, International Training Scheme Sub-section, Melbourne

Duties: No. 8—Arrange and supervise the training in industry of trainees sponsored under various international aid schemes. Investigate training facilities available in industry. Liaise with government departments and other organisations involved in international training.

Apply: P3

Industrial Training Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Training Schemes Section, Employment Training Scheme for Women Sub-section, Melbourne

Duties: No. 10—Supervise the work of the unit responsible for administering the Employment Training Scheme for Women; liaise with training institutions and deal with more complex inquiries and applications.

Qualifications: Knowledge of educational facilities and of industry and occupations.

Apply: P3

**Industrial Relations Branch**

Clerk \$8015-8770 (Class 4), Third Division, Industrial Relations Section, Melbourne

Duties: No. 20—Under direction examine and prepare reports on Industrial activities in a group of industries, attend sittings of Industrial Tribunals, maintain statistical information on Industrial Relations matters.

Apply: P3

**QUEENSLAND**

**Management Services Branch**

Clerical Assistant, Grade 6 \$7552-7946, Fourth Division, Office Services Section, General Services Sub-section, Brisbane

Duties: NP—Manage General Services unit, including the Departmental store and reproduction unit. Oversight arrangements and procedures for purchase, storage, issue and control of stationery, office requisites and equipment for the Region. Control subordinate staff of 7.

Qualifications: Experience in purchasing, furniture inventory, stocktaking and disposal and bulk stationery control. Knowledge of Treasury Directions, ability to liaise effectively with senior staff and supervisory experience.

Apply: P4

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

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

Duties: No. 2527—Receive, check and follow up as appropriate leave applications, higher duties forms and overtime claims. Maintain records and registers.

Apply: AF1

**Research Division, Industry Research Branch**

Clerk \$10029-10704 (Class 6), Third Division, Inter-Industry Analysis Section, Canberra

Duties: No. 300—Assist with investigations and studies on the inter-industry effects of Government policies in fields related to secondary industry.

Qualifications: Knowledge of Australian industry and Government policies affecting industry development. Capacity for economic research and analysis. Knowledge of input-output analysis and/or econometrics an advantage. Academic qualifications to be stated.

Apply: AF1

**AUSTRALIAN CAPITAL TERRITORY****Stores and Transport Branch**

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

Duties: No. 41—Register creditors claims. Maintain files of paid claims and orders. Prepare Treasury Form 22A.

Qualifications: Previous experience in accounts or related areas desirable.

Apply: AF1

**NEW SOUTH WALES****General Administration Branch**

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

Duties: No. 94—Provide stenographic service for senior officers.

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

Apply: AF2

**VICTORIA****Aeronautical Research Laboratories**

\*Experimental Officer, Class 3 \$11401-12741, Third Division, Technical Section, Laverton

Duties: No. 157—Experimental and development work to meet specific RAAF operational needs in the following fields: Aircraft performance, stability and control, general aerodynamics and/or mechanical engineering. Act as flight test observer as required.

Qualifications: Degree or diploma in Aeronautical or Mechanical Engineering or equivalent with extensive relevant experience desirable.

Note: (i) Successful applicant will be appointed to the staff of ARL and will be seconded for a period of 3 to 5 years to the Scientific Flight, ARDU, Laverton, Victoria. On completion of the

period of secondment officers will be absorbed in the organisation of ARL or other laboratories within the ADSS. (ii) Single officers may be accommodated in the Officers' Mess at Laverton. (iii) Assistance can usually be given to married officers seeking housing in the Laverton area. (iv) Officers may at times be required to act as flight test observers.

Apply: AF8

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Technical Section, Fishermen's Bend

Duties: No. 75—Process Purchase Orders and Receipt Vouchers. Maintain register of accounts.

Apply: AF8

**Government Aircraft Factories**

Clerk \$8015-8770 (Class 4), Third Division, Administrative Section, Fishermen's Bend

Duties: No. 25—Ascertain estimated and/or actual costs on goods delivered and transfer from Work in Progress to Cost of Sales. Supervise the preparation and recording of the cost ledger and ensure that all reconciliations are made. Assist in developing cost plans and arrange cost coding.

Qualifications: Progress in Accountancy studies with relevant costing experience desirable.

Apply: AF20

**Ordnance Factory**

Engineer, Class 4 \$13718-14623, Third Division, Technical Section, Maribyrnong

Duties: No. 126—Responsible for the planning, supervision and co-ordination of the Product Engineering and Process Development Groups in the Design Facilities Sub-section. Establish design principles and approve designs for major projects.

Qualifications: Educational qualifications admitting to Graduate Membership of the Institution of Engineers, Australia; or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.

Apply: AF15

Engineer, Class 3 \$11705-13047, Third Division, Technical Section, Maribyrnong

Duties: No. 78—Direct staff engaged on the overhaul, repair and maintenance of heavy engineering plant, buildings, services, roadways, gardens, etc., and the construction and installation of new plant and services.

Qualifications: Educational qualifications admitting to Graduate Membership of the Institution of Engineers, Australia; or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Experience in the operation of extensive steam generation and distribution plant is highly desirable.

Apply: AF15

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

Duties: No. 148—Establish time standards and estimate manhours using Industrial Engineering techniques; carry out methods studies.

Qualifications: Trade qualifications and some experience in Industrial Engineering techniques are desirable.

Apply: AF15

### **Australian Government Clothing Factory**

\*Foreman (Clothing Trades), Grade C \$6928-7279, Fourth Division, Technical Section, Coburg

Duties: No. 10—Supervise staff in the efficient operation of the cutting room.

Qualifications: Extensive experience in clothing manufacture of various types desirable.

Apply: AF11

### **Establishments and Services Branch**

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, General Services Section, Melbourne

Duties: No. 111—Relief duties in the Regional Registry.

Apply: AF3

### **SOUTH AUSTRALIA**

#### **Finance Branch**

\*Cost Investigator, Grade 2 \$10029-10704 (Class 6), Third Division, Cost Investigation Section, Adelaide

Duties: No. 19—Carry out more complex Cost Investigation duties. Undertake special investigations. Travel away from home may be involved.

Qualifications: Completion of a recognised course of training in accountancy; or completion of the requisite subjects of a recognised course in accountancy or equivalent qualification.

Apply: AF5

#### **Stores and Transport Branch**

\*Senior Stores Supervisor, Grade 1 \$6963-7140, Fourth Division, Woomera

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

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

Married accommodation will be made available within a reasonable period after commencing duty. Woomera allowance of \$410 per annum is payable to a married person maintaining a family; others receive \$220 per annum. Residents of Woomera are eligible for a zone 'B' taxation concession.

Apply: AF5

Senior Stores Supervisor, Grade 1 \$6963-7140, Fourth Division, Woodville North

Duties: No. 155—Supervise activities of depositary and transit stores.

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

Apply: AF5

## **DEPARTMENT OF THE NORTHERN TERRITORY**

### **NORTHERN TERRITORY**

#### **Lands and Community Development Division, Local Government and Services Branch**

Clerk \$6887-7764 (Class 2/3), Third Division, Local Government Section, Tennant Creek

Duties: No. 15—Perform general administrative and clerical duties connected with the Tennant Creek District Office. Act as Mining Registrar.

Qualifications: Wide administrative and clerical experience 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 dependants may be allowable.

Apply: U1

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

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

Duties: No. 125—Assist the Chief Examiner in the supervision of the Section, investigate claims referred back by Certifying Officers and maintain a constant review of Section activities.

Qualifications: Previous experience in examination of accounts 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 dependants may be allowable.

Apply: U1

#### **Social and Commercial Affairs Division, Public Utilities and Housing Branch**

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

Duties: No. 20—Collate, maintain and interpret statistical data required in connection with the management of business undertakings. Perform secretarial duties for Plumbers and Drainers and Electrical Mechanics Licensing Boards.

Qualifications: Ability to prepare correspondence. Experience in statistical work an advantage.

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 dependants may be allowable.

Apply: U1

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**DEPARTMENT OF OVERSEAS TRADE**

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**CENTRAL STAFF****Policy Development Division, ADP and Technical Services Branch**

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

Duties: No. 324—Prepare statistical material for 'Economic Indicators'.

Qualifications: Experience in compilation of statistics.

Apply: V1

**Management Services Branch**

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

Duties: No. 31—Overseas Travel Clerk. Prepare recommendations to the Oversea Visits Committee for approval for Departmental officers and senior industry representatives proceeding overseas on official business. Arrange for passports, etc.

Qualifications: Previous personnel experience an advantage. Knowledge of overseas travel arrangements and conditions in accordance with DROS desirable.

Apply: V1

**REGIONAL OFFICE, VICTORIA**

Clerk \$12218-12721 (Class 8), Third Division, Visits Section, Melbourne

Duties: No. 37—Direct and control the work of a Section engaged on investigation, trade promotion and industry survey activities. Establish and maintain contact with executives in commerce and industry. Interview and make arrangements for overseas visitors.

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

Apply: V1

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**POSTMASTER-GENERAL'S  
DEPARTMENT**

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**CENTRAL OFFICE****Engineering Planning and Research Division,  
Research Sub-division**

Engineer, Class 4 \$14468-15373, Third Division, Standards and Laboratories Engineering Branch, Laboratory Design Section, Melbourne

Duties: No. 18—Planning, specifying and arranging accommodation of building services and facilities for the Research Laboratories in existing owned and leased buildings and buildings now approved. Responsible to the Branch Head for management of the Section.

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

Apply: W1

**Engineering Works Division, Buildings Branch**

Chief Technical Officer (Buildings), Grade 3 \$13497, Third or Fourth Division, Buildings Standards and Specifications Section (two positions), Melbourne

Duties: Nos 38, 39—Undertake technical investigations in connection with policies regarding building standards and specifications. Liaise with other Divisions/Branches and State administrations.

Qualifications above two positions: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive experience and comprehensive knowledge in respect of buildings desirable.

Apply: W1

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

Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Economic Policy and Financial Analysis Section, Economic Studies Sub-section, Melbourne

Duties: No. 16—Undertake economic studies into new investment opportunities.

Qualifications: Degree in Commerce, Economics or Arts (Economics) together with research experience desirable.

Apply: W1

**Supply Branch**

\*Controller \$15236-15739 (Class 11), Third Division, Logistics Section, Melbourne

Duties: No. 238—Control and direct the operations of the Section.

Qualifications: University degree or equivalent qualifications desirable with emphasis on mathematical and statistical studies. Experience in the physical distribution field desirable.

Apply: W1

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

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Administrative Section, Melbourne

Duties: No. 8—Divisional Records Assistant. Maintain records of local file movements and attach follow-on papers to files.

Apply: W1

Clerk \$10029-10704 (Class 6), Third Division, Service Branch, Operations Section, Melbourne

Duties: No. 6—Senior Clerk Telephone Operating. Conduct research into telephone operational functions and procedures.

Apply: W1

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

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Staff and Industrial Section, Sydney

Duties: No. 57—Maintain Engineering Division staff registers.

Qualifications: Knowledge of Engineering Division establishment and organisation desirable.

Apply: W2

**Buildings Branch**

Field Officer \$6898-8903, Fourth Division, Minor Works Section, Sydney

Duties: No. 89—Inspect departmental sites and buildings, prepare maintenance schedules and arrange quotations for Minor Building Works in Country and Metropolitan areas.

Qualifications: Applicants should preferably possess trade qualifications and a sound knowledge of all aspects of building construction; be capable of preparing specifications, supervising and certifying satisfactory completion of minor building contracts, and possess ability to drive a motor vehicle.

Apply: W2

Technical Officer (Buildings), Grade 1 \$7052-8694, Fourth Division, Functional Briefing Section, Sydney

Duties: No. 100—Assist Senior Staff as a team member in the functional planning and preparation of design briefs for building proposals, undertake technical investigations in connection with provision and alteration of buildings.

Apply: W2

Technical Officer (Buildings), Grade 1 \$7052-8694, Fourth Division, Minor Works Section, Sydney

Duties: No. 102—Undertake functional planning and prepare building proposals, for the provision of minor building works; carry out liaison functions with client sections formulate design briefs and design plans, recommend approval of sketch plans. Oversight building works in progress; undertake technical investigations.

Qualifications above two positions: An approved certificate from a Technical College or institute of technology or its equivalent, or such other qualifications as the Board considers appropriate together with appropriate experience. Applications will however be received from people who do not possess acceptable qualifications providing they have a minimum of six years relevant experience. If an 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: W2

Technical Officer (Buildings), Grade 1 \$7052-8694, Fourth Division, Minor Works Section, Sydney

Duties: No. 103—Undertake functional planning and prepare building proposals for the provision of Minor Building Works; formulate design briefs and direct preparation of briefing plans; oversight building works in progress.

Qualifications: Qualifications in building technology to Certificate level, or equivalent qualifications and/or experience.

Apply: W2

The above three positions are also open to officers of the Third Division. If occupied by an officer of the Third Division, this position while so occupied will be included in the Third Division.

**Construction Branch**

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

Duties: Under the direction of the Engineer Class 3, carry out technical investigations, job

estimating and material scheduling. Review job scheduling and techniques, work methods and practices, prepare reports.

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

Apply: W2

Line Inspector \$8694-9193, Fourth Division, Primary Works (Metropolitan) No. 3 Section, Hurstville

Duties: Line Inspector in charge of large size cable conduit installations.

Qualifications: Extensive experience in appropriate phases of Primary Works activities desirable.

Note: This position will be transferred to Bankstown at a later date.

Apply: W2

Technical Officer (Engineering), Grade 2 \$8929-9443, Third or Fourth Division, Primary Works (Metropolitan) No. 3 Section, Caringbah

Duties: No. 329—Supervise, train and direct staff engaged on the preparation of Primary Works technical estimates. Liaise with outside authorities on matters concerning the external plant projects.

Qualifications: Must possess an appropriate Engineering Certificate from a recognised college or its equivalent. Extensive experience in all types of Primary Works Activities is desirable.

Note: This position will be transferred to Burwood at a later date.

Apply: W2

**Metropolitan Operations Branch**

Clerk \$6887-7764 (Class 2/3), Third Division, Metropolitan Operations No. 4 Section, Parramatta

Duties: No. 415—Assistant Works Officer.

Apply: W2

Lines Supervisor, Grade 3 \$8033, Fourth Division, Metropolitan Operations No. 9 Section, Chatswood

Duties: Area supervision, Chatswood Subscriber Maintenance Depot.

In lieu of notification appearing in *Gazette* No. 67 of 15.8.74. Previous applicants will be considered and need not re-apply.

Apply: W2

**Regional Operations Branch**

Telecommunications Technical Officer, Grade 2 \$8929-9443, Third or Fourth Division, Cable Protection Section, Summer Hill

Duties: Responsible to the Senior Technical Officer (Engineering), Grade 2, for the control of field staff engaged in all phases of Electrolysis investigation and mitigation.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Knowledge of Railway Traction System desirable.

Note: Frequent absences from Head Station are involved.

Apply: W2

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

Lines Supervisor, Grade 3 \$8033, Fourth Division,  
Monaro Section, Canberra

Duties: Storekeeper.

Apply: W2

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

Duties: No. 627—Telephone Order Assistant.

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11360-11661, Third or Fourth Division, North Coast Section, Port Macquarie

Duties: Officer in charge of a large technicians district responsible for the maintenance of 3400 LME ARF, exchange, coaxial cable, broadband radio and associated power equipment and subscribers equipment.

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

Apply: W2

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

Duties: Estimating. Responsible for the preparation of sketch plans and estimates in connection with cable distribution works and associated liaison with outside bodies and authorities.

In lieu of notification appearing in *Gazette* No. 67 of 15.8.74. Previous applicants will be considered and need not re-apply.

Apply: W2

Lines Supervisor, Grade 2 \$7312, Fourth Division, Riverina Section (two positions), Hay, Wagga Wagga

Duties: Hay—Responsible for the organisation, control and direction of lines staff engaged on the installation and maintenance of line plant within the area of Hay.

Qualifications: Applicant to possess a good knowledge of and experience in External Plant Construction and maintenance practices, the ability to control staff and to deal with and maintain good relations with the public and outside authorities desirable.

Note: A large district, containing isolated subscribers and plant, necessitating a considerable amount of travelling by vehicle to oversight staff operations and inspection of Departmental plant.

Duties: Wagga—Party Leader, responsible for laying out and directing work of a line party in the Wagga area. Supervision of line staff.

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

District Allowance: Hay, Grade I.

In lieu of notification appearing in *Gazette* No. 67 of 15.8.74.

Apply: W2

Lines Supervisor, Grade 2 \$7312, Fourth Division, Western Section, Brewarrina

Duties: Area Supervisor.

District Allowance: Brewarrina—Grade II.

Apply: W2

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

Duties: Party Leader.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Third or Fourth Division, Wollongong Section, Nowra

Duties: In charge of Technician's District comprising an Automatic exchange SCAX's (Crossbar and Step by Step), MAC, PABX's, co-axial cable and VF telegraph equipment.

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

Apply: W2

**Support Services Branch**

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Drafting Section, Sydney

Duties: No. 256—Custodian of plans, responsible for safe custody index and catalogue of all Department plans and prints, and supervision of staff.

Qualifications: Experience in indexing, numbering categories, and filing of documents in volume and capacity for accuracy desirable.

Apply: W2

**Postal Services Division, Post Offices Branch**

Senior Postal Clerk, Grade 2 \$7883-8413, Third Division, St Ives

Apply: W2

Senior Postal Clerk, Grade 1 \$7087-7651, Third Division, Queen Victoria Building

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

Apply: W2

Postal Clerk \$5662-6824, Fourth Division (two positions), Dubbo (Relief), Ingleburn

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

Apply: W2

Senior Postal Officer, Grade 1 \$7087-7651, Fourth Division, Metropolitan No. 6 District, Sydney

Duties: Assist the District Postal Manager by inspecting letter delivery operations. Investigate public complaints concerning delivery services and requests for the provision of delivery facilities.

Qualifications: A sound knowledge of Post Office Branch instructions, procedures and policies relating to letter delivery services desirable.

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

Apply: W2

**Postal Engineering Branch**

Engineer, Class 3 \$12455-13797, Third Division (two positions), Redfern

Duties: Nos 116, 142—Control a functional area of the Branch. Branch functions involve maintenance and plant operation, construction and installation, mechanical design and standards, investigation and design of major systems.

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

Apply: W2

Clerk \$6887-7764 (Class 2/3), Third Division, Redfern

Duties: No. 124—Staff Clerk. Duties involving the processing of all types of Personnel work.

Qualifications. A thorough knowledge of Public Service Act and regulations, general orders and personnel instructions desirable. Experience related to the recognised practices and procedures should be stated.

Apply: W2

**Transport Branch**

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Administrative and Contracts Section, North Sydney

Duties: No. 48—Assist with clerical duties including leave diary, the oversight of stores and materials and other summaries. Petty cash advance holder.

Apply: W2

**Telecommunications Division, Country Region**

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Central and Head Office Section, Canberra District Telephone Office Sub-section, Canberra

Duties: No. 192—Responsible to the Senior Sales Officer for the receipt and dispatch of mail and the maintenance of the office filing system.

Apply: W2

Clerk \$8015-8770 (Class 4), Third Division, North Section, Gosford District Telephone Office Sub-section, Gosford

Duties: No. 553—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.

Qualifications: A thorough knowledge of the practices and procedures of the Sales Branch is desirable particularly in relation to rural areas.

Apply: W2

Clerk \$6887-7764 (Class 2/3), Third Division, North Section, Lismore District Telephone Office Sub-section, Lismore

Duties: No. 556—Responsible to the Senior Sales Officer for the processing of applications for new subscriber services and additional facilities.

Apply: W2

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, South Section, Bathurst District Telephone Office Sub-section, Bathurst

Duties: No. 552—Counter Officer.

Qualifications: Knowledge of Sales Branch practices and procedures desirable.

Apply: W2

Clerk \$8015-8770 (Class 4), Third Division, South Section, Wollongong District Telephone Office Sub-section, Wollongong

Duties: No. 550—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.

Qualifications: A thorough knowledge of the practices and procedures of the Sales Branch is desirable particularly in rural areas.

Apply: W2

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, South Section, Wollongong District Telephone Office Sub-section, Wollongong

Duties: No. 551—Mail receipt and dispatch, maintenance of office filing system and map records, periodical check of departmental records.

Apply: W2

**Metropolitan Region, Service Branch**

Supervisor (Telegraph) \$7327-7764, Third or Fourth Division, Chief Telegraph Office Section, Operating Sub-section, Sydney

Duties: No. 143—Responsible to the Traffic Officer, Class 4, Reperforator or Operations Sub-sections for the supervision of Telegraph Traffic flow and of Tress switching equipment or alternatively of staff and the movement of traffic in the manipulative areas.

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

Note: Shift work is involved.

Apply: W2

**Personnel and Industrial Relations Branch**

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Staffing and General Services Section, General Services Sub-section, Sydney

Duties: No. 225—Provide relief for clerical officers of the Branch.

Apply: W2

**Supply Branch**

Clerk \$6887-7764 (Class 2/3), Third Division, Procurement Section, Milsons Point

Duties: No. 43—Purchasing Clerk.

Qualifications: Knowledge of purchasing and departmental supply procedures desirable.

Apply: W2

**VICTORIA**

**Engineering Division, Administrative Branch**

Clerk \$6887-7764 (Class 2/3), Third Division, Staff and Industrial Section, Melbourne

Duties: No. 179—Relief Clerk, Metropolitan area.

Apply: W3

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Costing Section, Melbourne

Duties: No. 163—Sort, tally and assemble vouchers.

Apply: W3

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

Engineer, Class 3 \$12455-13797, Third Division, Melbourne

Duties: No. 85—Assist the Staff Engineer (Programming and Resources Co-ordination) in the co-ordination of works programme requirements and allocation of resources.

Apply: W3

Engineer, Class 3 \$12455-13797, Third Division, Country Installation No. 3 Section, Melbourne

Duties: No. 27—Responsible for the installation of long line transmission equipment and other equipment as directed by the Supervising Engineer.

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

Apply: W3

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

Duties: Take charge of installation projects of exchange and transmission equipment.

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

Note: Prolonged absences from Head Station are involved.

Apply: W3

**Buildings Branch**

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

Duties: No. 9—In consultation with Client Branches, prepare plans and enumerate specialised requirements of engineering services for departmental buildings. Prepare functional briefs for the more complex projects and liaise with Department of Housing and Construction Officers in the development and construction of engineering services for departmental buildings.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Knowledge and experience of engineering services for departmental buildings desirable.

Apply: W3

**Metropolitan Operations Branch**

Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Third or Fourth Division, Metropolitan Operations No. 1 (West) Section, Ascot

Duties: Officer in charge of a 10,000 line exchange comprising step by step equipment.

Apply: W3

Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Third or Fourth Division, Metropolitan Operations No. 2 (North West) Section (two positions), Fawcner and Moreland

Duties: Fawcner—Officer in charge of a 7000 line exchange comprising crossbar equipment.

Duties: Moreland—Officer in charge of a 10000 line exchange comprising step by step and crossbar equipment.

Apply: W3

Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Third or Fourth Division, Metropolitan Operations No. 5 (East) Section (two positions), Hartwell and Toorak

Duties: Hartwell—Officer in charge of a 9000 line exchange comprising step by step equipment.

Duties: Toorak—Officer in charge of an 11000 line exchange comprising step by step equipment.

Apply: W3

Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 1 (West) Section (two positions), North Melbourne

Duties above two positions: Shift leader of a 10000 line exchange comprising SR-B and crossbar equipment plus large crossbar tandem.

Apply: W3

Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 3 (North) Section (five positions), Bundoora, Collingwood (two positions), Eltham and Hurstbridge

Duties: Bundoora—Officer in charge of a 5000 line exchange comprising crossbar equipment.

Duties: Collingwood (two positions)—Shift leader of an 11000 line exchange comprising step by step and crossbar equipment.

Duties: Eltham—Officer in charge of a 4000 line exchange comprising SR-B and crossbar equipment.

Duties: Hurstbridge—Officer in charge of a district comprising a 600 line crossbar exchange, 6 small unstaffed crossbar exchanges and with responsibility for maintenance of substation equipment.

Apply: W3

Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 4 (North East) Section (two positions), Hawthorn

Duties above two positions: Shift leader of a 10000 line exchange comprising step by step and crossbar equipment plus large crossbar tandem.

Apply: W3

Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 5 (East) Section (three positions), Auburn and South Yarra (two positions)

Duties: Auburn—Officer in charge of a suburban Telephone Installation Centre.

Duties: South Yarra (two positions)—Shift leader of a 13000 line exchange comprising SR-B and crossbar equipment.

Apply: W3

Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Third or Fourth Division, Metropolitan Operations No. 7 (South) Section (two positions), Windsor

Duties above two positions: Shift leader of an 11000 line exchange comprising step by step equipment plus large crossbar tandem.

Apply: W3

Telecommunications Technical Officer, Grade 2 \$8929-9443, Third or Fourth Division, Metropolitan Operations No. 3 (North) Section (two positions), Northcote

Duties above two positions—Shift leader of a 12000 line exchange comprising step by step and crossbar equipment plus large grossbar tandem.

Apply: W3

Telecommunications Technical Officer, Grade 2 \$8929-9443, Third or Fourth Division, Metropolitan Operations No. 6 (South East) Section (two positions), Malvern

Duties above two positions: Shift leader of a 10000 line exchange comprising step by step and crossbar equipment.

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

Apply: W3

Telecommunications Technical Officer, Grade 2 \$8929-9443, Third or Fourth Division, Metropolitan Operations No. 1 (West) Section, Footscray

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

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

Apply: W3

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

Duties: Estimating Supervisor.

Apply: W3

Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 1 (West) Section, Flemington

Duties: Penman.

Apply: W3

#### **Regional Operations Branch**

Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Third or Fourth Division, Trunk Service Section, Melbourne

Duties: Develop plans for temporary restoration of services by re-arrangement of transmission links following major plant failures. Plan temporary re-routing on selected routes to improve traffic flow. Co-ordinate service restoration activities as required. Authorise programmed withdrawals of plant from service.

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

Apply: W3

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

Duties: No. 74—Process and recommend for approved complex applications for non-exchange services. Assist in circuit design and the revision of technical standards for these services.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. A knowledge of transmission standards applicable to non-exchange services is desirable

Apply: W3

Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Third or Fourth Division, South Western Section, Geelong

Duties: Provide sub-professional assistance and conduct investigations as directed.

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

Apply: W3

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Radio Section (three positions), Ballarat, Bendigo, Sale

Duties: No. 81 (Ballarat), No. 82 (Bendigo) and No. 84 (Sale)—Provide general clerical assistance to the District Radio Inspector.

Apply: W3

#### **Support Services Branch**

Lines Supervisor, Grade 3 \$8033, Fourth Division, Automotive Plant Section (two positions), Port Melbourne

Duties: A—Supervise a mole plough team ensuring the application of correct and safe work methods. Work in conjunction with local supervisory staff and arrange for the servicing, maintenance and security of the mole plough equipment.

Qualifications: Thorough knowledge of procedures relating to mole plough operations and the maintenance of the equipment. A good knowledge of the performance capabilities of the equipment. A proven supervisory ability.

Duties: B—Supervise the movement and installation of prefabricated buildings, engine generation sets, equipment racks, furniture and office equipment and other specialised items throughout the State involving the use of cranes, winch trucks and other rigging equipment in addition to the normal material handling equipment. Inspect work sites prior to and during works in progress and ensure adherence to approved working arrangements.

Qualifications: Considerable practical experience in the type of work outlined above, a competent knowledge of the regulations governing permits to use cranes, low-loaders, etc., and of the strength of lifting devices in many configurations. Appreciation of safety measures applying to all aspects of the work. A proven supervisory ability.

Note above two positions: The occupant will be required to travel frequently throughout the State.

Apply: W3

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Automotive Plant Section, Port Melbourne

Duties: No. 306—Assist in the preparation and review of travelling allowance claims for mechanical aid operators.

Apply: W3

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

Typist, Grade 2 \$5971-6101, Fourth Division, Automotive Plant Section, Port Melbourne

Qualifications: No. 2—Shorthand, at least eighty words per minute desirable.

Apply: W3

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Materials Section, Broadmeadows

Duties: No. 120—Examine and distribute material acceptance certificates and maintain local records of schedules and specifications.

Apply: W3

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Mail Handling Equipment Section, Melbourne

Duties: No. 296—Maintain sectional records system and provide general clerical assistance.

Apply: W3

Engineer, Class 2 \$9903-11046, Third Division, Workshops Section, South Melbourne

Duties: No. 107—Assist the Engineer Class 3 in the direction and control of the Mechanical and Artisans Production Planning Section including Programme analysis and review, development and application of management information systems, productivity improvement and undertake associated project work.

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. Applicants should have specialised in Production, Industrial or Mechanical Engineering and should have professional engineering and management experience in light engineering industry.

Apply: W3

**Postal Services Division, Post Offices Branch**

Senior Postal Clerk, Grade 1 \$7087-7651, Third Division, Oakleigh South

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

Postal Clerk \$5662-6824, Fourth Division (two positions), Canterbury and Ferntree Gully

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

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

Apply: W3

**Telecommunications Division, Country Region**

Clerk \$6887-7764 (Class 2/3), Third Division, District Telephone Office, Dandenong

Duties: No. 106—Sales Officer, Grade 2. Responsible for the examination of applications for telecommunications facilities. Identify and assess needs and undertake sales advisory work.

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

Apply: W3

**Metropolitan Region, Service Branch**

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

Duties: No. 242—Assist with metering adjustments and carry out meter readings.

Apply: W3

**Finance and Accounting Branch**

Licence Inspector, Grade 1 \$6471-6765, Fourth Division, Post Offices Accounting Section, Melbourne

Duties: No. 22—Conduct inspections and detect unlicensed broadcast and television receivers and give evidence in subsequent court proceedings.

Apply: W3

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Finance Section, Melbourne

Duties: No. 103—Maintain lexicographical rotary index of pay locations.

Apply: W3

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

Duties: No. 210—Maintain registers of monthly and quarterly telegraph traffic and follow up returns with Postmasters.

Duties: No. 542—Machine list payments received from Receiver of Public Moneys and Money Order Offices. Reconcile amounts paid by Postmasters under Revenue terms.

Apply: W3

**Personnel and Industrial Relations Branch**

Senior Welfare Officer \$10029-10704 (Class 6), Third Division, Industrial Relations Section, Melbourne

Duties: No. 77—Responsible for the immediate control and direction of the Welfare Unit.

Qualifications: Experience in administration and welfare activities desirable.

Apply: W3

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Staffing and General Services Section, Melbourne

Duties: No. 6—Registry duties including examination of 'follow on' papers for indexing and attachment to files.

Apply: W3

Senior Cleaner, Grade 1 \$5163, Fourth Division, Staffing and General Services Section, Melbourne

Duties: No. 157—Cleaning and supervisory duties on the intermediate shift (2.30 p.m. to 11 p.m.), Monday to Friday.

Qualifications: Good knowledge of cleaning equipment and techniques desirable.

Apply: W3

**QUEENSLAND****Engineering Division, Buildings Branch**

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

Duties: No. 1142—Prepare plans and enumerate specialised requirements of Engineering Services for routine types of new buildings and the more complex repairs and maintenance in existing buildings. Liaise with the Department of Housing and Construction officers to ensure that Departmental

requirements are being met. Evaluate tenders for repairs and maintenance projects and prepare recommendations for acceptance.

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

Apply: W4

#### **Construction Branch**

Telecommunications Technical Officer, Grade 1 \$7756-8694, Third or Fourth Division, Brisbane

Duties: Responsible to the Officer-in-charge of Telephone Equipment Laboratory, for the conducting of tests and investigations and preparation of necessary reports relative to circuit laboratory projects.

Qualifications: Sound knowledge of telephone equipment with ability to evaluate circuits together with experience in prototype development works desirable.

Apply: W4

Telecommunications Technical Officer, Grade 1 \$7756-8694, Third or Fourth Division, Metropolitan Installations No. 1 Section, Brisbane

Duties: Take charge of project teams on the installation of telecommunications equipment, mainly ARF, within the metropolitan area.

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

Apply: W4

#### **Country Branch**

Lines Supervisor, Grade 1 \$6710, Fourth Division, Northern Section, Cairns

Duties: Lineman Depot.

District Allowance: Grade 1.

Apply: W4

Lines Supervisor, Grade 3 \$8033, Fourth Division, South Western Section, Roma

Duties: Estimating Supervisor.

Apply: W4

Lines Supervisor, Grade 2 \$7312, Fourth Division, South Western Section, Murgon

Duties: Pole Inspector.

Apply: W4

Lines Supervisor, Grade 2 \$7312, Fourth Division, Wide Bay-Burnett Section, Gayndah

Duties: Area Supervisor.

Apply: W4

#### **Metropolitan Operations Branch**

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

Duties: No. 202—Works Clerk.

Qualifications: Sound knowledge of Engineering practices and procedures desirable.

Apply: W4

Lines Supervisor, Grade 3 \$8033, Fourth Division, City Operations Section, Water Street

Duties: Area Supervisor.

Apply: W4

Engineer, Class 4 \$13718-14623, Third Division, Metropolitan Operations No. 1 Section, Brisbane

Duties: No. 1057—Responsible to the Branch Head for the management of the Section.

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

Apply: W4

Telecommunications Technical Officer, Grade 1 \$7756-8694, Third or Fourth Division, Metropolitan Operations No. 1 Section, Lutwyche

Duties: Responsible to the Exchange Senior Telecommunications Technical Officer, Grade 1, for the maintenance of Step by Step and Crossbar Exchange equipment.

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

Apply: W4

Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 3 Section, Ipswich

Duties: Lineman Depot.

Apply: W4

Lines Supervisor, Grade 3 \$8033, Fourth Division, Outer Metropolitan Operations No. 1 Section, Brisbane

Duties: Estimating Supervisor.

Apply: W4

#### **Regional Operations Branch**

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

Duties: No. 222—Responsible to the Senior Technical Officer (Engineering), Grade 1, Interference Group, for the investigation and eradication of interference to reception of broadcast, television and radiocommunication stations and the investigation of breaches of the Wireless Telegraphy Act and Regulations.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. In addition, possession of a First Class Commercial Operators Certificate of Proficiency and television qualifications desirable.

Note: (i) Regular travelling throughout southern Queensland is involved. (ii) A current motor drivers licence is desirable.

Apply: W4

Telecommunications Technical Officer, Grade 1 \$7756-8694, Third or Fourth Division, Telegraphs and Data Section, Brisbane

Duties: Responsible for the installation and maintenance of Telegraph and Data equipment.

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

Apply: W4

**POSTMASTER-GENERAL'S DEPARTMENT —**  
**continued****Support Services Branch**

Senior Technical Instructor, Grade 1 \$9700-10214, Third or Fourth Division, Industrial Engineering and Training Section (two positions), Brisbane

Duties above two positions: Take charge of a section of the training of Trainees or Apprentices as determined by the Principal or the Supervisor and control all aspects of the work of Technical Instructors, Grade 2, in that Section.

Qualifications above two positions—Senior Technician (Telecommunications) or an approved certificate from a technical college or institute or technology or its equivalent or such other qualifications as the Board considers appropriate, together with appropriate experience and have satisfactorily completed a course of teacher training specified by the Board or the Board is satisfied as to the ability to teach both theoretical and practical subjects.

Apply: W4

Technical Instructor \$8038-8769, Fourth Division, Industrial Engineering and Training Section (two positions), Chermiside

Duties above two positions: Carry out, under direction, instruction of a theoretical and practical nature in all subjects associated with the Lineman-in-training syllabus and secondary courses conducted at the school for adult Lineman.

Qualifications above two positions: To be eligible for promotion as Technical Instructor an officer must have occupied an office of Lineman, Grade 2, Lines Supervisor or Line Inspector, or such other office as the Board considers appropriate or possess other relevant qualifications. He must have satisfactorily completed a course of Teacher Training specified by the Board and satisfied the Board as to his ability to teach both theoretical and practical subjects.

Apply: W4

Telecommunications Technical Officer, Grade 1 \$7756-8694, Third or Fourth Division, Industrial Engineering and Training Section (two positions), Brisbane

Duties above two positions: Manufacture, repair and maintenance of Training Aids and Equipment and control of staff engaged on these activities.

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

Apply: W4

**Postal Services Division, Mail Exchange Branch**

Senior Mail Officer \$6591-6824, Fourth Division, Brisbane

Duties: Take charge, sectional activities, Customs area, Chief Parcels Office. Day work position.

Qualifications: Applicants must be qualified in accordance with the current Determination under Section 53 of the Public Service Act last published in *Gazette* No. 9 of 30.1.73. Sound knowledge Parcels Office and Customs 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: W4

**Post Offices Branch**

Senior Postal Clerk, Grade 1 \$6252-6816, Third Division (two positions), St Lucia and Stafford

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

Apply: W4

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

Apply: W4

Postal Clerk (Emergent Relief) \$4827-5989, Fourth Division, Warwick

Note above two positions: These 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.

Qualifications above four positions: Applicants must be qualified in accordance with the current Determination under Section 53 of the Public Service Act last published in *Gazette* No. 9 of 30.1.73.

Apply: W4

**Telecommunications Division, Metropolitan Region**

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Sales Branch, Contracts Section, Woolloongabba

Duties: No. 85—Counter duties and maintenance of Sales Group Statistics.

Qualifications: Knowledge of Sales Branch practices and procedures, tariff charges and telephone apparatus desirable.

Apply: W4

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Sales Branch, Directory Sales and Meter Checks Section, Brisbane

Duties: No. 299—Group Leader. Direct activities of a group in Meter Reading and Recording Sub-section.

Qualifications: Knowledge of Meter Section procedures and supervisory ability desirable.

Apply: W4

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Sales Branch, Directory Sales and Meter Checks Section (two positions), Brisbane

Duties: No. 73—Manuscript Officer.

Duties: No. 301—Team Leader, Meter Recordings. Control group of meter readers and recorders.

Apply: W4

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Sales Branch, Directory Sales and Meter Checks Section (eight positions), Brisbane

Duties: Nos 305, 306, 307, 308, 309, 310, 311, 312—Meter Reader and Recorder.

Qualifications above ten positions: Knowledge of telephone order procedures desirable.

Apply: W4

Assistant Superintendent \$11039-11714 (Class 7), Third Division, Sales Branch, Survey Section, Brisbane

Duties: No. 3—Plan and control operations of the Section in forecasting future demand for telecommunication services.

Apply: W4

**Personnel and Industrial Relations Branch**

Training Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Staffing and General Services Section, Brisbane

Duties: No. 275—Branch Training Officer. Plan, organise and manage the Branch's staff training and development programme. Conduct courses, conferences, etc. Interview/counsel staff on efficiency and development matters.

Qualifications: Aptitude for or experience in training/developmental activities. Knowledge/experience in Personnel Administration or Personnel practices desirable.

Note: I—Academic qualifications should be stated. II—The Board will provide an appropriate course of training for the officer promoted to this position.

Apply: W4

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Industrial Relations Section, Brisbane

Duties: No. 183—Maintain custody and security of officers' salary history cards and make notations thereon. Register pay variation advices and prepare input data forms to update computer Personnel Record files.

Qualifications: Experience in preparation of computer input data and good standard of penmanship desirable.

Apply: W4

**SOUTH AUSTRALIA**

**Engineering Division, Construction Branch**

Telecommunications Technical Officer, Grade 1 \$7756-8694, Third or Fourth Division, Country Installation Section (two positions), Edwardstown

Duties: Nos 30, 50—In charge of a number of technical personnel employed on the installation of internal plant, switching and carrier equipment in country and metropolitan areas of South Australia and Northern Territory.

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

Apply: W5

**Personnel and Industrial Relations Branch**

Clerk \$8015-8770 (Class 4), Third Division, Staffing and General Services Section, Staff Resources Sub-section, Adelaide

Duties: No. 168—Assist the Recruitment Officer to formulate and carry out Departmental recruitment measures.

Qualifications: A sound knowledge of recruitment and examination conditions and aptitude for public speaking and the conduct of interviews desirable.

Apply: W5

**NORTHERN TERRITORY**

**Engineering Division, Country Branch**

Clerk \$6887-7764 (Class 2/3), Third Division, Northern Territory Section (two positions), Darwin

Duties: No. 330—Staff Movements Clerk. Responsible for transfer arrangements including associated allowances, removals, accommodation and higher duties.

Duties: No. 1758—Assistant Personnel Officer, Radio Australia. Check paysheets and allowances, leave approvals and perform other duties relating to staff work.

District Allowance above two positions: Grade

Taxation Allowance above two positions: Zone 'A'.

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

Apply: W5

**Postal Services Division, Post Offices Branch**

Senior Postal Clerk, Grade 3 \$9231-10091, Third Division, Alice Springs

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

District Allowance: Grade III

Accommodation: Hostel accommodation is available to single officers at approximately \$24.00 per week. A Department of the Northern Territory residence may become available to a married officer after a waiting period of approximately 18 months.

Note: This position is 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: W5

**WESTERN AUSTRALIA**

**Engineering Division, Support Services Branch**

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Workshops Section, Bayswater

Duties: No. 6511—Perform routine clerical duties under the supervision of the Workshops Foreman.

Note: The location of the above position will be transferred to South Guildford at a later date.

Apply: W6

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

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

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.

Apply: W6

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

Duties: No. 9095—Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

Apply: W6

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

Duties: No. 9096—Control and co-ordinate external plant technical design work. Undertake complex design projects.

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

Note: Above three positions appeared in *Gazette* No. 69 of 22.8.74. Previous applicants should re-apply.

Apply: W6

**Senior Technical Officer (Engineering), Grade 3** \$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.

Note: Above position appeared in *Gazette* No. 69 of 22.8.74. Previous applicants should re-apply.

Apply: W6

**Senior Technical Officer (Engineering), Grade 3** \$11360-11661, 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.

Note: Above position appeared in *Gazette* No. 69 of 22.8.74. Previous applicants should re-apply.

Apply: W6

**Postal Services Division, Post Offices Branch**

**Postmaster, Grade 2** \$8150-8943, Third Division, Marble Bar

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.

Accommodation: Four rooms (two bedrooms plus sleepout).

Apply: W6

**Telecommunications Division, Country Region**

**Clerk \$6887-7764 (Class 2/3)**, Third Division, District Telephone Office, Midland

Duties No. 1813—Sales Officer Grade 2. Responsible for the issue of Telephone orders, related debits and directory entries.

Qualifications: A sound knowledge of Sales practices and procedures is desirable.

Apply: W6

**TASMANIA****Postal Services Division, Post Offices Branch**

**Postmaster, Grade 1** \$6361-7651, Third Division, Savage River

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

Accommodation: No married accommodation is available at or near Savage River. Single men's Hostel style accommodation is available at a current rental of \$16 per week.

District Allowance: Grade 1.

Apply: W7

**Personnel and Industrial Relations**

**Training Officer, Grade 2** \$9022-9777 (Class 5), Third Division, Staffing and General Services Section, Hobart

Duties: No. 90—Research, organise, conduct and evaluate Clerical and Administrative Training Courses.

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

Apply: W7

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**DEPARTMENT OF THE PRIME MINISTER AND CABINET**

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**CENTRAL OFFICE**

**Office of the Industries Assistance Commission, Project Division No. 1, Project Branch No. 1**

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

Duties: No. 357—Under direction, assist in the preparation and compilation of data for Commission inquiries and report. Assist in processing questionnaire information and follow up action on queries, including contact with intending witnesses at Commission hearings.

Qualifications: Experience in the collection and compilation of statistical data and training in the use of statistical techniques, particularly in economic applications, an advantage.

Apply: Y23

**Project Branch No. 2**

Director \$14299-14733 (Class 10), Third Division  
Melbourne

Duties: No. 218—Supervise and co-ordinate the work of a project team in investigating and servicing the Commission inquiries.

Qualifications: Comprehensive knowledge of Australian industry and of analytical techniques used to measure the inter industry and other effects of assistance, the scope for scale economics and other matters relating to the economics of Australian industry. Appropriate academic qualifications desirable.

Apply: Y23

**Industry Economics Division, Industry Economics Branch No. 1**

Principal Research Officer \$13224-13725 (Class 9), Third Division (several positions), Canberra

Duties: Supervise the work of a project team engaged on industry studies involving primarily demand, supply and inter-industry analysis for the Commission inquiries, with particular emphasis on secondary industry.

Qualifications: Appropriate academic qualifications in economics, econometrics or a related discipline, preferably at honours standard. Experience in the supervision of economic research and in report writing an advantage.

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

Apply: Y23

**Industry Economics Branch No. 2**

Principal Research Officer \$13224-13725 (Class 9), Third Division (several positions), Canberra

Duties: No. 445—Supervise the work of a project team engaged on industry studies involving primarily demand, supply and inter-industry analysis for the Commission's inquiries, with particular emphasis on primary industry.

Qualifications: Appropriate academic qualifications in economics, econometrics or a related discipline, preferably at honours standard. Experience in the supervision of economic research and in report writing an advantage.

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

Apply: Y23

**Consultancy and Industry Studies Division,  
Consultancy and Econometrics Methods Branch**

Principal Research Officer \$13224-13725 (Class 9), Third Division (several positions), Canberra

Duties: Oversight projects involving the analysis and evaluation of techniques and quantitative methods to be used in industry studies.

Qualifications: Appropriate academic qualifications in economics, econometrics or related disciplines desirable, preferably at honours standard. Experience in the supervision of economic research and in report writing an advantage.

Apply: Y23

**Services Branch**

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

Duties: No. 295—Provide stenographic and typing services for Commission's staff.

Qualifications: Shorthand, at least 100 words per minute.

Apply: Y23

**VICTORIA**

**Office of the Prices Justification Tribunal, Services Branch**

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

Duties: No. 615—Provide typing and stenographic services for the work of the Branch in servicing the Tribunal.

Qualifications: Shorthand, at 100 words per minute desirable.

Apply: Y24

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**DEPARTMENT OF REPATRIATION AND  
COMPENSATION**

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**CENTRAL OFFICE**

**Treatment Services Division, Institutions Branch**

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

Duties: No. 17—Assist in reviewing hospital and other institutional administrative policies, practices and standards. Prepare submissions, instructions and correspondence. Analyse and report on statistical and cost data.

Qualifications: Proven administrative ability and a knowledge of hospital administrative procedures desirable. Academic qualifications to be stated.

Apply: Z1

**NEW SOUTH WALES**

**Artificial Limb and Appliance Centre**

Clerk \$6887-7764 (Class 2/3), Third Division, Administrative and General Services Section, Sydney

Duties: No. 55—Examine and prepare for approval by Delegate, claims for the supply of goods and services. Maintain Budget Control Cards. Prepare annual and supplementary estimates of stores for purchase or requisition from Repatriation Artificial Limb and Appliance Centre, Victoria. Raise Stores Adjustment Vouchers and Purchase Orders and prepare original and revisions of estimates for plant, machinery and stores.

Qualifications: Knowledge of appropriate Artificial Limb and Appliance procedures desirable.

Apply: Z2

**Branch Office**

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Accounts Section, Sydney

Duties: No. 48—Examine Chemist accounts in accordance with Departmental Instructions and sign as person incurring expense. Classify expenditure for each prescription.

Qualifications: Knowledge of procedures relating to payment of Chemist accounts desirable.

Apply: Z2

**DEPARTMENT OF REPATRIATION AND  
COMPENSATION—continued**

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Treatment Section, Sydney

Duties: Nos 31 and 32—Counter Assistants. Interview members of the public regarding eligibility and availability of medical and para-medical treatment and assist claimants in the completion of forms and other documents. Issue surgical aids and travelling authorities and maintain attendance records and Daily Return of Staff Absences for Treatment Section.

Qualifications: Knowledge of appropriate Treatment Section procedures desirable.

Apply: Z2

\*Specialist (Haematology) \$16,226-21,958, Third Division, Medical Section, Concord

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

Qualifications: Medical Practitioner eligible for registration under the laws of a State or Territory of Australia with appropriate higher qualifications in the speciality desirable.

Apply: Z2

**Repatriation General Hospital**

\*Occupational Therapist, Class 2 \$8987-9876, Third Division, Technical Services, Concord, Sydney

Duties: Nos 172, 173, 174—Direct occupational therapy at the hospital. This includes planning and advising on work requirements, allocating work and staff, liaison with other patient treatment areas, and ensuring that equipment and facilities are properly used and maintained.

Qualifications above three positions: An appropriate degree or diploma in Occupational Therapy; or equivalent qualification.

Apply: Z2

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Administrative Services Section, Concord, Sydney

Duties: No. 174—Receptionist Pre-admission Clinic. Arrange Clinic appointments, obtain files and test results, arrange transport for patients and maintain statistics.

Apply: Z2

**VICTORIA****Repatriation General Hospital**

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Administrative Services Section, Heidelberg

Duties: No. 157—Provide a general typing and clerical assistant service to the Deputy Medical Superintendent, and the Assistant Hospital Secretary.

Apply: Z3

**Branch Office**

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

Duties: NP—Perform Specialist medical functions in the field of Anaesthesia.

Qualifications: Qualifications admitting to registration as a medical practitioner under the laws of a State or Territory of Australia, and an appropriate post-graduate degree or diploma, or equivalent qualification desirable.

Apply: Z3

**WESTERN AUSTRALIA****Repatriation General Hospital**

\*Senior Specialist-in-charge (Pathology) \$23284, Third Division, Hollywood

Duties: No. 50—Responsible to the Director (Medical Services) for the co-ordination and direction within the Branch of the work of the speciality. Diagnose, assess and treat cases and give opinions in regard to attributability as necessary.

Qualifications: Medical Practitioner eligible for registration in Western Australia with appropriate post graduate qualifications and experience desirable.

Apply: Z6

**DEPARTMENT OF SCIENCE****CENTRAL OFFICE****General Services Division, Grants and Projects  
Branch**

Clerk \$12218-12721 (Class 8), Third Division, Grants Section, Canberra

Duties: No. 9—Oversight the secretariat to the ARGC. As required, act as Secretary of the ARGC. Administer research grants under Queen Elizabeth and Queen Elizabeth II Fellowships.

Qualifications: Appropriate academic qualifications desirable.

Note: Advertised 4.7.74—Previous applicants will be considered and need not re-apply.

Apply: AA1

**VICTORIA****General Services Division, Analytical Services Branch**

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

Duties: Nos 6 and 7—Under the direction of professional officers, carry out chemical analyses and tests according to prescribed methods. As a member of a team, perform chemical work requiring the exercise of independent judgment in accordance with established principles.

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

Note: This notification in lieu of that appearing in *Gazette* No. 31 of 2.5.74. Previous applicants need not re-apply.

Apply: AA3

**BUREAU OF METEOROLOGY****HEAD OFFICE**

\*Trainee Observer \$2890-5780, Fourth Division, Field Offices Pool (several positions), Melbourne

Note: Full particulars of the training course, the qualifications required and duties of the position are shown on page 82 of *Gazette* No. 25 A of 22.3.74.

Conditions: Applicants must be prepared to serve in any Meteorological Office in Australia or its territories.

Apply: AA3

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Operational and Information Services Section, Melbourne

Duties: No. 67—Assist with checking and correction of less difficult rainfall returns.

Qualifications: Experience relevant to the duties.

Apply: AA3

#### ADP Branch

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

Duties: No. 114—Assist with reception and dispatch of computer job streams, maintenance of tape library records and supplies of consumable stores.

Qualifications: Previous experience in an ADP organisation desirable.

Apply: AA3

#### Services Branch

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Operational and Information Services Section, Melbourne

Duties: No. 141—Prepare the more difficult rainfall intensity data for processing. Under direction, carry out quality control of the data. Supervise assisting staff.

Qualifications: Experience relevant to the duties.

Apply: AA3

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Operational and Information Services Section, Melbourne

Duties: No. 78—Check and correct less difficult rainfall returns. Supervise assisting staff.

Qualifications: Experience relevant to the duties desirable.

Apply: AA3

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## DEPARTMENT OF SERVICES AND PROPERTY

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### AUSTRALIAN ELECTORAL OFFICE

#### CENTRAL OFFICE

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

Duties: NP—Provide stenographic and secretarial duties for the Assistant Secretary.

Qualifications: Shorthand, at least 100 words per minute.

Apply: AC9

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

Duties: No. 27—Perform stenographic, typing and secretarial duties for the Deputy Chief Electoral Officer.

Qualifications: Shorthand, at least 100 words per minute.

Apply: AC9

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

Duties: No. 17—Undertake messengerial duties and assist in the receipt and dispatch of stores.

Note: A person with the physical ability to perform occasionally heavy storeroom duties desirable.

Apply: AC9

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## DEPARTMENT OF SOCIAL SECURITY

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#### CENTRAL OFFICE

**Benefits Policy and Review Division, Planning and Research Branch**

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

Duties: No. 540—Undertake specific major planning or research projects related to the Commission of Inquiry into Poverty, act as liaison officer between the Commission and the Department and prepare information papers.

Qualifications: Appropriate university degree desirable and research experience.

Apply: AD1

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

Duties: No. 269—Undertake specific major planning or research projects related to various aspects of the Australian Social Security system and prepare information papers.

Qualifications: Appropriate university degree desirable and research experience.

Apply: AD1

#### VICTORIA

##### Benefits Branch

Typist Supervisor, Grade 1 \$6562-6741, Fourth Division, Unemployment and Sickness Benefits Section, Melbourne

Duties: No. 883—Supervise the Section typing pool; determine priority of work and distribute to staff; review completed work. Maintain records of output of each typist.

Apply: AD3

##### Health Benefits and Services Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, General Services Sub-section, Melbourne

Duties: No. 1366—Attend to counter inquiries and direct callers to appropriate personnel. Receive, distribute and dispatch mail and Departmental files. Maintain register of Administrative files movement.

Apply: AD3

##### Management Branch

Storeman \$4580-4808, Fourth Division, Rehabilitation and Services Section, 'Coonac' Day Attendance Centre, Toorak

Duties: No. 960—Identify stores check against receipt documentation and acquit, referring complicated cases and discrepancies to higher authority. Issue stores and list movement of stores through the Centre generally. Maintain master inventory.

Apply: AD3

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**DEPARTMENT OF THE SPECIAL  
MINISTER OF STATE**

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**AUSTRALIAN CAPITAL TERRITORY  
Australian Archives**

Clerk \$10029-10704 (Class 6), Third Division, Policy Planning and Review Section, Registration and Disposal (Survey and Disposal Policy) Sub-section, Canberra

Duties: No. 7—Direct staff engaged in review of records survey and appraisal reports and draft disposal authorities; programme and co-ordinate special surveys and inter repository transfers; undertake special projects, including territorial archives, personal and corporate archives, custody and ownership cases and legislation.

Qualifications: Experience in archives work; knowledge of structure and functioning of Australian Government Departments; tertiary qualifications would be an advantage.

Apply: AE2

**NATIONAL LIBRARY OF AUSTRALIA  
AUSTRALIAN CAPITAL TERRITORY  
Management Services Branch**

Clerk, \$6887-7764 (Class 2/3), Third Division, Administrative Services Section, Recruitment Sub-section, Canberra

Duties: No. 379—Arrange gazettal notifications, prepare draft press advertisement. Process appointments. Oversight the maintenance of staff occupancy records and prepare statistical returns.

Apply: AE3

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**DEPARTMENT OF TRANSPORT**

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**SURFACE TRANSPORT GROUP  
CENTRAL OFFICE**

Land Transport Policy Division, Vehicle Structures Safety Branch

Senior Technical Officer, Grade 1 \$9700-10214, Third or Fourth Division, Test Analysis No. 2, Melbourne

Duties: No. 20—Undertake analysis on all test reports, etc., submitted, high lighting apparent deficiencies. Make recommendations as to additional information required.

Qualifications: An approved certificate from a technical college or institute of technology or its equivalent or such other qualifications as the Board considers appropriate together with appropriate experience.

Apply: AH8

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**DEPARTMENT OF THE TREASURY**

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**AUSTRALIAN BUREAU OF STATISTICS  
AUSTRALIAN CAPITAL TERRITORY**

Overseas Transaction Division, Foreign Investment Branch

Supervisor \$13224-13725 (Class 9), Third Division, International Surveys Section, Balance of Payments Surveys Sub-section, Canberra

Duties: No. 2—Supervise all aspects of work in the Sub-section; make recommendations regarding statistical policy. Review concepts, definitions and classifications.

Qualifications: Appropriate academic qualifications desirable and extensive statistical experience.

Apply: AI10

**QUEENSLAND**

Population and Employment Branch, Demography and Social Section

Clerk \$8015-8770 (Class 4), Third Division, Vitals and Health Sub-section, Brisbane

Duties: Check the editing of certificates of causes of death. Classify morbid conditions and cause of death. Collect and compile hospital and mental health statistics.

Qualifications: Previous statistical experience together with general knowledge of anatomy and the aetiology of disease desirable. Completion or partial completion of appropriate academic qualifications an advantage.

Apply: AI13

**AUSTRALIAN TAXATION OFFICE  
SOUTH AUSTRALIA  
Management Branch**

Clerical Assistant, Grade 6 \$7552-7946, Fourth Division, General Services Section, Adelaide

Duties: No. 1063—Staff Welfare Officer.

Apply: AI21

# 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
- A3 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 1408a, 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 1408a, 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 193, Brickfield Hill, N.S.W. 2000
- F3 The Regional Director, Department of Transport, P.O. Box 1733p, Melbourne, Vic. 3001
- F4 The Regional Director, Department of Transport, P.O. Box 600, Fortitude Valley, Qld 4006
- F5 The Regional Director, Department of Transport, G.P.O. Box 2270, Adelaide, S.A. 5001
- F6 The Regional Director, Department of Transport, G.P.O. Box X2212, Perth, W.A. 6001
- F7 The Director, Civil Aviation Agency, P.O. 2087, Konedobu, P.N.G.
- G1 The Comptroller-General, Department of Customs and Excise, Canberra, A.C.T. 2600
- G2 The Collector of Customs, G.P.O. Box 8, Sydney, N.S.W. 2001
- G3 The Collector of Customs, 11 William Street, Melbourne, Vic. 3000
- G4 The Collector of Customs, G.P.O. Box 1464t, Brisbane, Qld 4001
- G5 The Collector of Customs, P.O. Box 50, Port Adelaide, S.A. 5015
- G6 The Collector of Customs, G.P.O. Box A9, Perth, W.A. 6001
- G7 The Collector of Customs, G.P.O. Box 148b, Hobart, Tas. 7000
- G8 The Collector of Customs, P.O. Box 210, Darwin, N.T. 5794
- H1 The Secretary, Department of Defence, P.O. Box 33, Canberra, A.C.T. 2600
- H2 The Secretary, Department of Defence, 'A' Block, Victoria Barracks, St Kilda Road, Melbourne, Vic. 3004
- H3 Department of Defence, Area Finance Officer (Air), G.P.O. Box 4131, Sydney, N.S.W. 2001
- H4 The Chief Executive Officer (Air), Headquarters Support Command, R.A.A.F. Victoria Barracks, Melbourne, Vic. 3004
- H5 Department of Defence, Area Finance Officer (Air), P.O. Box 537, Fortitude Valley, Qld 4006
- H6 Department of Defence, Area Finance Officer (Air), London House, 214 St George's Terrace, Perth, W.A. 6000
- H7 Department of Defence, Regional Secretary (Army), N.S.W.
- H8 Department of Defence, Regional Secretary (Army), Vic.
- H9 Department of Defence, Regional Secretary (Army), Qld
- H10 Department of Defence, Regional Secretary (Army), S.A.
- H11 Department of Defence, Regional Secretary (Army), W.A.
- H12 Department of Defence, Regional Secretary (Army), Tas.
- H13 Force Secretary, Headquarters, P.N.G. Defence Force Department of Defence, Deputy Assistant Secretary (Army Office) HQ ANZUK Support Group, Singapore
- H14 The Area Secretary, H.M.A. Naval Establishments, Garden Island, N.S.W. 2000
- H15 The Personnel Manager, H.M.A. Naval Dockyard, Garden Island, N.S.W. 2000
- H16 The Executive Officer, Victoria Administration, Department of Defence (Navy Office), Victoria Barracks, Melbourne, Vic. 3004
- H17 The Assistant Manager, H.M.A. Naval Dockyard, c/o Private Bag No. 4, P.O. Williamstown, Vic. 3016
- H18 The Civil Secretary and Accountant, Naval Staff Office, Edward Street, Brisbane, Qld 4000
- H19 The Civil Secretary and Accountant, Naval Staff Office, P.O. Box 58, Fremantle, W.A. 6160
- H20 The Administrative and Liaison Officer, Department of Defence—Navy Office, Victoria Barracks, Melbourne, Vic. 3004
- I1 The Secretary, Department of Education, P.O. Box 826, Woden, A.C.T. 2606
- I2 The Regional Director, Sydney Office, Department of Education, G.P.O. Box 3987, Sydney, N.S.W. 2001
- I3 The Regional Director, Melbourne Office, Department of Education, 450 St Kilda Road, Melbourne, Vic. 3000
- I4 The Regional Director, Brisbane Office, Department of Education, G.P.O. Box 5861, Brisbane, Qld 4001
- I5 The Regional Director, Adelaide Office, Department of Education, Red Cross House, 228 North Terrace, Adelaide, S.A. 5000
- I6 The Regional Director, Perth Office, Department of Education, P.O. Box 59, Nedlands, W.A. 6009
- I7 The Regional Director, Australian Department of Education, G.P.O. Box 1349-N, Hobart, Tas. 7001.
- I8 The Director of Education, Department of Education, P.O. Box 4821, Darwin, N.T. 5794
- I9 The Secretary, Australian Universities Commission, Reserve Bank Building, London Circuit, Canberra City, A.C.T. 2601
- I10 The Secretary, Commission on Advanced Education, P.O. Box 1860, Canberra City, A.C.T. 2601
- J1 The Secretary, Department of the Environment and Conservation, P.O. Box 1937, Canberra City, A.C.T. 2601
- K1 The Director-General, Office of Australian Development Assistance Agency, P.O. Box 887, Canberra City, A.C.T. 2601
- K2 The Regional Director, Papua New Guinea Office, G.P.O. Box 4201, Sydney, N.S.W. 2001
- K3 The Registrar, International Training Institute, Middle Head Centre, Middle Head, Mosman, N.S.W. 2088
- K4 The Officer-in-charge, Australian Development Assistance Agency, P.O. Box 789, Fortitude Valley, Qld 4006
- L1 The Secretary, Department of Foreign Affairs, Canberra, A.C.T. 2600
- L2 The Regional Director, Department of Foreign Affairs, Flotta Lauro Building, 486 Bourke Street, Melbourne, Vic. 3000
- L3 The Regional Director, Department of Foreign Affairs, 18th Floor, Westfield Towers, 100 William Street, Sydney, N.S.W. 2001
- M1 The Director-General of Health, Department of Health, P.O. Box 100, Woden, A.C.T. 2606
- M2 The Director of Health, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- M3 The Director of Health, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- M4 The Director of Health, G.P.O. Box 567, Brisbane, Qld 4001
- M5 The Director of Health, G.P.O. Box 2219, Adelaide, S.A. 5001
- M6 The Director of Health, G.P.O. Box M970, Perth, W.A. 6001
- M7 The Director of Health, G.P.O. Box 919t, Hobart, Tas. 7001
- M8 The Director of Health, Department of Health, P.O. Box 147, Darwin, N.T. 5794
- M9 The Director, National Biological Standards Laboratories, P.O. Box 462, Canberra City, A.C.T. 2601

- M10** The Director, National Acoustic Laboratories, 5 Hickson Road, Miller's Point, N.S.W. 2000
- M11** The Director, School of Public Health and Tropical Medicine, University of Sydney, N.S.W. 2006
- M12** The Director, Institute of Child Health, Royal Alexandra Hospital for Children, Camperdown, N.S.W. 2050
- M13** The Director, Commonwealth X-ray and Radium Laboratories, Surry Place, Melbourne, Vic. 3000
- M14** The Director of Health, P.O. Box 825, Canberra City, A.C.T. 2601
- N1** The Secretary, Department of Housing and Construction, P.O. Box 690, Canberra City, A.C.T. 2601
- N2** The Regional Director, Department of Housing and Construction, Westfield Towers, 100 William Street, Potts Point, N.S.W. 2011
- N3** The Regional Director, Department of Housing and Construction, E.S. & A. Bank Building, 460 Bourke Street, Melbourne, Vic. 3000
- N4** The Regional Director, Department of Housing and Construction, G.P.O. Box 498H, Brisbane, Qld 4001
- N5** The Regional Director, Department of Housing and Construction, G.P.O. Box 319, Adelaide, S.A. 5001
- N6** The Regional Director, Department of Housing and Construction, G.P.O. Box L885, Perth, W.A. 6001
- N7** The Regional Director, Department of Housing and Construction, G.P.O. Box 772H, Hobart, Tas. 7001
- O1** The Secretary, Department of Labor and Immigration, Canberra 2600
- O2** The Regional Director of Migration, Department of Labor and Immigration, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- O3** The Regional Director of Migration, Department of Labor and Immigration, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- O4** The Regional Director of Migration, Department of Labor and Immigration, G.P.O. Box 1115, Brisbane, Qld 4001
- O5** The Regional Director of Migration, Department of Labor and Immigration, G.P.O. Box 2399, Adelaide, S.A. 5001
- O6** The Regional Director of Migration, Department of Labor and Immigration, P.O. Box 963M, Perth, W.A. 6001
- O7** The Regional Director of Migration, Department of Labor and Immigration, G.P.O. Box 794H, Hobart, Tas. 7001
- O8** The Regional Director of Migration, Department of Labor and Immigration, Box 864, Darwin, N.T. 5794
- P1** The Secretary, Department of Labor, G.P.O. Box 2817AA, Melbourne, Vic. 3001
- P2** The Director, Department of Labor and Immigration, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- P3** The Director, Department of Labor and Immigration, Princes Gate, 151 Flinders Street, Melbourne, Vic. 3000
- P4** The Director, Department of Labor and Immigration, G.P.O. Box 1382, Brisbane, Qld 4001
- P5** The Director, Department of Labor and Immigration, G.P.O. Box 2299, Adelaide, S.A. 5001
- P6** The Director, Department of Labor and Immigration, G.P.O. Box R1273, Perth, W.A. 6001
- P7** The Director, Department of Labor and Immigration, G.P.O. Box 585F, Hobart, Tas. 7001
- P8** The Officer-in-charge, Department of Labor and Immigration, P.O. Box 399, Canberra City, A.C.T. 2601
- Q1** The Secretary, Department of the Media, 153 Walker Street, North Sydney, N.S.W. 2060
- Q2** The First Assistant Secretary, Information Division, Department of the Media, G.P.O. Box 84, Canberra, A.C.T. 2600
- Q3** The Chairman, Australian Broadcasting Control Board, Marland House, 562-574 Bourke Street, Melbourne, Vic. 3000
- R1** The Secretary, Department of Minerals and Energy, Canberra, A.C.T. 2600
- T1** The Secretary, Department of Northern Development, P.O. Box 228, Civic Square, A.C.T. 2608
- U1** The Director Establishments and ADP, Department of the Northern Territory, P.O. Box 231, Darwin, N.T. 5794 (by Airmail)
- V1** The Secretary, Department of Overseas Trade, Canberra, A.C.T. 2600
- V2** The Administrative Officer, Department of Overseas Trade, G.P.O. Box 7054, Sydney, N.S.W. 2000
- V3** The Assistant Director, Department of Overseas Trade, Private Bag, Post Office, South Yarra, Vic. 3141
- V4** The Regional Director, Department of Overseas Trade, 5th Floor, Government Centre, 292 Ann Street, Brisbane, Qld 4000
- V5** The Regional Director, Department of Overseas Trade, G.P.O. Box 477b, Adelaide, S.A. 5001
- V6** The Regional Director, Department of Overseas Trade, G.P.O. Box M967, Perth, W.A. 6001
- V7** The Regional Director, Department of Overseas Trade, 2nd Floor, M.L.C. Building, 65 Murray Street, Hobart, Tas. 7000
- W1** The Director-General of Posts and Telegraphs, Melbourne, Vic. 3000
- W2** The Director of Posts and Telegraphs, G.P.O. Box 6001 Sydney, N.S.W. 2001
- W3** The Director of Posts and Telegraphs, Melbourne, Vic. 3000
- W4** The Director of Posts and Telegraphs, Brisbane Qld 4000
- W5** The Director of Posts and Telegraphs, Adelaide, S.A. 5000
- W6** The Director of Posts and Telegraphs, Perth, W.A. 6000
- W7** The Director of Posts and Telegraphs, Hobart, Tas. 7000
- X1** The Secretary, Department of Agriculture, Canberra, A.C.T. 2600
- X2** Regional Director, Department of Agriculture, 'Union Carbide House', 157-167 Liverpool Street, Sydney, N.S.W. 2000
- X3** Regional Director, Department of Agriculture, P.O. Box 2246U, Elizabeth Street, Melbourne, Vic. 3001
- X4** Regional Executive Officer, Department of Agriculture, G.P.O. Box 778, Brisbane, Qld 4001
- X5** Regional Executive Officer, Department of Agriculture, G.P.O. Box 2166, Adelaide, S.A. 5001
- X6** Regional Executive Officer, Department of Agriculture, G.P.O. Box M957, Perth, W.A. 6001
- X7** Regional Executive Officer, Department of Agriculture, G.P.O. Box 573F, Hobart, Tas. 7001
- Y1** The Secretary, Department of the Prime Minister and Cabinet, Canberra, A.C.T. 2600
- Y2** The Executive Officer, Australian Council for the Arts, P.O. Box 302, North Sydney, N.S.W. 2060
- Y4** The Secretary, Public Service Board, Canberra, A.C.T. 2600
- Y5** The Public Service Inspector, P.O. Box 391, Canberra City, A.C.T. 2601 Telegraph Code: COMPSI
- Y6** The Public Service Inspector, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000 Telegraph Code: COMPSI Telex: 21241
- Y7** The Public Service Inspector, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne Vic. 3000 Telegraph Code: PSBARB Telex: 30272
- Y8** The Public Service Inspector, G.P.O. Box 1063M, Brisbane, Qld 4001 Telegraph Code: COMPSI Telex: 41589
- Y9** The Public Service Inspector, G.P.O. Box 1167, Adelaide, S.A. 5001 Telegraph Code: COMPSI Telex: 82728
- Y10** The Public Service Inspector, G.P.O. Box P1238, Perth, W.A. 6001 Telegraph Code: COMPSI Telex: 92705
- Y11** The Public Service Inspector, G.P.O. Box 607F, Hobart, Tas. 7001 Telegraph Code: PSI Telex: 58118
- Y12** The Public Service Inspector, P.O. Box 1806, Darwin, N.T. 5794 Telegraph Code: SUBTRES Telex: 85014
- Y13** The First Assistant Commissioner (Arbitration), Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y14** The Australian Public Service Board Representative, P.O. Box 76, Port Moresby, P.N.G.
- Y15** The First Assistant Auditor-General, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y16** The Chief Auditor, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y17** The Chief Auditor, Auditor-General's Office, G.P.O. Box 24, Sydney, N.S.W. 2001
- Y18** The Chief Auditor, Auditor-General's Office, G.P.O. Box 1715, Melbourne, Vic. 3001
- Y19** The Chief Auditor, Auditor-General's Office, G.P.O. Box 1068, Brisbane, Qld 4001
- Y20** The Chief Auditor, Auditor-General's Office, G.P.O. Box 837, Adelaide, S.A. 5001
- Y21** The Chief Auditor, Auditor-General's Office, G.P.O. Box L913, Perth, W.A. 6001
- Y22** The Chief Auditor, Auditor-General's Office, G.P.O. Box 415D, Hobart, Tas. 7001
- Y23** The Secretary, Office of the Industries Assistance Commission, P.O. Box 80, Canberra, A.C.T. 2600
- Y24** The Director, Office of the Prices Justification Tribunal, 10 Queens Road, Melbourne, Vic. 3004
- Z1** The Secretary, Repatriation and Compensation, P.O. Box 21 Woden, A.C.T., 2600
- Z2** The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 3994, Sydney, N.S.W. 2001
- Z3** The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 87A, Melbourne, Vic. 3001
- Z4** The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 651, Brisbane, Qld 4001
- Z5** The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 1652, Adelaide, S.A. 5001
- Z6** The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box F352, Perth, W.A. 6001
- Z7** The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 481E, Hobart, Tas. 7001
- AA1** The Secretary, Department of Science, P.O. Box 449, Woden, A.C.T. 2606
- AA2** The Chairman, Metric Conversion Board, 18-24 Chandos Street, St Leonards, N.S.W. 2065
- AA3** The Director of Meteorology, Bureau of Meteorology, P.O. Box I289K, Melbourne, Vic. 3001
- AA4** The Regional Director, Bureau of Meteorology, P.O. 797, Canberra City, A.C.T. 2601
- AA5** The Regional Director, Bureau of Meteorology, P.O. Box 413, Darlinghurst, N.S.W. 2010
- AA6** The Regional Director, Bureau of Meteorology, P.O. Box 1636M, Melbourne, Vic. 3001
- AA7** The Regional Director, Bureau of Meteorology, P.O. Box 413E, Brisbane, Qld 4001
- AA8** The Regional Director, Bureau of Meteorology, West Terrace, Adelaide, S.A. 5000

- AA9 The Regional Director, Bureau of Meteorology, 127 Wellington Street, Perth, W.A. 6000
- AA10 The Regional Director, Bureau of Meteorology, P.O. Box 727G, Hobart, Tas. 7001
- AA11 The Regional Director, Bureau of Meteorology, P.O. Box 948, Darwin, N.T. 5794
- AA12 The Officer in Charge, Meteorology Research Centre, G.P.O. Box 5089AA, Melbourne, Vic. 3001
- AA13 The Assistant Secretary, Ionospheric Prediction Service Division, Department of Science, P.O. Box 702, Darlinghurst, N.S.W. 2010
- AA14 The Commissioner, Patents Trade Marks and Designs Offices, Woden, A.C.T. 2606
- AA15 The Director, Antarctic Division, 568 St Kilda Road, Melbourne, Vic. 3004
- AA16 The Director, Regional Laboratories, Australian Government Analytical Laboratories, 344 Tapleys Hill Road, Seaton, S.A. 5023
- AB1 The Secretary, Department of Manufacturing Industry, Canberra, A.C.T. 2600
- AC1 The Secretary, Department of Services and Property, P.O. Box 1920, Canberra City, A.C.T. 2601
- AC2 The Chief Property Officer, Department of Services and Property, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- AC3 The Chief Property Officer, Department of Services and Property, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC4 The Chief Property Officer, Department of Services and Property, G.P.O. Box 920M, Brisbane, Qld 4001
- AC5 The Chief Property Officer, Department of Services and Property, G.P.O. Box 1263, Adelaide, S.A. 5001
- AC6 The Chief Property Officer, Department of Services and Property, G.P.O. Box P1233, Perth, W.A. 6001
- AC7 The Chief Property Officer, Department of Services and Property, G.P.O. Box 519E, Hobart, Tas. 7001
- AC8 The Chief Property Officer, Department of Services and Property, Darwin, N.T. 5790 (Airmail)
- AC9 The Chief Australian Electoral Officer, P.O. Box 291, Civic Square, A.C.T. 2608
- AC10 The Australian Electoral Officer for New South Wales, P.O. Box 694, Darlinghurst, N.S.W. 2010
- AC11 The Australian Electoral Officer for Victoria, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC12 The Australian Electoral Officer for Queensland, G.P.O. Box 2426, Brisbane, Qld 4001
- AC13 The Australian Electoral Officer for South Australia, G.P.O. Box 344C, Adelaide, S.A. 5001
- AC14 The Australian Electoral Officer for Western Australia, G.P.O. Box N1048, Perth, W.A. 6001
- AC15 The Australian Electoral Officer for Tasmania, G.P.O. Box 519, Hobart, Tas. 7000
- AD1 The Director-General, Department of Social Security, P.O. Box 1, Woden, A.C.T. 2606
- AD2 The Director, Department of Social Security, G.P.O. Box 4158, Sydney, N.S.W. 2001
- AD3 The Director, Department of Social Security, G.P.O. Box 1797Q, Melbourne, Vic. 3001
- AD4 The Director, Department of Social Security, G.P.O. Box 1088, Brisbane, Qld 4001
- AD5 The Director, Department of Social Security, G.P.O. Box 481, Adelaide, S.A. 5001
- AD6 The Director, Department of Social Security, G.P.O. Box P1187, Perth, W.A. 6001
- AD7 The Director, Department of Social Security, G.P.O. Box 3560, Hobart, Tas. 7001
- AD8 The General Manager, Interim Executive, Office of the Australian Health Insurance Committee, P.O. Box 40, Woden, A.C.T. 2606
- AE1 The Secretary, Department of the Special Minister of State, Canberra, A.C.T. 2600
- AE2 The Director, Archives Office, Canberra, A.C.T. 2600
- AE3 The Director-General, National Library of Australia, Parkes, A.C.T. 2600
- AF1 The Secretary, Department of Manufacturing Industry, Canberra, A.C.T. 2600
- AF2 The Regional Director, Department of Manufacturing Industry, P.O. Box J1, Brickfield Hill, N.S.W. 2000
- AF3 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 2288U, Melbourne, Vic. 3001
- AF4 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 1391R, Brisbane, Qld 4001
- AF5 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 2339, Adelaide, S.A. 5001
- AF6 The Regional Director, Department of Manufacturing Industry, G.P.O. Box P1237, Perth, W.A. 6001
- AF7 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 771H, Hobart, Tas. 7001
- AF8 The Chief Superintendent, Aeronautical Research Laboratories, G.P.O. Box 4331, Melbourne, Vic. 3001
- AF9 The Chief Superintendent, Defence Standards Laboratories, P.O. Box 50, Ascot Vale, Vic. 3032
- AF10 The Manager, Stores and Transport Branch, Private Bag No. 6, P.O. Ascot Vale, Vic. 3032
- AF11 The Manager, Australian Government (Clothing) Factory, P.O. Box 175, Coburg, Vic. 3058
- AF12 The Manager, Explosives Factory, Private Bag No. 2 P.O. Ascot Vale, Vic. 3032
- AF13 The Manager, Albion Explosives Factory, Private Bag No. 2 P.O., Sunshine, Vic. 3020
- AF14 The Manager, Explosives Factory, Private Bag No. 8 P.O., Yarrowonga, Vic. 3032
- AF15 The Manager, Ordnance Factory, Private Bag No. 1 P.O., Ascot Vale, Vic. 3032
- AF16 The Manager, Ordnance Factory, P.O. Box 147, Bendigo, Vic. 3550
- AF17 The Manager, Central Drawing Office, Private Bag No. 5 P.O., Ascot Vale, Vic. 3032
- AF18 The Manager, Ammunition Factory, Private Bag No. 1 P.O., Footscray, Vic. 3011
- AF19 The Manager, Engine Works, P.O. Box 51, Port Melbourne, Vic. 3207
- AF20 The Personnel Manager, Government Aircraft Factories, Private Bag No. 4, Post Office, Port Melbourne, Vic. 3207
- AF21 The Director, Weapons Research Establishment, G.P.O. Box 2151, Adelaide, S.A. 5001
- AF22 The Manager, Defence Printing Establishment, P.O. Box 263, Brunswick, Vic. 3056
- AG1 The Secretary, Department of Tourism and Recreation, Box 264, Civic Square, P.O., Canberra City, A.C.T. 2608
- AH1 The Assistant Secretary, Management Services Branch, Surface Transport Group, Department of Transport, P.O. Box 367, Canberra City, A.C.T. 2601
- AH2 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 308, Milsons Point, N.S.W. 2061
- AH3 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 4317, Melbourne, Vic. 3001
- AH4 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 779L, Brisbane, Qld 4001
- AH5 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 1799, Adelaide, S.A. 5001
- AH6 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 7162, P.O. Cloisters Square, Perth, W.A. 6001
- AH7 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 854J, Hobart Tas. 7001
- AH8 The Controller, Establishments Section, Surface Transport Group, Department of Transport, G.P.O. Box 2111s, Melbourne, Vic. 3001
- AI1 The Secretary, Department of the Treasury, Canberra, A.C.T. 2600
- AI2 The Director, Office of the Australian Treasury, G.P.O. Box 2702, Sydney, N.S.W. 2001
- AI3 The Director, Office of the Australian Treasury, G.P.O. Box 1926R, Melbourne, Vic. 3001
- AI4 The Director, Office of the Australian Treasury, G.P.O. Box 158, Brisbane, Qld 4001
- AI5 The Director, Office of the Australian Treasury, G.P.O. Box 1248, Adelaide, S.A. 5001
- AI6 The Director, Office of the Australian Treasury, G.P.O. Box M937, Perth, W.A. 6001
- AI7 The Director, Office of the Australian Treasury, G.P.O. Box 295C, Hobart, Tas. 7001
- AI8 The Director, Office of the Australian Treasury, P.O. Box 3971, Darwin, N.T. 5790
- AI9 The Controller, Royal Australian Mint, Canberra, A.C.T. 2600
- AI10 The Commonwealth Statistician, Australian Bureau of Statistics, Canberra, A.C.T. 2600
- AI11 The Deputy Commonwealth Statistician, G.P.O. Box 796, Sydney, N.S.W. 2001
- AI12 The Deputy Commonwealth Statistician, G.P.O. Box 2796V, Melbourne, Vic. 3001
- AI13 The Deputy Commonwealth Statistician, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI14 The Deputy Commonwealth Statistician, G.P.O. Box 2272, Adelaide, S.A. 5001
- AI15 The Deputy Commonwealth Statistician, 1-3 St George's Terrace, Perth, W.A. 6000
- AI16 The Deputy Commonwealth Statistician, G.P.O. Box 66A, Hobart, Tas. 7001
- AI17 The Commissioner of Taxation, Langton Street, Parkes, A.C.T. 2600
- AI18 The Deputy Commissioner of Taxation, G.P.O. Box 4197, Sydney, N.S.W. 2001
- AI19 The Deputy Commissioner of Taxation, G.P.O. Box 533E, Melbourne, Vic. 3001
- AI20 The Deputy Commissioner of Taxation, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI21 The Deputy Commissioner of Taxation, G.P.O. Box 288, Adelaide, S.A. 5001
- AI22 The Deputy Commissioner of Taxation, G.P.O. Box A15, Perth, W.A. 6001
- AI23 The Deputy Commissioner of Taxation, G.P.O. Box 712a, Hobart, Tas. 7001
- AI24 The Chairman, Taxation Board of Review No. 1, G.P.O. Box 5, Sydney, N.S.W. 2001
- AI25 The Chairman, Taxation Board of Review No. 2, 372 Albert Street, East Melbourne, Vic. 3002
- AI26 The Deputy Commissioner of Taxation, P.O. Box 227 Darwin, N.T. 5790
- AI27 The Chairman, Taxation Board of Review No. 3, Ampol House, Herschell Street, Brisbane, Qld 4000

|      |                                                                                                            |      |                                                                                                                                    |
|------|------------------------------------------------------------------------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------|
| AI28 | The Deputy Director, Loans and National Savings Branch, G.P.O. Box 3911, Sydney, N.S.W. 2001               | AK3  | The Director of Works, Tower Building, Australia Square, Sydney, N.S.W. 2000                                                       |
| AI29 | The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1973g, Melbourne, Vic. 3001             | AK4  | The Director of Works, Department of Housing and Construction, Tivoli Court Buildings, 239-241 Bourke Street, Melbourne, Vic. 3000 |
| AI30 | The Deputy Director, Loans and National Savings Branch, G.P.O. Box 511H, Brisbane, Qld 4001                | AK5  | The Director of Works, Department of Housing and Construction, G.P.O. Box 1381 Brisbane, Qld 4001                                  |
| AI31 | The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1946, Adelaide, S.A. 5001               | AK6  | The Director of Works, G.P.O. Box 2052, Adelaide, S.A. 5001                                                                        |
| AI32 | The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1230, Perth, W.A. 6001                  | AK7  | The Director of Works, Department of Housing and Construction, G.P.O. Box C115, Perth, W.A. 6000                                   |
| AI33 | The Deputy Director, Loans and National Savings Branch, G.P.O. Box 533F, Hobart, Tas. 7001                 | AK8  | The Controller of Works, G.P.O. Box 813H, Hobart, Tas. 7001                                                                        |
| AI34 | The Secretary, Australian Government Retirement Benefits Office, P.O. Box 1031, Canberra City, A.C.T. 2601 | AK9  | The Director of Works, Department of Housing and Construction, Darwin, N.T. 5790                                                   |
| AJ1  | The Secretary, Department of Urban and Regional Development, P.O. Box 1890, Canberra City, A.C.T. 2601     | AK10 | The Director of Works, Department of Housing and Construction, P.O. Box 335, Port Moresby, P.N.G.                                  |
| AK1  | The Director-General, Department of Housing and Construction, G.P.O. Box 2807AA, Melbourne, Vic. 3001      | AK11 | The Assistant Director-General, Department of Housing and Construction, G.P.O. Box 3917 Sydney, N.S.W. 2000                        |
| AK2  | The Director of Works, Department of Housing and Construction, Melrose Drive, Phillip, A.C.T. 2606         |      |                                                                                                                                    |

## TRANSFERS TO ADVERTISED VACANCIES

| <i>Name and personnel number</i>              | <i>Transferred from</i>                                                                                      | <i>Transferred to</i>                                                                                                                                                                                                                   | <i>Date of notification of vacancy</i> |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>DEPARTMENT OF EDUCATION</b>                |                                                                                                              |                                                                                                                                                                                                                                         |                                        |
| <b>CENTRAL OFFICE</b>                         |                                                                                                              |                                                                                                                                                                                                                                         |                                        |
| K. J. McCombie<br>73/88576W                   | Education Officer, Class 3, Third Division, unattached                                                       | Clerk (Class 8), Third Division, Student Assistance No. 2 Branch, Canberra (No. 42)                                                                                                                                                     | 7.3.74                                 |
| <b>DEPARTMENT OF HEALTH</b>                   |                                                                                                              |                                                                                                                                                                                                                                         |                                        |
| <b>NORTHERN TERRITORY</b>                     |                                                                                                              |                                                                                                                                                                                                                                         |                                        |
| A. J. Leitch<br>59/49350C                     | Clerk (Class 5), Third Division, Civil Aviation Agency                                                       | Clerk (Class 5), Third Division, Works Section, Darwin (No. 121)                                                                                                                                                                        | 4.7.74                                 |
| <b>DEPARTMENT OF HOUSING AND CONSTRUCTION</b> |                                                                                                              |                                                                                                                                                                                                                                         |                                        |
| <b>AUSTRALIAN CAPITAL TERRITORY</b>           |                                                                                                              |                                                                                                                                                                                                                                         |                                        |
| B. D. Marchant<br>72/88437X                   | Draftsman, Grade 2, Fourth Division, Engineering Design Section                                              | Works Supervisor, Fourth Division, Construction Section (No. 299)                                                                                                                                                                       | 2.5.74                                 |
| <b>DEPARTMENT OF LABOR AND IMMIGRATION</b>    |                                                                                                              |                                                                                                                                                                                                                                         |                                        |
| <b>QUEENSLAND</b>                             |                                                                                                              |                                                                                                                                                                                                                                         |                                        |
| F. M. Fitzgerald<br>62/57523M                 | Assistant Employment Office Manager, Grade 1 (Class 5), Third Division, DEO Pool Section, Brisbane (No. 145) | Training Officer, Grade 2 (Class 5), Third Division, Personnel and Training Section, Management Services Branch (No. 43)                                                                                                                | 25.10.73                               |
| R. N. Valentine<br>61/57147R                  | Assistant Employment Office Manager, Grade 1 (Class 5), Third Division, DEO Pool Section, Brisbane (No. 144) | Clerk (Class 5), Third Division, Personnel and Training Section, Management Services Branch (No. 75)                                                                                                                                    | 9.5.74                                 |
| <b>POSTMASTER-GENERAL'S DEPARTMENT</b>        |                                                                                                              |                                                                                                                                                                                                                                         |                                        |
| <b>CENTRAL OFFICE</b>                         |                                                                                                              |                                                                                                                                                                                                                                         |                                        |
| R. J. Mackin<br>59/58600X                     | Senior Technical Officer (Engineering), Grade 1, Fourth Division, Engineering Planning and Research Division | Senior Technical Officer (Engineering), Grade 1, Fourth Division, Engineering Planning and Research Division, Research Sub-division, Standards and Laboratory Engineering Branch, Design (Special Projects) Section, Melbourne (No. 60) | 4.4.74                                 |
| <b>NEW SOUTH WALES</b>                        |                                                                                                              |                                                                                                                                                                                                                                         |                                        |
| F. Brown<br>59/41169R                         | Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Parramatta                                 | Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Regional Operations Branch, Outer Sydney Section, Springwood                                                                                                          | 31.1.74                                |
| T. R. Yates<br>59/43195R                      | Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Penrith                                    | Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Regional Operations Branch, Outer Sydney Section, Katoomba                                                                                                            | 31.1.74                                |

| Name and personnel number                          | Transferred from                                                                             | Transferred to                                                                                                                                        | Date of notification of vacancy |
|----------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| G. R. Hudson<br>61/22514W                          | Assistant Inspector (Class 5), Third Division, unattached                                    | Clerk (Class 5), Third Division, Postal Services Division, Post Offices Branch, Branch Services Section, Sydney (No. 172)                             | 7.2.74                          |
| R. H. Flood<br>59/43939R                           | Telecommunications Technical Officer, Grade 2, Fourth Division, Engineering Division, Sydney | Telecommunications Technical Officer, Grade 2, Fourth Division, Engineering Division, Metropolitan Operations Branch, City Operations Section, Sydney | 28.2.74                         |
| J. P. Ryan<br>59/45139R                            | Lines Supervisor, Grade 2, Fourth Division, Engineering Division, Brewarrina                 | Lines Supervisor, Grade 2, Fourth Division, Engineering Division, Regional Operations Branch, Western Section, Cowra                                  | 28.2.74                         |
| R. J. McCann<br>60/22077P                          | Assistant Inspector (Class 5), Third Division, unattached                                    | Clerk (Class 5), Third Division, Postal Services Division, Post Offices Branch, Branch Services Section, Sydney (No. 138)                             | 18.4.74                         |
| A. R. Wilson<br>64/10886R                          | Clerk (Class 4), Third Division, Telecommunications Division, Kempsey                        | Clerk (Class 4), Third Division, Telecommunications Division, Administration Section, Office Services Subsection, Sydney (No. 67)                     | 23.5.74                         |
| R. D. Starr<br>62/24421T                           | Postal Clerk, Fourth Division, Narrabri (Emergency Relief)                                   | Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Gunnedah                                                                | 20.6.74                         |
| W. P. Bryson<br>59/37546E                          | Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Newcastle                  | Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Regional Operations Branch, Newcastle Section, Wickham                              | 27.6.74                         |
| <b>QUEENSLAND</b>                                  |                                                                                              |                                                                                                                                                       |                                 |
| J. P. Owens<br>73/62058A                           | Postal Officer, Grade 2, Fourth Division, Blackwater                                         | Postal Officer, Grade 2, Fourth Division, Postal Services Division, Post Offices Branch, G.P.O., Brisbane                                             | 27.6.74                         |
| L. J. Cherry<br>61/61613T                          | Postal Officer, Grade 2, Fourth Division, Toowoomba                                          | Mail Officer, Fourth Division, Postal Services Division, Post Offices Branch, Toowoomba                                                               | 27.6.74                         |
| M. T. O'Rourke<br>72/61224C                        | Postal Clerk, Third Division, unattached                                                     | Postal Clerk (Relief), Third Division, Postal Services Division, Post Offices Branch, G.P.O. Brisbane                                                 | 4.7.74                          |
| M. J. Dever<br>69/87201P                           | Technical Assistant, Grade 2, Fourth Division, Department of Health, New South Wales         | Drafting Assistant, Grade 2, Fourth Division, Engineering Division, Support Services Branch, Drafting Section, Brisbane (No. 1233)                    | 2.8.73                          |
| B. P. Anderson<br>59/20291W                        | Telecommunications Technical Officer, Grade 1, Fourth Division, Engineering Division         | Technical Officer (Engineering), Grade 1, Fourth Division, Engineering Division, Country Branch, Central Section, Rockhampton (No. 1185)              | 20.9.73                         |
| <b>NORTHERN TERRITORY</b>                          |                                                                                              |                                                                                                                                                       |                                 |
| L. D. Marsh<br>59/11064T                           | Senior Postal Clerk, Grade 3, Third Division, Alice Springs                                  | Postmaster, Grade 3, Third Division, Postal Services Division, Post Offices Branch, Woomera                                                           | 11.7.74                         |
| <b>DEPARTMENT OF REPATRIATION AND COMPENSATION</b> |                                                                                              |                                                                                                                                                       |                                 |
| <b>QUEENSLAND</b>                                  |                                                                                              |                                                                                                                                                       |                                 |
| K. I. Bogan<br>72/57089C                           | Clerical Assistant, Grade 2, Fourth Division                                                 | Clerical Assistant, Grade 2, Fourth Division, Pensions Section, Brisbane (No. 27)                                                                     | 30.5.74                         |
| <b>DEPARTMENT OF TRANSPORT</b>                     |                                                                                              |                                                                                                                                                       |                                 |
| <b>Air Transport Group</b>                         |                                                                                              |                                                                                                                                                       |                                 |
| <b>SOUTH AUSTRALIA/NORTHERN TERRITORY REGION</b>   |                                                                                              |                                                                                                                                                       |                                 |
| F. A. Fisher<br>58/29759M                          | Clerk (Class 8), Third Division, Department of Services and Property, Darwin                 | Superintendent (Class 7), Third Division, Executive Services Branch, Business and Property Section, Adelaide (No. 107)                                | 31.1.74                         |



## PROMOTIONS

### Corrigenda—provisional promotions

The undermentioned provisional promotions, **notified on the dates and page numbers indicated**, have been amended as follows:

#### DEPARTMENT OF ABORIGINAL AFFAIRS AUSTRALIAN CAPITAL TERRITORY

S. Scott, 23.5.74 (p. 65) Lapsed.  
D. W. Dickson, 23.5.74 (p. 65) Lapsed.  
C. L. De Silva, 4.7.74 (p. 62) Lapsed.

#### DEPARTMENT OF AGRICULTURE SOUTH AUSTRALIA/NORTHERN TERRITORY

N. R. C. Luscombe, 13.6.74 (p. 130) Lapsed.

#### DEPARTMENT OF CUSTOMS AND EXCISE NEW SOUTH WALES

C. B. Proud, 21.2.74 (p. 61) Lapsed.  
S. Y. Lee, 21.2.74 (p. 62) Lapsed.  
G. F. Crowe, 21.2.74 (p. 62) Lapsed.  
M. A. P. Morris, 2.5.74 (p. 66) Lapsed.  
D. J. Slaughter, 21.6.73 (p. 142) Lapsed.

#### DEPARTMENT OF DEFENCE

##### AUSTRALIAN CAPITAL TERRITORY

M. Popp, 29.8.74 (p. 83) Major sectionalisation should read Secretary's Office.

##### DEPARTMENT OF DEFENCE—AIR OFFICE

##### AUSTRALIAN CAPITAL TERRITORY

M. Unwin, 73/86420C, 15.8.74 (p. 58) Promotion withdrawn.

##### DEPARTMENT OF DEFENCE—ARMY OFFICE

##### AUSTRALIAN CAPITAL TERRITORY

R. R. King, 73/85043G, 13.6.74 (p. 92) Withdrawn.  
R. W. Groves, 69/87316C, 15.8.74 (p. 59) Should read vice P. J. McCulloch prov. prom. 15.8.74 (No. 23).  
D. J. Smith, 74/94023K, 22.8.74 (p. 72) Withdrawn.  
J. W. Horn, 1.8.74 (p. 59) Lapsed.

##### SOUTH AUSTRALIA

V. H. Crouch, 22.8.74 (p. 73) Personnel No. should read 71/66108P.

##### DEPARTMENT OF DEFENCE—NAVY OFFICE

##### VICTORIA

F. G. K. Nell, 22.8.74 (p. 58) Name should read F. G. K/Nell.

##### DEPARTMENT OF EDUCATION

##### NORTHERN TERRITORY

G. I. Donaghy, 22.8.74 (p. 77) Promoted from should read—Department of the Northern Territory.

##### DEPARTMENT OF HOUSING AND CONSTRUCTION

##### AUSTRALIAN CAPITAL TERRITORY

L. J. Bock, 8.8.74 (p. 63) Withdrawn.  
G. F. Hallaway, 22.8.74 (p. 80) Surname should read Holloway.

##### VICTORIA AND TASMANIA

R. W. Tonkin, 11.7.74 (p. 82) Lapsed.

#### DEPARTMENT OF LABOR AND IMMIGRATION

##### NEW SOUTH WALES

B. A. McCowan, 8.8.74 (p. 65) Lapsed.

##### VICTORIA

H. F. Ryan, 27.6.74 (p. 80) Withdrawn.  
I. W. Kitchell, 9.5.74 (p. 83) Lapsed.  
W. A. Zammit, 9.5.74 (p. 83) Lapsed.  
L. F. Murphy, 9.5.74 (p. 83) Lapsed.  
F. V. Kolosowski, 9.5.74 (p. 83) Lapsed.  
A. T. Stuckey, 9.5.74 (p. 84) Lapsed.

#### DEPARTMENT OF MANUFACTURING INDUSTRY

##### SOUTH AUSTRALIA

M. Napier, 60/88245C, 29.8.74 (p. 101) Lapsed.  
R. A. Winch, 70/67175T, 29.8.74 (p. 101) Lapsed.  
L. T. Bellchambers, 29.8.74 (p. 101) Lapsed.

#### DEPARTMENT OF MINERALS AND ENERGY

##### CENTRAL OFFICE

E. Petrusheveski, 29.8.74 (p. 102) Name should read Petrushevski.

#### DEPARTMENT OF THE NORTHERN TERRITORY

##### NORTHERN TERRITORY

G. D. Brown, 1.8.74 (p. 47) Confirmation withdrawn.

#### POSTMASTER-GENERAL'S DEPARTMENT

##### NEW SOUTH WALES

M. J. M. Kennedy, 14.3.74 (p. 60) Withdrawn lapsed.  
M. J. M. Kennedy, 18.7.74 (p. 57) Confirmation withdrawn.  
B. E. Foggin, 22.8.74 (p. 92) Personnel No. should read 72/23205M.

##### QUEENSLAND

J. G. Newman, 15.8.74 (p. 92) Position promoted from should read Postal Clerk (Relief) \$4747-5989, Third Division, Holland Park.

##### WESTERN AUSTRALIA

K. J. Goosh, 22.8.74 (p. 59) Confirmations—Surname should read Gooch in lieu of that notified.  
T. W. Cousins, 27.6.74 (p. 89) Lapsed.

##### TASMANIA

D. Jacoorra, 11.7.74 (p. 114) Promotion lapses.  
G. P. Sierbert, 1.8.74 (p. 97) Surname should read 'Siebert'.

#### DEPARTMENT OF THE PRIME MINISTER AND CABINET

##### The Office of the Public Service Board

##### CENTRAL OFFICE

S. A. Baxter, *Gazette* 71, 29.8.74 (p. 117) Position promoted from should read 'Clerk \$9022-9777 (Class 5)'.

#### DEPARTMENT OF SCIENCE

##### Bureau of Meteorology

##### VICTORIA

M. R. Stock, 29.8.74 (p. 122) Lapsed.

#### DEPARTMENT OF SERVICES AND PROPERTY

##### CENTRAL STAFF

J. Y. Goode, 8.8.74 (p. 90) Lapsed.  
C. T. Wyllie, 4.4.74 (p. 119) Lapsed.

**VICTORIA**

A. K. Unsworth, 22.8.74 (p. 110) Lapsed.  
K. R. Thornton, 22.8.74 (p. 110) Lapsed.

**DEPARTMENT OF SOCIAL SECURITY****CENTRAL OFFICE**

C. I. Buchanan, 30.5.74 (p. 128) Cancelled.

**DEPARTMENT OF THE SPECIAL MINISTER OF STATE****AUSTRALIAN CAPITAL TERRITORY**

V. C. Blackburn, 67/57282A, 15.8.74 (p. 112) Position promoted from should read Senior Research Officer, Grade 2 (Class 7) \$11039-11714, Third Division, Bureau of Statistics, Canberra.  
L. A. Summerfield, 73/86886G, 8.8.74 (p. 93) Major Sectionalisation should read Division No. 1 Honours Branch.

**Australian Archives****AUSTRALIAN CAPITAL TERRITORY**

B. Strangio 28.3.74 (p. 120) Lapsed.  
D. L. Carroll, 25.7.74 (p. 50) Confirmed promotion—Withdrawn, 30.5.74 (p. 130) Provisional promotion—Withdrawn.

**DEPARTMENT OF TRANSPORT****Air Transport Group****NEW SOUTH WALES REGION**

T. C. Matthews, 13.12.73 (p. 179) Lapsed.

**DEPARTMENT OF THE TREASURY****CENTRAL STAFF**

P. J. Lomax, 29.8.74 (p. 74) Lapsed.

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## Confirmation of provisional promotions

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The following provisional promotions, **notified on the dates indicated**, have been confirmed:

**DEPARTMENT OF ABORIGINAL AFFAIRS**

T. J. Krugiolkka, W. A. Langhorne, J. A. Roberts, 8.8.74.

**DEPARTMENT OF AGRICULTURE**

S. J. L. Lionnet, K. J. Wallis, 1.8.74; H. Smigielski, M. R. Hewitt, S. J. Ryan, D. A. Langham, 8.8.74.

**ATTORNEY-GENERAL'S DEPARTMENT**

P. D. Simons, J. D. Carpenter, P. N. Helson, S. A. Fallows, R. J. Warr, P. F. Stokes, R. J. Hill, 1.8.74; A. Thorpe, 24.4.74; B. T. G. Muir, P. F. Stubbs, 6.6.74; J. P. Harwood, S. A. Quirk, 25.7.74.

**DEPARTMENT OF THE CAPITAL TERRITORY**

J. C. Boulsover, 28.3.74; J. H. Cameron, N. G. Wood, 9.5.74; K. J. Free, G. P. Brough, H. L. Donovan, A. Arcidiacona, D. A. Dalton, 8.8.74.

**DEPARTMENT OF CUSTOMS AND EXCISE**

A. E. O'Connor, N. R. Eather, J. D. Colbert, K. A. Hagan, R. G. Clifton-Smith, T. Karas, P. D. Ricketts, J. F. Hale, 21.2.74; N. D. Anderson, 21.3.74; J. Crawford, 9.5.74; A. E. Webster, D. F. Hess, 16.5.74; H. Latner, J. S. Barclay, 6.6.74; J. R. Beaman, B. G. Hall, R. N. Green, E. Cunningham, 18.7.74; D. J. Pauly, 25.7.74; N. M. Fredrickson, 1.8.74.

**DEPARTMENT OF DEFENCE**

W. T. Church, 16.5.74; C. F. Atkinson, 13.6.74; A. R. Dobbyn, 25.7.74; B. J. O'Neill, E. A. Miles, G. J. Lynch, J. M. Rava, H. Dekker, R. J. Pond, P. A. Schaffer, R. C. McInness, G. O'Dea, J. M. Kulesz, G. K. Flannagan, 8.8.74.

**DEPARTMENT OF DEFENCE—AIR OFFICE**

J. A. Stanton, 6.6.74; W. R. Sharp, B. L. Lancaster, R. D. Slaughter, P. Micic, K. J. Brazier, A. B. Davidson, W. C. A. Smith, H. H. James, C. M. Osciak, S. M. Karick, L. M. Crossley, A. B. Johnston, S. T. Simmonds, 25.7.74; C. P. Ramsey, M. L. Dwyer, M. M. Vant, S. E. Hughes, S. E. Walker, A. A. Henderson, 1.8.74.

**DEPARTMENT OF DEFENCE—ARMY OFFICE**

C. A. Creig, 11.7.74; J. A. Waters, 18.7.74; I. M. Bluett, A. W. D'Arcy, 8.8.74.

**DEPARTMENT OF DEFENCE—NAVY OFFICE**

P. L. Cush, C. V. Haines, M. W. Rowe, R. G. Chapman, C. A. Hunt, M. D. McBay, M. L. Olsson, S. H. Mackay, K. M. J. Jones, A. D. Manton, P. H. Venning, K. K. Cooper, R. J. Farah, M. P. McConnell, J. D. Donohoe, S. L. Batiste, S. R. James, J. T. Bright, C. Bradney, P. K. Johnson, B. P. Wells, K. M. McLaughlin, G. L. Cockayne, M. Andrushko, J. M. Collins, M. J. Randell, L. A. Pothan, D. S. Nixon, P. W. Dean, D. J. Dignam, P. R. Foster, A. W. Venness, R. J. Russell, S. A. Cosgrove, G. R. Stirling, E. M. Baker, P. L. Jacobs, H. Peleschak, J. M. Hodgson, B. P. O'Connell, P. G. Faithfull, N. K. Milliken, R. D. Clarey, P. J. McMahon, H. Harvey, H. J. Bryant, J. Manuel, C. Wilson, M. J. Harris, E. A. Fredman, T. Livvos, C. O'Toole, A. G. O'Brien, D. J. Alecci, P. A. Gibbons, D. A. Boxall, C. E. Birks, V. Comino, J. L. Robertson, D. J. Wardle, 14.3.74.

**DEPARTMENT OF EDUCATION**

T. J. Mullarvey, 18.7.74; G. E. Cockrane, L. M. Jones, G. Johnson, M. T. Hickey, P. Sweeney, P. C. Mitchell, 8.8.74.

**Office of the Australian Universities Commission**

L. F. Hennessy, R. H. Arthur, 6.6.74.

**DEPARTMENT OF FOREIGN AFFAIRS**

B. Tier, M. P. Boling, R. J. Wood, M. A. Brown, H. A. Saxinger, R. E. Malam, P. M. Williams, J. A. Gardner, T. J. Spring, H. V. Campbell, A. J. Hodges, M. F. McNamara, P. A. Vale, A. Valtas, E. Costa, J. M. Rutherford, 1.11.73; T. D. Fahey, 18.7.74; C. J. Murphy, P. M. Jones, E. R. Gleeson, M. E. Pritchard, P. McEwan, N. Collins, H. W. Carder, P. T. Lejsek, B. L. Kurtz, G. G. Kirkham, W. J. King, F. A. Scott, S. M. Salter, G. E. Thomas, B. C. Rowe, D. H. Greet, 8.8.74.

**DEPARTMENT OF HEALTH**

L. Sybaczynskyj, 18.4.74; E. E. Muller, 16.5.74; E. G. Maculan, 30.5.74; D. W. Blackburn, 13.6.74; C. J. Bailey, 27.6.74; D. G. Brandl, G. Elliott, 18.7.74; K. G. Wither, C. A. Friend, 25.7.74; A. R. Greville, A. L. Doobov, 1.8.74; J. Berzins, E. B. Diaz, D. Clark, 8.8.74.

**DEPARTMENT OF HOUSING AND CONSTRUCTION**

R. Jez, 7.3.74; N. S. J. A. Caruana, 21.3.74; B. L. Irvine, 9.5.74; T. J. Woods, 16.5.74; F. V. Rennie, B. J. Davis, 23.5.74; A. W. Varnam, 30.5.74; C. J.

McGrath, 4.7.74; C. McWhae, L. Fenton, W. B. Gilbert, L. Noicos, G. A. Norris, 25.7.74; D. A. Scandrett, A. Gajewicz, W. C. Goulding, S. J. McIntosh, 1.8.74.

#### **DEPARTMENT OF LABOR AND IMMIGRATION**

D. M. Mitchell, D. J. Griffin, D. B. Pitman, D. L. Holmes, J. C. Busietta, P. J. McNamara, P. E. Driscoll, R. R. Hunter, C. D. Stevens, G. D. Millen, T. Walsh, G. P. Rogan, D. P. Bowen, R. J. Duddington, J. H. J. Pittman, B. J. Thompson, 21.3.74; D. J. McDonald, A. G. McDowall, 11.4.74; B. P. Mulcair, 24.4.74; D. A. Aiken, A. J. N. Griffiths, J. F. Caffery, M. Kenny, 4.7.74; J. T. Howard, A. R. Clarke, 25.7.74; Y. I. Darby, K. Harrington, M. Shaw, 1.8.74.

#### **DEPARTMENT OF MANUFACTURING INDUSTRY**

J. A. W. Strath, D. J. Rock, 4.7.74; K. W. James, J. I. Whitaker, M. E. Schulz, 18.7.74; B. W. Needham, P. P. Moritz, F. A. Gathercole, L. P. Erm, B. Milic-Zumberski, A. M. Davis, F. M. W. Nolan, D. A. Dosser, P. S. Mahon, J. H. Johnson, B. J. Barnes, E. G. Drury, M. S. Knowles, R. Monaghan, J. C. Partlett, B. W. Reid, J. E. Reilly, P. J. Baulch, J. R. L. Bick, 25.7.74; G. Helliwell, D. F. Lynch, A. J. Tovey, S. W. Robinson, 1.8.74; I. D. Batty, R. E. Hammond, 8.8.74.

#### **DEPARTMENT OF THE MEDIA**

##### **Information Division, Australian Government Publishing Service**

W. A. Mchegan, 1.8.74.

#### **DEPARTMENT OF MINERALS AND ENERGY**

M. R. Thornhill, 1.8.74; L. J. Thwaites, J. T. Larkin, 8.8.74.

#### **DEPARTMENT OF THE NORTHERN TERRITORY**

B. Bastable, P. M. Compton, G. M. Doyle, L. V. Eaves, W. Groothengel, W. J. Higgins, C. M. Masters, R. S. McLean, A. R. McClure, I. C. Radcliffe, G. M. Read, E. J. Sarna, G. B. Sedunary, I. E. Smith, H. W. Stevens, B. E. Thomas, P. T. Wooles, A. F. Wright, 1.8.74.

#### **DEPARTMENT OF OVERSEAS TRADE**

W. B. Adomeit, A. R. Cachia, D. M. Alfreds, C. I. Godwin, 8.8.74.

#### **POSTMASTER-GENERAL'S DEPARTMENT**

P. S. Collopy, 13.9.73; D. A. Robins, 20.9.73; A. I. Devellerez, S. R. Hawkes, J. E. Ford, P. T. Malden, P. Rushton, G. R. Bancroft, D. J. Parriss, M. C. Clare, D. J. Tuffin, 11.10.73; W. H. J. Barry, 29.11.73; A. N. Dickson, 14.2.74; R. D. Brooks, 21.2.74; N. R. Eason, J. F. Freeman, 28.2.74; B. C. Hastie, 7.3.74; B. D. Wearmouth, 21.3.74; B. J. McKay, 24.4.74; A. K. Smith, T. K. McGinty, K. A. Bolsover, B. R. Robertson, 2.5.74; P. H. Gamble, R. G. Russell, 16.5.74; K. W. McCulloch, W. Cieslak, 23.5.74; W. A. Mulrenan, A. T. Waldron, 6.6.74; P. D. Cullen, R. Smylie, R. C. Lambie, 13.6.74; R. J. Skipper, 4. 7. 74; J. D. Stockbridge, R. F. Christensen, A. G. Smith, D. F. Scott, M. R. Davey, I. F. Wallace, P. F. Chesher, P. E. Cotterell, G. E. Jarvis, D. J. Reid, K. M. Saunderson, N. R. Scott, J. Harris, E. McCrossan, G. T. Browne, J. V. Strickland, C. A. Wood, R. W. Porter, E. J. Smith, J. C. Dawson, S. E. Flanagan, R. G. Ward, M. J. Pomerence, P. E. Patterson, H. C. Dash, A. J. Apelt, J. A. Scotney,

P. M. Bourke, P. J. Antcliff, C. A. Armitage, K. A. Stewart, 18.7.74; R. J. Seal, J. P. Tyrrell, M. J. Kennedy, D. Alaimo, J. W. Griffith, P. J. King, M. E. Blanch, J. Dillon, L. S. Kelly, D. R. Schultz, B. E. W. Black, R. G. Donne, L. A. Cantlon, B. J. Crawford, R. A. Dawson, A. F. Jeliff, M. J. Keane, H. B. Dickson, A. G. Bellis, R. E. Hedt, G. J. Minahan, G. S. Pollock, B. M. Mason, J. J. Smith, S. L. Holt, K. F. Earle, J. T. Jamieson, S. J. Byrne, G. W. Boyle, G. Perrott, M. E. Eyre, V. Nelson, S. M. Straube, S. M. Higgins, R. S. Morgan, S. A. Norman, I. C. Barford, A. A. MacAllister, J. Rowland, P. T. Bridgen, P. F. R. Cheers, R. Jones, F. W. Towers, D. A. Smith, J. J. Bowler, G. F. Vodiciar, A. C. Roberts, G. J. Holmes, H. B. Kettle, L. E. Page, K. J. Meinecke, G. M. Maunder, M. J. Sharpe, A. R. Darby, G. J. Elliott, C. R. Phillips, H. Nielsen, R. A. Weller, R. T. Meadows, R. Haynes, S. J. Vaughan, E. B. Bicknell, C. Kennedy, A. T. Weaver, C. A. McQuire, I. Quanchie, C. L. McClelland, M. A. Fallon, S. J. Glanville, P. J. B. Lock, P. J. Quinn, P. J. Ingram, L. D. G. E. Betsy, G. A. Law, J. A. Sutton, M. C. Dibben, J. L. Martin, S. C. Wheeler, D. A. Gillies, R. J. Someniuk, B. A. Butler, N. J. Smith, D. M. Stephens, S. M. Sandow, B. L. Wynne-Williams, K. F. Murphy, A. R. J. Legierski, D. N. Wyman, K. J. Barclay, D. K. Gregg, K. Anderson, D. A. Challen, 25.7.74; J. K. Davey, A. M. Ashton, K. J. McCarthy, I. D. Behrndt, R. R. Cass, E. J. Frahn, J. M. Law, F. Marr, J. Monaghan, D. M. Woodland, G. I. Huddy, A. J. Disley, C. L. Semmens, R. G. Bell, H. R. Marshall, M. S. Tucker, A. R. Smith, A. F. Sim, B. Gray, K. Puckett, M. N. Sprod, D. J. Booth, M. R. Chugg, R. P. Hill, C. E. Ley, M. A. Patterson, M. Shearing, G. P. Siebert, D. P. Salter, 1.8.74.

#### **DEPARTMENT OF THE PRIME MINISTER AND CABINET**

##### **The Office of the Public Service Board**

W. J. McMahon, 30.5.74; F. P. Campbell, N. R. Ellis, G. D. Wyndam, M. H. Bowen, R. L. Gates, G. J. Angelides, 8.8.74.

##### **Office of the Industries Assistance Commission**

A. D. Mikkelsen, 8.8.74.

##### **Auditor-General's Office**

D. M. O'Donoghue, G. G. Burns, J. W. Ryan, 30.5.74.

#### **DEPARTMENT OF REPATRIATION AND COMPENSATION**

J. F. J. Vassallo, 2.5.74; H. J. Shuttleworth, 16.5.74; P. A. Vine, 23.5.74; D. R. G. Mayhew, 30.5.74; J. R. Shreeve, 20.6.74; C. J. Williams, J. F. Memery, S. E. McKenzie, 18.7.74; J. W. Weeks, S. Marshall, K. Hanssen, 25.7.74; M. T. Burt, J. J. Bedlington, 1.8.74.

#### **DEPARTMENT OF SCIENCE**

K. M. Kruger, 21.3.74; S. Morgan, H. C. Abt, D. Sumner, 18.7.74; D. K. Stafford, P. R. T. O'Connor, 25.7.74; R. E. Poole, 1.8.74.

##### **Bureau of Meteorology**

D. L. Brown, 4.4.74; L. A. Ostler, 6.6.74; A. A. Cowie, 18.7.74.

#### **DEPARTMENT OF SERVICES AND PROPERTY**

C. W. Morris, K. E. Watkinson, 2.5.74; P. A. Spehr, 8.8.74.

##### **Australian Electoral Office**

K. C. Hodgins, 25.7.74; A. E. Tate, 1.8.74.

**DEPARTMENT OF SOCIAL SECURITY**

J. M. Bite, 16.5.74; J. W. Harrison, M. D. Kelly, 30.5.74; P. D. Schmelzkopf, P. K. Ely, L. J. McInerney, 4.7.74; D. Hill, P. Wotherspoon, R. C. Gilmour, 11.7.74; J. R. Iffland, C. A. Best, R. A. Andrews, A. J. Mollison, J. B. Johnson, J. M. Chapman, J. E. Shannon, B. Murphy, P. J. Tencate, S. J. Struthers, 25.7.74; T. Field, D. N. Limbrick, 1.8.74; D. Wilson, S. D. Spooner, G. Kennedy, J. A. Nugent, P. M. Cain, 8.8.74.

**DEPARTMENT OF THE SPECIAL MINISTER OF STATE**

E. A. Pearmain, 7.3.74.

**Australian Archives**

B. J. Hodgson, 1.8.74.

**DEPARTMENT OF TRANSPORT****Air Transport Group**

R. W. Eicke, J. C. Else, H. J. Grieveson, M. McCarthy, D. L. Prossor, R. J. Sibbison, 10.1.74; C. J. Hawker, 17.1.74; E. T. Walsh, 2.5.74; D. Baker, R. E. Hannan, J. Lewis, 25.7.74.

**Surface Transport Group**

B. Ellis, 30.5.74; G. A. Sinclair, 6.6.74; S. J. Morson, 4.7.74; V. A. Simiota, A. R. McKenna, T. R. L. Thoresen, 25.7.74; G. Mills, 25.7.74; L. R. Davies, J. V. Deslanders, W. M. Donohue, I. S. Smith, L. M. Smith, 1.8.74.

**DEPARTMENT OF THE TREASURY**

W. Palmer, J. W. Maher, M. P. DeDobbelaar, P. F. Weekes, L. R. Fritsch, 25.7.74; W. E. R. Carter, 1.8.74; M. E. Magassy, W. A. Knight, 1.8.74; J. J. Finn, J. W. Hartwell, R. E. Murray, D. E. Russell, S. J. Lukeman, K. P. Howman, 8.8.74.

**Australian Bureau of Statistics**

G. H. Denholm, 16.5.74; J. F. Burke, 23.5.74; L. Esmonde-Morgan, 6.6.74; P. D. Wilkins, 20.6.74; G. F. Webster, 27.6.74; N. E. Burke, 4.7.74; J. E. Needham, 25.7.74; D. J. Hourigan, M. P. Lovelock, 1.8.74; H. C. White, G. R. Greenhalgh, D. L. Ball, L. C. Petterson, A. M. Budnik, M. H. Bieber, C. W. Moulton, M. A. Derwent, J. J. Stacey, L. P. Scouler, G. W. Bray, G. A. Oxford, N. F. T. Lott, D. R. Mannes, P. J. Hay, R. Tyas, C. M. Murphy, D. H. Ward, T. P. Bambery, D. A. Cox, B. W. Dawes, P. L. Addison, A. J. Maddern, R. D. Manson, R. J. Sendt, P. R. Jones, G. A. Ivanoff, R. V. King, D. P. Farrell, M. E. Daly, L. S. Gaweda, P. A. Lameks, J. S. Bryan, 1.8.74; A. G. Booth, P. R. Kowaltzke, P. J. McCulloch, B. C. Hall, N. L. Humphrey, P. F. Thomas, E. P. Vaughan, J. A. Macgregor, B. Knott, B. R. Bacon, M. J. Da Silva, P. H. Chan, M. E. Smith, D. J. Williams, 8.8.74.

C. R. Groves, 24.4.74; L. M. Goff, 9.5.74; R. A. Doherty, 16.5.74; J. Sciberras, 30.5.74; D. Stubbs, S. C. Dixon, 13.6.74; M. C. Maddox, P. J. Bryan, S. Brame, B. J. Dixon, 4.7.74; M. A. Stirling, 11.7.74; E. T. Bankowski, 18.7.74; J. Cruise, 25.7.74; D. Delaney, 1.8.74.

2. Promoted the undermentioned officers as shown:

**DEPARTMENT OF DEFENCE—NAVY OFFICE****NEW SOUTH WALES**

W. G. Costello, 73/12832P, Clerk \$2713-5594 (Class 1), Third Division, as Clerk \$5806-6666 (Class 2/3), Third Division, Supply Division, Machinery and Spares Branch, Randwick (SMSO 44), with effect from 14.3.74.

**DEPARTMENT OF LABOR AND IMMIGRATION  
VICTORIA**

P. A. Street, 65/36845W, Clerk \$6912-7652 (Class 4), Third Division, Australian Taxation Office, Victoria, as Inspector \$7899-8639 (Class 5), Third Division, Industrial Relations Branch, Arbitration Inspectorate, Melbourne (No. 40), with effect from 24.4.74.

**DEPARTMENT OF MANUFACTURING  
INDUSTRY****SOUTH AUSTRALIA**

R. Munn, 70/66065R, Typist, Grade 1 \$2220-4801, Fourth Division, as Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Regional Office, Security Branch, Salisbury (No. 19), with effect from 4.7.74.

**POSTMASTER-GENERAL'S DEPARTMENT  
VICTORIA**

C. L. Grinter, 59/58258G, Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Fourth Division, as Senior Technical Officer (Engineering), Grade 3 \$10227-10522, Fourth Division, Engineering Works Division, Network Performance and Operations Branch, Telephone Switching Equipment Operations Section, Melbourne (No. 40), with effect from 16.5.74.

**WESTERN AUSTRALIA**

N. M. Caudle, 72/78353W, Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, as Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, District Telephone Office, Country Region, Telecommunications Division, Bunbury, with effect from 13.6.74.

**DEPARTMENT OF SOCIAL SECURITY****VICTORIA**

J. Trantino, 66/39936C, Data Processing Operator, Grade 2 \$5165, Fourth Division, as Data Processing Operator, Grade 3 \$5487, Fourth Division, Management Branch, Operations Section, Melbourne (No. 95), with effect from 9.5.74.

**DEPARTMENT OF THE SPECIAL MINISTER OF STATE****AUSTRALIAN CAPITAL TERRITORY**

V. M. Price, 70/13026R, Clerk \$2713-5594 (Class 1), Third Division, Department of Defence (Air Office) New South Wales, as Clerk \$5806-6666 (Class 2/3), Third Division, Ministerial and Management Services Branch, Canberra (No. 269), with effect from 28.3.74.

K. F. FAUL

Acting Secretary  
Public Service Board

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**Promotions—Section 50 (9)**

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**Public Service Act 1922-1973**

The Public Service Board has:

1. Cancelled the provisional promotions as in *Gazettes* indicated: A. K. C. Stevens, 17.1.74; B. J. Schultz, 14.3.74; R. W. Coventry, 28.3.74; B. A. McGrath,

## Provisional promotions

The following promotions are provisional and are subject to appeal by officers to the Public Service Board, and where consequent upon another provisional promotion, are dependent upon the latter being confirmed. The date of promotion is the date of this *Gazette*, except where otherwise specifically indicated. Where an officer desires to appeal against two or more provisional promotions, a separate appeal should be lodged for each one, except where the provisional promotions have been notified in the one *Gazette* and the positions are of the same designation and classification, located in the same State, Department and Branch, when one statement listing the promotees appealed against will be accepted.

### WHERE TO LODGE APPEALS

Appeals should be lodged either by letter or telegram so as to be received in the office of the appropriate officer by the close of business on the twenty-first day after the day of this notification. For this purpose the appropriate officer is—if the provisional promotion is made to an office physically located in:

- (a) a State, the Public Service Inspector in that State;
- (b) the Australian Capital Territory, the Chairman, Promotions Appeal Committee, 12th Floor, National Mutual Centre, Darwin Place, Canberra City 2601;
- (c) the Northern Territory, the Public Service Inspector, Darwin;
- (d) Norfolk Island, the Public Service Inspector, Sydney;
- (e) Papua New Guinea, The Principal Executive Officer, Australian Staffing Assistance Group, Australian Office, Port Moresby, P.N.G.;
- (f) the Territory of Cocos (Keeling) Islands, the Public Service Inspector, Perth;
- (g) any other place outside Australia, the Chairman, Promotions Appeal Committee, 12th Floor, National Mutual Centre, Darwin Place, Canberra City 2601.

*Note:* The addresses of Public Service Inspectors are included in the Index of Addresses at the end of the 'Notification of Vacancies' section of this *Gazette*.

Appeals not lodged with the appropriate officer within the prescribed period will not be accepted. Whenever circumstances which would delay the delivery of appeals, such as postal delays, are apparent from the media, it is expected that officers will arrange for the delivery of their appeals by hand or by telegram if it appears that postal services may not deliver an appeal by the due date.

### GROUND OF APPEAL

The ground of appeal are:

- (i) (a) superior efficiency; or (b) equal efficiency combined with seniority.
- (ii) That the appellant is senior to the officer provisionally promoted and is efficient, where promotion is made to one of these positions, Assistant, Grade 1; Assistant, Grade 2; Clerical Assistant, Grade 1; Hospital Assistant, Grade 2; Labourer; Lift Attendant; Lineman, Grade 2; Mail Officer; Orderly, Grade 1; Postal Officer, Grade 1; Postman; Quarantine Assistant, Grade 1; Storeman; Stores Assistant, Telephonist.

### FORM OF APPEAL

There is no standard form of appeal. However, the appeal must show:

Date of *Gazette*  
Name of provisional promotee  
Department in which promotion made  
Ground of appeal

The following particulars of the appellant should appear at the foot of the appeal:

Full name (block letters).....  
Date of birth.....  
Designation and salary scale of permanent position...  
Office or branch.....  
Department.....  
Seniority date or number.....

An appeal is acknowledged and the officer is invited to submit a supporting statement in triplicate which should contain:

Ref. No.....  
Full name.....  
Date of birth.....  
Date of permanent appointment.....  
Educational qualifications (in detail).....  
Statement of service.....  
Experience.....  
Summary of claims.....

### DUAL STATUS POSITIONS CREATED IN THE FOURTH DIVISION

The positions listed below are created in the Fourth Division, but become Third Division positions when occupied by an officer of that Division, and revert to the Fourth Division when vacant. A full listing of all positions is to be found in Public Service (Salaries) Regulations 8.

For purpose of appeals against provisional promotions and 'temporary transfers' to these positions, seniority of Third Division officers, shall be determined in accordance with General Order 4/A/3, i.e., according to the earliest seniority date held by the officer whether in the Fourth or Third Division.

All positions in Technical Officer, Technical Cataloguer and Technical Assistant structures and Trainee Technical Officer positions.

All positions in the Draftsman, Drafting Assistant and Illustrator structures and Trainee Draftsman positions.

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**

| <i>Name and personnel number (also seniority reference if Regulation 109G applies)</i> | <i>Promoted from</i> | <i>Promoted to</i> |
|----------------------------------------------------------------------------------------|----------------------|--------------------|
|----------------------------------------------------------------------------------------|----------------------|--------------------|

**DEPARTMENT OF AGRICULTURE**

**CENTRAL OFFICE**

**Management Services Branch**

|                        |                                                                                                               |                                                                                                                                                                              |
|------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| J. Lenson<br>241-79615 | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, Department of the<br>Capital Territory, Canberra | Clerical Assistant, Grade 4 \$6471-6765,<br>Fourth Division, Finance and General<br>Services Section, General Services Sub-<br>section, Registry Unit, Canberra (No.<br>823) |
|------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Former Papers Officer. Examine follow-up correspondence prior to attachment and where necessary refer for further indexing, re-titling, etc. Attach correspondence and direct files to action officer.

**Industry No. 2 (Dairy Products) Division, Marketing and Stabilisation Branch**

|                           |                                                                                          |                                                                                                                                             |
|---------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| B. R. Duffin<br>219-21140 | Senior Research Officer, Grade 2<br>\$11039-11714 (Class 7), Third Division,<br>Canberra | Executive Officer \$12218-12721 (Class<br>8), Third Division, Dairy Section,<br>Canberra, vice R. Belcher, prov. prom.<br>29.8.74 (No. 988) |
|---------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Prepare reports and submissions and make recommendations, concerning aspects of the marketing and stabilisation arrangements for the Australian Dairy Industry. Assist in the preparation of briefing material for international trade negotiations and international conferences. Attend inter-Departmental and industry conferences as required.

*Qualifications:* Analytical ability and experience in the preparation of reports and submissions, and knowledge of the dairy industry desirable. Academic qualifications to be stated.

Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)

Promoted from

Promoted to

## BUREAU OF AGRICULTURAL ECONOMICS

### Technical and Administrative Services Branch

|                            |                                                         |                                                                                                                                        |
|----------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| H. Le Lacheur<br>236-23526 | Clerk \$10029-10704 (Class 6), Third Division, Canberra | Clerk \$12218-12721 (Class 8), Third Division, Planning and Services Section, Publications Management Sub-section, Canberra (No. 2635) |
|----------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Editor of all publications issued by the Bureau. Provide advice to research staff on the preparation and presentation of manuscripts and other material for publication. Develop and maintain editorial policy.

*Qualifications:* Previous editorial and publishing experience together with an ability to direct editorial staff desirable. Academic qualifications to be stated.

|                            |                                                                                            |                                                                            |
|----------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| E. P. Dundas<br>242-05983  | Clerk \$3346-6671 (Class 1), Third Division, Department of Social Security, Hobart         | Assistant Research Officer \$5795-7764, Third Division, Canberra (No. 683) |
| P. G. Hickman<br>242-16439 | Clerk \$3346-6671 (Class 1), Third Division, Department of Services and Property, Canberra | Assistant Research Officer \$5795-7764, Third Division, Canberra (No. 685) |

*Duties above two positions:* Assist in the collection and analysis of information in the field of agricultural economics.

*Qualifications above two positions:* Partial completion of an appropriate university degree and relevant experience desirable.

## FORESTRY AND TIMBER BUREAU

|                           |                                                                    |                                                                                                                                                     |
|---------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| E. A. Atkins<br>73/87349K | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Canberra | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Administrative Section, General Services Sub-section, Registry Group, Canberra (No. 3239) |
|---------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Subject Indexer. Determine and post entry to the subject and name index as directed. Undertake additional indexing as necessary and recommend amendments to the authorised list of indexable headings.

*Qualifications:* Ability to precis and quickly analyse the subject content of correspondence desirable.

## ATTORNEY-GENERAL'S DEPARTMENT

### AUSTRALIAN CAPITAL TERRITORY

### OFFICE OF THE COMMISSIONER OF TRADE PRACTICES

#### Policy and Planning Branch

|                              |                                                      |                                                                  |
|------------------------------|------------------------------------------------------|------------------------------------------------------------------|
| W. J. Forrestal<br>58/33194G | Clerk \$11039-11714 (Class 7), Third Division, Perth | Project Officer \$12218-12721 (Class 8), Third Division (No. 50) |
|------------------------------|------------------------------------------------------|------------------------------------------------------------------|

*Duties:* Assist with reviews of progression and procedures for dealing with restrictive trade practices; undertake research into restrictive trade practices and related matters.

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

#### Supreme Court Branch

|                            |                                                                                           |                                                                  |
|----------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| E. J. Shannon<br>72/86739M | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Department of Science, Canberra | Clerk \$6887-7764, (Class 2/3), Third Division, Canberra (No. 7) |
|----------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------|

*Duties:* Receive all documents, assess fees, receive trust account moneys and issue receipts. Check documents for compliance with Supreme Court Rules.

*Qualifications:* A knowledge of the fees payable and relevant provisions of the legislation desirable.

#### Lower Courts Branch

|                            |                                                                                            |                                                                                    |
|----------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| G. J. Gosling<br>74/87084C | Clerk \$3346-6671 (Class 1), Third Division, Department of the Capital Territory, Canberra | Clerk \$6887-7764 (Class 2/3), Third Division, Criminal Section, Canberra (No. 27) |
|----------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|

*Duties:* Prepare court files for use in proceedings in criminal jurisdiction of the Court of Petty Sessions and Children's Court and prepare Criminal Court List. Carry out routine after court action including preparing of ex parte advices and the carrying over of adjourned matters to new hearing dates.

|                           |                                                          |                                                                                                  |
|---------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| J. E. Suitor<br>74/85519A | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Maintenance Section, Canberra (No. 61) |
|---------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------|

*Duties:* Maintain Maintenance Register and Index, receive maintenance payments and issue receipts. Pay moneys received to the Collector of Public Moneys daily. Assist Deputy Collector of Maintenance as required.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

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

|                          |                                              |                                                                                                  |
|--------------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------|
| N. A. Horne<br>74/87482E | Typist, Grade 1 \$2638-5636, Fourth Division | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Magistrates Section, Canberra (No. 87) |
|--------------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------|

*Duties:* Maintain Liaison with Coroner, police and legal profession re coronial enquiries, set down hearings, as directed, process findings and prepare summonses and movement requisitions for witnesses, initiate action for payment of doctors' expenses; raise index and maintain Coroner's files, maintain indexes and statistics on sudden deaths and fires reported. Provide typing services for Magistrates.

*Qualifications:* Typing qualifications desirable.

#### QUEENSLAND

#### OFFICE OF THE COMMISSIONER OF TRADE PRACTICES

##### Registration, Information and State Offices Branch

|                         |                                                                                      |                                                                             |
|-------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| J. M. Lish<br>72/57576C | Typist, Grade 2 \$5791-6441, Fourth Division, Department of Overseas Trade, Brisbane | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Brisbane (No. 76) |
|-------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|

*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 are desirable.

#### DEPARTMENT OF THE CAPITAL TERRITORY

#### AUSTRALIAN CAPITAL TERRITORY

##### Finance and Supply Branch

|                         |                                             |                                                                                           |
|-------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------|
| P. Freeman<br>69/85626P | Clerk \$9022-9777 (Class 5), Third Division | Clerk \$10029-10704 (Class 6), Third Division, Expenditure and Costing Section (No. 1322) |
|-------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------|

*Duties:* O.I.C. Forestry Trust Account. Prepare, analyse and report on financial operations. Supervise and direct activities of staff engaged on the Trust Account ledgers; Authorising and Certifying Officer for A.C.T. Forestry Trust Account and allied appropriation ledgers.

*Qualifications:* Progress in Accountancy studies and/or knowledge of Trust Account procedures.

##### City Manager's Office, City Services Branch

|                            |                                             |                                                                           |
|----------------------------|---------------------------------------------|---------------------------------------------------------------------------|
| R. A. Collier<br>66/86319G | Clerk \$9022-9777 (Class 5), Third Division | Clerk \$11039-11714 (Class 7), Third Division, Building Section (No. 144) |
|----------------------------|---------------------------------------------|---------------------------------------------------------------------------|

*Duties:* Direct and control the administrative and support activities of the Building Section. Control, co-ordinate and review the Section's work programme including budgetary aspects.

*Qualifications:* Sound administrative, supervisory and report writing background and experience.

|                            |                                             |                                                                                                                   |
|----------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| J. Lourandous<br>67/87029P | Clerk \$8015-8770 (Class 4), Third Division | Clerk \$9022-9777 (Class 5), Third Division, Building Section, vice. R. A. Collier, prov. prom. 5.9.74 (No. 1728) |
|----------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------|

*Duties:* At the direction of the Executive Assistant, undertake specific investigations and projects relating to the Section's activities. Prepare, co-ordinate and review financial and establishment estimates, workload and manpower statistics and maintain associated records.

*Qualifications:* Experience in preparation of estimates, statistical analysis and report writing.

|                          |                                                          |                                                                            |
|--------------------------|----------------------------------------------------------|----------------------------------------------------------------------------|
| E. McDonell<br>69/88022A | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division | Clerk \$6887-7764 (Class 2/3), Third Division, Building Section (No. 1351) |
|--------------------------|----------------------------------------------------------|----------------------------------------------------------------------------|

*Duties:* Attend to inquiries and requests for searches, copies of plans, specifications and other documents. Prepare correspondence arising out of requests for searches.

|                              |                                                |                                                                                                 |
|------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------|
| C. B. Southwell<br>69/87924E | Housing Inspector \$7764-8274, Fourth Division | Technical Officer (Buildings), Grade 1 \$7052-8694, Fourth Division, Building Section (No. 170) |
|------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------|

*Duties:* Carry out preliminary check of plans, of 'B', 'C' and 'D' class buildings, lodged for approval. Direct plans to the appropriate branch officers and other approving authorities. Interview builders and members of the public in connection with the examination of plans and specifications.

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

##### Recreation and Tourism Branch

|                          |                                                          |                                                                             |
|--------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------|
| C. R. Jones<br>74/85843W | Clerical Assistant, Grade 1 \$4961-5349, Fourth Division | Clerk \$6887-7764 (Class 2/3), Third Division, Recreation Section (No. 100) |
|--------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------|

*Duties:* Oversight the operations and supervise staff of public halls and Canberra Olympic Pool. Approve hire of halls.

**Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)**

**Promoted from**

**Promoted to**

**Transport Branch**

|                           |                                             |                                                                           |
|---------------------------|---------------------------------------------|---------------------------------------------------------------------------|
| P. L. Harris<br>71/88161X | Clerk \$9022-9777 (Class 5), Third Division | Clerk \$10029-10704 (Class 6), Third Division, Projects Section (No. 865) |
|---------------------------|---------------------------------------------|---------------------------------------------------------------------------|

*Duties:* Undertake research and investigations into long term projects associated with traffic and allied activities of the Section and in particular traffic administration policy and legislation aspects.

**DEPARTMENT OF CUSTOMS AND EXCISE**

**CENTRAL OFFICE**

**Management Services Division, Automatic Data Processing Branch**

|                           |                                                                                               |                                                                                                 |
|---------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| F. J. Gordon<br>71/85622M | Programming Assistant \$8015-8770 (Grade 3), Third Division, Bureau of Agricultural Economics | Assistant Programmer \$9022-9777 (Class 5), Third Division, Technical Support Section (No. 308) |
|---------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|

*Duties:* Maintain line service routines and communication drivers for real-time systems.

|                         |                                                         |                                                                                                       |
|-------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| A. J. Keys<br>73/85801T | Computer Operator, Grade 2 \$6977-7281, Fourth Division | Senior Computer Operator, Grade 2 \$8132-8402, Fourth Division, Computer Operations Section (No. 347) |
|-------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------|

|                           |                                                         |                                                                                                       |
|---------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| L. C. Bourke<br>68/57859G | Computer Operator, Grade 2 \$6977-7281, Fourth Division | Senior Computer Operator, Grade 2 \$8132-8402, Fourth Division, Computer Operations Section (No. 348) |
|---------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------|

*Duties above two positions:* Operate the system console and control panel of an I.C.L. 4/72 computer.

*Note:* Shift work involved.

|                            |                                                                                |                                                                                                |
|----------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| K. P. Hancock<br>70/87741M | Computer Operator, Grade 1 \$6373-6677, Fourth Division, Department of Defence | Computer Operator, Grade 2 \$6977-7281, Fourth Division, Computer Operations Section (No. 357) |
|----------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|

|                            |                                                          |                                                                                                |
|----------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------|
| R. M. Fristad<br>70/85827M | Computer Operator, Grade 1, \$6373-6677, Fourth Division | Computer Operator, Grade 2 \$6977-7281, Fourth Division, Computer Operations Section (No. 362) |
|----------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------|

|                            |                                                         |                                                                                                |
|----------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------|
| S. P. Kendall<br>71/86081E | Computer Operator, Grade 1 \$6373-6677, Fourth Division | Computer Operator, Grade 2 \$6977-7281, Fourth Division, Computer Operations Section (No. 363) |
|----------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------|

|                            |                                                         |                                                                                                |
|----------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------|
| S. J. Edwards<br>73/86553W | Computer Operator, Grade 1 \$6373-6677, Fourth Division | Computer Operator, Grade 2 \$6977-7281, Fourth Division, Computer Operations Section (No. 366) |
|----------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------|

*Duties above four position:* Operate a full range of peripheral equipment on a large scale computer.

*Qualifications:* Experience in operating the peripheral equipment on a large scale computer.

*Note:* Shift work involved.

**VICTORIA**

**Revenue Branch**

|                          |                                                          |                                                                                     |
|--------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------|
| L. M. Tobin<br>70/41262M | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Invoice Section (No. 180) |
|--------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------|

*Duties:* Check presentation of 'Advance' entries to ensure that correct documents and necessary details are present and correct. Referral of entries and associated documents. Apply and maintain lodgement numbers to entries.

|                           |                                                          |                                                                                     |
|---------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------|
| J. L. Pepper<br>71/41040M | Clerical Assistant, Grade 1 \$2599-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Invoice Section (No. 197) |
|---------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------|

*Duties:* Receive and register all requests for Tariff Classification Advice. Maintain catalogues and indices. Receive record store and dispose of all returnable samples.

|                          |                                                          |                                                                                                                          |
|--------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| R. A. Manuel<br>71/38817 | Clerical Assistant, Grade 1 \$2599-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Invoice Section, vice L. M. Tobin, prov. prom. 5.9.74 (No. 17) |
|--------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|

*Duties:* Maintain register and storage of files, attach correspondence and documents to previous papers or initiate file and refer to appropriate officer. File security copy of entries received after processing.

**QUEENSLAND**

**Services Branch**

|                           |                                                           |                                                                                                         |
|---------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| E. J. Dallow<br>58/12150X | Examining Officer \$6887-7764 (Class 2/3), Third Division | Investigation Officer, Grade 1 \$8015-8770 (Class 5), Third Division, Inland Services Section (No. 158) |
|---------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------|

*Duties:* Perform documentary and physical investigations at less complex licensed/approved premises. Plan, direct and carry out programmes of control investigations. Examine company records in respect of losses and recommend call-up of duty where appropriate.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

## DEPARTMENT OF CUSTOMS AND EXCISE—continued

### Management Services Branch

|                           |                                             |                                                                                              |
|---------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------|
| C. S. McColm<br>73/58201G | Clerk \$5576-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Finance and General Services Section (No. 27) |
|---------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------|

*Duties:* Maintain Sundry Debtors Register and issue claims thereon. Maintain Prosecutions Register. Perform the duties of Paying Officer. Compute claims for Regulation 90 and 90A allowances and maintain mileage register.

### TASMANIA

#### Revenue Branch

|                         |                                                   |                                                                      |
|-------------------------|---------------------------------------------------|----------------------------------------------------------------------|
| F. W. Ikin<br>58/21116A | Inspector \$11039-11714 (Class 7), Third Division | Assistant Collector \$12218-12721 (Class 8), Third Division (No. 48) |
|-------------------------|---------------------------------------------------|----------------------------------------------------------------------|

*Duties:* Responsible for the overall control, co-ordination and efficient functioning of the Revenue Branch.

## DEPARTMENT OF DEFENCE

### AUSTRALIAN CAPITAL TERRITORY

|                              |                                                                  |                                                                            |
|------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------|
| J. A. Armstrong<br>70/88569E | Defence Officer, Class 2 \$10029-10704 (Class 6), Third Division | Defence Officer, Class 3 \$12218-12721 (Class 8), Third Division (No. 876) |
|------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------|

*Duties:* Undertake research and prepare reports on the economic structure and resources of countries in the South Pacific area of Defence interest. Brief senior officers on developments and train staff in economic research methodologies.

*Qualifications:* University degree in Economics, Arts (Economics) or Commerce and considerable experience in economic research and ability to prepare analytical reports desirable.

|                             |                                                                  |                                                                             |
|-----------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------|
| W. I. Townsend<br>66/38700A | Defence Officer, Class 2 \$10029-10704 (Class 6), Third Division | Defence Officer, Class 3 \$12218-12721 (Class 8), Third Division (No. 1793) |
|-----------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------|

*Duties:* Prepare reports relating to current developments within the East Asian and South-east Asian regions. Collate and evaluate information concerning, and trends in, countries within the areas of interest.

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

|                               |                                                                  |                                                                            |
|-------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------|
| G. J. Klintworth<br>71/88236K | Defence Officer, Class 2 \$10029-10704 (Class 6), Third Division | Defence Officer, Class 3 \$12218-12721 (Class 8), Third Division (No. 118) |
|-------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------|

*Duties:* Prepare reports relating to current developments within the East Asian region. Collate and evaluate information concerning, and trends in, countries within the areas of interest.

*Qualifications:* Experience in East Asian affairs and appropriate academic and language qualifications desirable.

|                            |                                                      |                                                                                                                     |
|----------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| M. A. Rowling<br>71/57046W | Defence Officer, Class 1 \$7107-9777, Third Division | Defence Officer, Class 2 \$10029-10704 (Class 6), Third Division, vice W. I. Townsend, prov. prom. 5.9.74 (No. 240) |
|----------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|

*Duties:* Prepare reports relating to current developments in the Asian region. Collate and evaluate information concerning, and trends in, countries within the areas of interest.

*Qualifications:* Experience in Asian affairs and appropriate academic and language qualifications desirable.

### Programme Management and Defence Facilities Division, Programme Management Branch

|                            |                                                                      |                                                                                                             |
|----------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| S. J. Gregory<br>305-10176 | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Financial Planning and Control Section (No. 1275) |
|----------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|

*Duties:* Receive and distribute incoming files, documents etc. and generally provide assistance to the officers within the Branch.

|                           |                                                          |                                                                                                  |
|---------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| R. W. Morgan<br>67/12687X | Clerk \$9022-9777 (Class 5), Third Division, Navy Office | Clerk \$10029-10704 (Class 6), Third Division, Financial Planning and Control Section (No. 2424) |
|---------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------|

*Duties:* Maintain and review the Defence Appropriation Ledger structure to meet Defence funds control and management information requirements. Under direction, carry out investigations of proposed financial systems related to budgetary control, accounting and costing applications.

*Qualifications:* Accounting qualifications and experience in management accounting procedures desirable. Experience in the operation of the Treasury Accounting System an advantage.

Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)

Promoted from

Promoted to

## VICTORIA

- E. F. Perkins  
67/37313W  
*Duties:* Senior Staff Clerk. Direct and control staff engaged in the training of members of the staff section.  
*Qualifications:* Sound knowledge of the Public Service Act, Regulations, General Orders, Superannuation and Compensation Acts together with experience with the Treasury ADP Salaries System desirable.
- Clerk \$6887-7764 (Class 2/3), Third Division
- Clerk \$8015-8770 (Class 4), Third Division, Melbourne (No. 1676)
- J. Holstein  
67/39748R  
*Duties:* Maintain staff section filing systems, check and maintain attendance records and assist with other routine matters in staff section.
- Clerical Assistant, Grade 2 \$5446-5737, Fourth Division
- Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Melbourne (No. 565)
- D. A. Lea  
69/40946T  
*Duties:* Stocktake technical equipment and furniture. Assist with stock reconciliations and report on discrepancies.
- Clerical Assistant, Grade 2 \$5446-5737, Fourth Division
- Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Melbourne (No. 1682)

## Logistics Division, External Programmes and Standardisation Branch

- L. W. Saltmarsh  
58/22510W  
*Duties:* Plan and co-ordinate the activities of a large sub-section associated with the compilation and maintenance of the Defence Supply Catalogue and the training requirements for cataloguing within the Defence Department.  
*Qualifications:* Extensive experience in the Defence Cataloguing System; a knowledge of at least one of the Services Supply Systems and related automatic data processing systems and proven ability in the management of staff desirable.
- Navy Store Officer \$12218-12721 (Class 8), Third Division, Navy Office, Melbourne
- Senior Executive Officer \$13224-13725 (Class 9), Third Division, Cataloguing Section, Melbourne (No. 23)

## AUSTRALIAN CAPITAL TERRITORY

### Manpower Policy and Management Services Division, Management Services Branch

- D. E. Roylance  
74/86213G  
*Duties:* Prepare schedules of requisitions and maintain creditors salaries and collection and banking of money received.
- Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Navy Office
- Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Finance Section, vice J. R. Wade, prov. prom. 5.9.74 (No. 1730)
- J. R. Wade  
73/85733P  
*Duties:* Collector of Public Moneys, Paying Officer and ledger keeper for the canteens.
- Clerical Assistant, Grade 3 \$5883-6324, Fourth Division
- Clerk \$6887-7764 (Class 2/3), Third Division, Finance Section (No. 1235)

## DEPARTMENT OF DEFENCE—AIR OFFICE

### AUSTRALIAN CAPITAL TERRITORY

#### Finance and Logistics Division, Finance Administration Branch

- J. M. Petrovic  
72/86844E  
*Duties above two positions:* Prepare data from overseas stores input to EDP. Carry out checks of rejected data and prepare corrections for reinput to EDP.
- Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Bureau of Mineral Resources, Canberra
- Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Treasury Accounting Section (No. 220)
- E. R. Goldberg  
72/36124K
- Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of the Treasury, Melbourne
- Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Treasury Accounting Section, vice D. Hunt, prov. prom. 16.5.74 (No. 117)

#### Establishments and General Division, Electronic Data Processing Branch

- P. A. Barlow  
72/85160A  
*Duties:* Carry out and supervise the functions of the RAAF EDP Centre Transit Post. Classify and distribute all correspondence received at RAAF EDP.
- Clerical Assistant, Grade 1 \$2481-5349, Fourth Division
- Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Administration Section (No. 61)

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

## DEPARTMENT OF DEFENCE—AIR OFFICE—continued

### Air Member for Supply and Equipment

|                            |                                              |                                                                                                         |
|----------------------------|----------------------------------------------|---------------------------------------------------------------------------------------------------------|
| S. E. Forsyth<br>73/87126P | Typist, Grade 1 \$2638-5636, Fourth Division | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Directorate of Equipment Procurement (No. 72) |
|----------------------------|----------------------------------------------|---------------------------------------------------------------------------------------------------------|

*Duties:* Clerical and typing duties associated with preparation of procurement and shipping documents. Extract relevant information from indent and invoice and type Overseas Receipt Vouchers direct from Source documents.

*Qualifications:* Ability to type essential.

|                        |                                                          |                                                                                      |
|------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------|
| C. Rankin<br>74/85978X | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Executive Section (No. 44) |
|------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------|

*Duties:* Location of files and attachment of correspondence to files as directed by OIC Sub-Registry.

## VICTORIA

### Headquarters Support Command, Senior Administrative Staff Officer Branch

|                            |                                                          |                                                                                                                   |
|----------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| J. M. Hesford<br>73/38753T | Clerical Assistant, Grade 1 \$2599-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne, vice H. Moffitt prov. prom. 8.8.74 (No. 625) |
|----------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|

*Duties:* Record all inwards correspondence on appropriate originator's logging cards. Forward correspondence for index action. Attend to inquiries regarding location of previous correspondence.

*Qualifications:* Sound knowledge of RAAF unit and base names and abbreviations and registry procedures desirable.

|                          |                                                          |                                                                               |
|--------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------|
| G. W. Bowes<br>74/38074P | Clerical Assistant, Grade 1 \$2599-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne (No. 827) |
|--------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------|

*Duties:* Assist in compilation of amendment supplements and reprint indices of Australian Air Publications (Instrument/Electrical/Flight Simulator Group), processing of Foreign Source Data demands, verification of numerical identification of Australian Air Publications and effect amendment action to relevant orders and instructions as required.

*Qualifications:* Knowledge of RAAF Publications index system desirable.

## DEPARTMENT OF DEFENCE—ARMY OFFICE

### AUSTRALIAN CAPITAL TERRITORY

#### Finance and Logistics Division, Finance Branch

|                           |                                             |                                                                                              |
|---------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------|
| J. M. Kiiver<br>73/88424T | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, General Accounts Section, Canberra (No. 2019) |
|---------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------|

*Duties:* School and Courses Clerk. Maintenance of financial records for students of other countries attending Army schools and courses in Australia.

|                           |                                             |                                                                                            |
|---------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------|
| P. A. Hobday<br>71/88366P | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, General Accounts Section, Canberra (No. 51) |
|---------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------|

*Duties:* Carry out internal checking procedures within the Accounts Office and maintain appropriate records.

|                           |                                             |                                                                                            |
|---------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------|
| R. F. Turner<br>72/87660T | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, General Accounts Section, Canberra (No. 36) |
|---------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------|

*Duties:* Appropriation Ledgerkeeper. Control Departmental Appropriation Ledger and Register of Commitments. Prepare Vouchers and Treasury Forms.

|                           |                                                                                    |                                                                                            |
|---------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| G. R. Moffat<br>70/40222X | Clerk \$3346-6671 (Class 1), Third Division, Australian Taxation Office, Melbourne | Clerk \$6887-7764 (Class 2/3), Third Division, General Accounts Section, Canberra (No. 39) |
|---------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|

*Duties:* Compute allowance entitlements for personnel proceeding overseas on long term duty. Unit Pay Representative for personnel serving Overseas. Maintain appropriate records.

#### Establishments and General Division, Establishments Branch

|                         |                                                          |                                                                             |
|-------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------|
| R. F. Penc<br>74/85961K | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Canberra (No. 50) |
|-------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------|

|                        |                                                          |                                                                                                                    |
|------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| A. Modrak<br>74/85952O | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Canberra, vice D. M. Jones, prov. prom. 15.8.74 (No. 52) |
|------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|

Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)

Promoted from

Promoted to

- |                             |                                                             |                                                                                                                          |
|-----------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| A. C. Groves<br>73/87323T   | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Canberra, vice E.<br>McDevitt, prov. prom. 15.8.74 (No. 51) |
| E. J. Counahan<br>74/85258W | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Canberra (No. 94)                                           |
- Duties above four positions:* Receive, sort and record inwards material. Distribute and dispatch output from high speed printer.  
*Qualifications above four positions:* Experience in these duties desirable.  
*Note above four positions:* Shiftwork is involved.  
In lieu of notification appearing in the *Gazette* of 15.8.74. Effective date of these promotions is 15.8.74.

#### EDP Branch

- |                         |                                                               |                                                                          |
|-------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------|
| R. J. Murn<br>69/85309M | Assistant Programmer \$9022-9777 (Class<br>5), Third Division | Programmer \$10029-10704 (Class 6),<br>Third Division, Canberra (No. 69) |
|-------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------|
- Duties:* In accordance with procedures for the Personnel and Establishment Group staff, deal with data requiring manual intervention either because of rejection or programmed reference to management.  
*Qualifications:* Completion of PIT course, FACT training and programming experience in service systems desirable.
- |                            |                                                                            |                                                                                                                          |
|----------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| R. G. Jackson<br>67/86473W | Programming Assistant, Grade 2 \$6887-<br>7764, Third Division, Air Office | Assistant Programmer \$9022-9777 (Class<br>5), Third Division, Canberra, vice R. J.<br>Murn, prov. prom. 5.9.74 (No. 19) |
|----------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
- Duties:* As directed carry out analysis and programming duties appropriate to the classification of the position.  
*Qualifications:* Training and experience in FACT language together with experience with service systems desirable.
- |                           |                                                             |                                                                                                                                      |
|---------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| R. S. Ovesen<br>71/85870E | Computer Operator, Grade 2 \$6977-<br>7281, Fourth Division | Senior Computer Operator, Grade 1<br>\$7583-7784, Fourth Division, Canberra,<br>vice I. R. McLennan, prov. prom.<br>15.8.74 (No. 80) |
|---------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
- Duties:* Operate the H800 or H200—Console and direct operation of on-line peripheral devices in a shift situation.  
*Qualifications:* Passed prescribed course together with experience as a computer operator.  
*Note:* Shiftwork is involved.  
In lieu of the provisional promotion notified in the *Australian Government Gazette* of 15.8.74. Effective from 15.8.74.
- |                         |                                                                         |                                                                                   |
|-------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| M. T. Pitt<br>305-00073 | Computer Operator, Grade 1 \$6373-<br>6677, Fourth Division, Air Office | Computer Operator, Grade 2 \$6977-<br>7281, Fourth Division, Canberra (No.<br>26) |
|-------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
- |                              |                                                                                       |                                                                                                            |
|------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| H. C. Sutcliffe<br>70/87458X | Computer Operator, Grade 1 \$6373-<br>6677, Fourth Division, Department of<br>Defence | Computer Operator, Grade 2 \$6977-<br>7281, Fourth Division, vice G. Bell,<br>prov. prom. 15.8.74 (No. 83) |
|------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
- |                           |                                                             |                                                                                                                              |
|---------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| T. J. Murphy<br>72/57514C | Computer Operator, Grade 1 \$6373-<br>6677, Fourth Division | Computer Operator, Grade 2 \$6977-<br>7281, Fourth Division, Canberra, vice<br>R. S. Ovesen, prov. prom. 15.8.74 (No.<br>81) |
|---------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
- Duties above three positions:* Operate full range of H800 and H200 peripheral equipment in a large scale computer installation.  
*Qualifications above three positions:* Passed prescribed course together with relevant experience.  
*Note above three positions:* Shiftwork is involved.  
In lieu of the provisional promotions notified in the *Australian Government Gazette* of 15.8.74. Effective from 15.8.74.
- |                            |                                                                          |                                                                                   |
|----------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| S. B. McGrath<br>73/88116T | Computer Operator, Grade 1 \$6373-<br>6677, Fourth Division, Navy Office | Programming Assistant, Grade 2 \$6887-<br>7764, Third Division, Canberra (No. 99) |
|----------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
- Duties:* Prepare production staging documentation for operational systems and for development processing. Assist programmers in preparation of test data. As required undertake simple programme coding.  
*Note:* Fourth Division officers qualified for entry to Third Division may appeal.
- |                           |                                                             |                                                                                |
|---------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------|
| K. F. Murray<br>72/86210M | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, Canberra (No. 45) |
|---------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------|
- Duties:* Staff Assistant for the Branch. Deal with attendance records, shift work, returns and other staffing matters.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

## DEPARTMENT OF DEFENCE—ARMY OFFICE—continued

### Military Division, Personnel Branch

|                         |                                                |                                                                                                   |
|-------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------|
| E. A. Rann<br>74/87061A | Librarian, Class 1 \$6270-8996, Third Division | Librarian, Class 2 \$9262-10299, Third Division, Directorate of Army Training, Canberra (No. 130) |
|-------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------|

*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:* 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 approved qualifications.

In lieu of the provisional promotion notified in the *Australian Government Gazette* of 22.8.74. Effective from 22.8.74.

|                          |                                                          |                                                                                           |
|--------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------|
| D. B. McRae<br>73/36193T | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerk \$6887-7764 (Class 2/3), Third Division, Personnel Co-ordination, Canberra (No. 22) |
|--------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------|

*Duties:* Presentation of mail for subsequent re-direction to Branch Directorates etc. Assist in preparation and follow-up action relating to Branch reports, returns and like correspondence. Maintain Personnel Co-ordination working file system. Assist in day to day administration of military members of Personnel Co-ordination Section.

### Operations Branch

|                          |                                                                                             |                                                                                                             |
|--------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| T. B. White<br>74/86174T | Clerical Assistant, Grade 1 \$2599-5349, Fourth Division, Department of Minerals and Energy | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Operations Requirement Section, Canberra (No. 11) |
|--------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|

*Duties:* Assistance to Senior Military Officers in the preparation of briefs, submissions, minutes and technical research for various Army committees. Maintain working files and documents.

## NEW SOUTH WALES

### Field Force Command, Headquarters

|                            |                                                                      |                                                                                                                                 |
|----------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| V. Rutkiewitz<br>72/13975K | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Paddington | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Operations Branch Section, Engineers Sub-section, Paddington (No. 19) |
|----------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Maintain files and technical support data relating to organisation and entitlement documents. Assist in the production, amendment and review of Field Force establishments. Provide administrative support to the section.

### Miscellaneous Field Force Unit

|                            |                                                          |                                                                                            |
|----------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------|
| M. C. Traynor<br>73/15759K | Typist, Grade 1 \$5275-5636, Fourth Division, Paddington | Typist, Grade 2 \$5791-6101, Fourth Division, HQ 2 Division Section, Paddington (No. 2813) |
|----------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------|

*Duties:* Perform stenographic duties and transcribe. Carry out typing tasks as required.

### Regional Secretariat

|                              |                                                                           |                                                                                                                                            |
|------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| J. P. Walkowiak<br>65/11594P | Clerk, Internal Audit \$6887-7764 (Class 2/3), Third Division, Paddington | Internal Auditor, Grade 1 \$8015-8770 (Class 4), Third Division, Army Audit Section, Depot/Miscellaneous Sub-section, Paddington (No. 289) |
|------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Conduct the internal audit of departmental activities as directed.

*Qualifications:* Progress in accounting studies is desirable.

### Training Command, School of Military Engineering

|                              |                                               |                                                                                                                                                 |
|------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| S. J. Gallagher<br>72/12178P | Storeman \$4580-4808, Fourth Division, Casula | Senior Storeman \$4948-5207, Fourth Division, Administration Group—Technical Q Section, Plant, Roads and Airfields Sub-section, Casula (No. 30) |
|------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Issue technical stores and tools to staff and check stores on return. Inspect stores for deterioration and arrange treatment and repair.

Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)

Promoted from

Promoted to

## VICTORIA

### Headquarters 3rd Military District, Personnel Branch

|                           |                                             |                                                                   |
|---------------------------|---------------------------------------------|-------------------------------------------------------------------|
| J. M. Murray<br>71/40766E | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Melbourne (No. 12) |
|---------------------------|---------------------------------------------|-------------------------------------------------------------------|

*Duties:* Administrative and secretarial duties in relation to selection, appointment, posting, promotion of officers to the Australian Regular Army. Preparation of recommendations for Honours and Awards. Administration of officers on Reserves.

### Logistic Command, 32 Supply Battalion

|                             |                                                          |                                                                                 |
|-----------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|
| A. R. McDonald<br>73/41165P | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Broadmeadows (No. 46) |
|-----------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|

*Duties:* File maintain and amend as required the technical library of publications for Supply Control Branch.

|                          |                                                          |                                                                                 |
|--------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|
| E. P. Gange<br>74/42010K | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Broadmeadows (No. 54) |
|--------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|

*Duties:* Maintain and progress issues receipt and transfer voucher control registers.

|                            |                                       |                                                                                  |
|----------------------------|---------------------------------------|----------------------------------------------------------------------------------|
| I. Debattista<br>68/50568P | Storeman \$5379-5606, Fourth Division | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Broadmeadows (No. 171) |
|----------------------------|---------------------------------------|----------------------------------------------------------------------------------|

*Duties:* Under general supervision receive, collate and distribute correspondence documents etc. record and relay messages and keep group informed of urgent and important matters. Prepare and progress. Repair Requisitions, Transfer Vouchers. Inabilities to Issue and Inspection Officer's Reports.

|                              |                                                          |                                                                                 |
|------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|
| B. Higginbotham<br>73/39655E | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Broadmeadows (No. 56) |
|------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|

*Duties:* Maintain voucher files and progress details of dues out releases.

|                          |                                                          |                                                                                 |
|--------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|
| N. F. Rymer<br>72/40099R | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Broadmeadows (No. 99) |
|--------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|

*Duties:* Sort out accounting vouchers by priorities and numerical sequence, select stock control cards against stock numbers and description on vouchers, select stock control cards required by other sections.

|                             |                                                          |                                                                                 |
|-----------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|
| J. A. Malyszko<br>73/37762K | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Broadmeadows (No. 71) |
|-----------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|

*Duties:* Arrange for the preparation and processing of issue vouchers arising from issue orders, scalings and amendments.

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|----------------------------|----------------------------------------------|---------------------------------------------------------------------------------|
| R. Krasnowski<br>72/04251W | Typist, Grade 1 \$2638-5636, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Broadmeadows (No. 58) |
|----------------------------|----------------------------------------------|---------------------------------------------------------------------------------|

*Duties:* Select and check stock control cards and vouchers.

|                             |                                                          |                                                                                 |
|-----------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|
| D. F. Chalkley<br>73/42019A | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Broadmeadows (No. 68) |
|-----------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|

*Duties:* Select stock control cards required to process vouchers and check. Receive stock control sheets, vouchers and stock control cards and action.

### 33 Supply Battalion

|                         |                                       |                                                                          |
|-------------------------|---------------------------------------|--------------------------------------------------------------------------|
| F. Arbanas<br>73/41651K | Storeman \$5379-5606, Fourth Division | Senior Storeman \$5747-6005, Fourth Division, South Kensington (No. 127) |
|-------------------------|---------------------------------------|--------------------------------------------------------------------------|

*Duties:* Under general supervision, perform and oversight the issue and dispatch of stores. Allocate tasks and check work performed.

### Central Army Supply Agency

|                           |                                                                                |                                                                                |
|---------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| N. P. Thomas<br>71/38980M | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Regional Secretariat | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Albert Park (No. 41) |
|---------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------|

*Duties:* Assist with the preparation of, and maintain Telecommunications Equipment Section documentation, records, force scalings and files. Prepare issue orders for the release of controlled stores.

|                             |                                                          |                                                                                 |
|-----------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|
| L. K. McMullin<br>70/36268G | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerical Assistant, Grade 3 \$5446-5737, Fourth Division, Albert Park (No. 253) |
|-----------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|

*Duties:* Register claims submitted by overseas suppliers and Discrepancy reports submitted by depots. Register and distribute correspondence.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

# DEPARTMENT OF DEFENCE—ARMY OFFICE—continued

|                                                                                                                                                                                                                                                                 |                                             |                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|----------------------------------------------------------------------|
| P. Borg<br>72/40819K<br><i>Duties:</i> Initiate procurement demands in relation to all vehicle projects included on the Equipment Development List and assist with the preparation of procurement demands for vehicles, major equipments and associated spares. | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Albert Park (No. 149) |
| G. R. LaFontaine<br>73/36563K                                                                                                                                                                                                                                   | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Albert Park (No. 154) |
| G. R. Hosak<br>71/39818C<br><i>Duties above two positions:</i> Conduct cyclic provision reviews and special provision reviews.                                                                                                                                  | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Albert Park (No. 156) |

# Training Command, Royal Australian Electrical and Mechanical Engineers Training Centre

|                                                                                                                                                |                                                          |                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------|
| I. J. Semmens<br>71/38720C<br><i>Duties:</i> Prepare and maintain Army paybooks, prepare acquittance book extracts, process allotments of pay. | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Bandiana (No. 9) |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------|

# QUEENSLAND

## Training Command, 1st Training Centre

|                                                                                                                                  |                                                          |                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------|
| G. L. Hunter<br>66/58009E<br><i>Duties:</i> Perform office and education course administration and assist in control of Library. | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Enoggera (No. 1) |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------|

# SOUTH AUSTRALIA

## Headquarters Field Force Command, 4th Field Force Group

|                                                                                                                                                                                           |                                                                                      |                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| M. J. Rowe<br>69/66004W<br><i>Duties:</i> Personal typist and stenographer to the Commander Headquarters 4th Field Force Group.<br><i>Qualifications:</i> Shorthand 100 words per minute. | Typist, Grade 2 \$5791-6101 Fourth Division, Department of Social Security, Adelaide | Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Keswick (No. 6) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------|

# Regional Secretariat

|                                                                                                                                      |                                              |                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| E. H. Smith<br>71/75640C                                                                                                             | Typist, Grade 1 \$2638-5636, Fourth Division | Typist, Grade 2 \$5791-6101, Fourth Division, Civil Personnel Section, Typing Pool Sub-section, Keswick (No. 45) |
| M. A. Lamont<br>67/66775E<br><i>Duties above two positions:</i> Perform general typing and stenographic duties.                      | Typist, Grade 1 \$2638-5636, Fourth Division | Typist, Grade 2 \$5791-6101, Fourth Division, Civil Personnel Section, Typing Sub-section, Keswick (No. 46)      |
| K. Lee<br>69/13849R<br><i>Duties:</i> Perform general typing, stenographic and receptionist duties for the Senior Executive Officer. | Typist, Grade 1 \$2638-5636, Fourth Division | Typist, Grade 2 \$5791-6101, Fourth Division, Keswick (No. 23)                                                   |

# DEPARTMENT OF DEFENCE—NAVY OFFICE

## AUSTRALIAN CAPITAL TERRITORY

### Establishments and General Division, Establishments Branch

|                                                                                                                                                                                                                                                                                                                                 |                                                                                               |                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| P. G. Smith<br>63/85953C<br><i>Duties:</i> Responsible to the Senior Inspector (Organisation) for supervision and co-ordination of Assistant Inspectors undertaking establishment reviews. Undertake special assignments. Exercise delegations.<br><i>Qualifications:</i> Considerable experience in inspection work desirable. | Clerk \$11039-11714 (Class 7), Third Division, Canberra                                       | Inspector \$12218-12721 (Class 8), Third Division, Organisation and Classification Section, Reviews Sub-section, Canberra (No. 6) |
| G. E. Parr<br>74/86978K<br><i>Duties:</i> Compile statistical statements in respect of civil personnel and Public Service Board Staff statistical returns. Collect data necessary for preparation of estimates and supervise the maintenance of seniority lists.                                                                | Clerk \$3346-6671 (Class 1), Third Division, Department of Housing and Construction, Canberra | Clerk \$6887-7764 (Class 2/3), Third Division, Personnel Section, Estimates and Statistics Sub-section, Canberra (No. 32)         |

Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)

Promoted from

Promoted to

### Finance and Materiel Division, Finance Branch

|                          |                                                       |                                                                                                                                                                                                    |
|--------------------------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| G. J. Clark<br>70/10880T | Clerk \$8015-8770 (Class 4), Third Division, Canberra | Clerk \$9022-9777 (Class 5), Third Division, Financial Programming and Budgets Section, Appropriation and Project Accounting Sub-section, Canberra, vice R. W. Morgan, prov. prom. 5.9.74 (No. 66) |
|--------------------------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Certifying Officer and Funds Control.

*Qualifications:* A knowledge of Treasury Regulations and Directions and Audit Act, and financial procedures within Navy Office desirable.

### Supply Division, Planning, Co-ordination and Services Branch

|                            |                                                          |                                                                                                                              |
|----------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| K. O. Hilgert<br>67/39650C | Clerk \$6887-7764 (Class 2/3), Third Division, Melbourne | Clerk \$8015-8770 (Class 4), Third Division, Services Section, Codification and Cataloguing Sub-section, Melbourne (No. 122) |
|----------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Supervision of EDP Input Forms and oversight of preparation and revisions to catalogues of stores in the RAN inventory. Prepare correspondence in connection with these matters.

|                         |                                                                    |                                                                                                                                                         |
|-------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| B. J. Luck<br>73/87030K | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Canberra | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Co-ordination and Management Control Section, General Services Sub-section, Canberra (No. 19) |
|-------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Maintain Branch filing and library systems and assist in staff and general services matter.

### Naval Staff Secretariat Branch

|                           |                                                       |                                                                                               |
|---------------------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| G. E. Veitch<br>73/88476M | Clerk \$3346-6671 (Class 1), Third Division, Canberra | Clerk \$6887-7764 (Class 2/3), Third Division, Plans and Operations Section, Canberra (No. 6) |
|---------------------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------|

*Duties:* Assist in the preparation, collation, and analysis of material for naval plans and programmes. Prepare reports and submissions. Assist in the preparation of Ministerial submissions and in Secretarial Duties for Committees.

|                           |                                                                    |                                                                                                           |
|---------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| P. D. Hardie<br>73/86283P | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Plans and Operations Section, Canberra (No. 47) |
|---------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

*Duties:* Maintain files relevant to various committees and assist in preparation of papers for meetings. Open, check, record and dispatch material. Undertake typing duties.

## DEPARTMENT OF EDUCATION

### CENTRAL OFFICE

#### Management Services Branch

|                            |                                                                                                                     |                                                                                                          |
|----------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| E. R. W. Ross<br>69/75658E | Clerk \$8015-8770 (Class 4), Third Division, Department of the Prime Minister and Cabinet, Auditor General's Office | Internal Auditor, Grade 2 \$9022-9777 (Class 5), Third Division, Internal Audit Section, Perth (No. 799) |
|----------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|

*Duties:* Implement the Department's internal audit program in the Perth Office.

*Qualifications:* Accountancy qualifications and sound knowledge of audit techniques desirable.

|                           |                                                          |                                                                                                                                    |
|---------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| V. A. Harris<br>72/86759A | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Personnel and Services Section, Registry Sub-section, Canberra (No. 239) |
|---------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Mobile attachments officer.

|                                 |                                                          |                                                                                                                                                                             |
|---------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| J. M. McHutchinson<br>73/89703P | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Personnel and Services Section, Registry Sub-section, Canberra, vice C. G. Millburn, prov. prom. 5.9.74 (No. 245) |
|---------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Receipts and dispatch assistant.

|                          |                                                          |                                                                                                                     |
|--------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| C. J. Moore<br>73/86480T | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Motor Driver \$4955-5130, Fourth Division, Personnel and Services Section, Registry Sub-section, Canberra (No. 251) |
|--------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|

*Duties:* Motor Driver.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

#### DEPARTMENT OF EDUCATION—continued

|                             |                                                             |                                                                                                                                             |
|-----------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| C. G. Millburn<br>72/86717P | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, Personnel and Services<br>Section, Registry Sub-section, Canberra<br>(No. 237) |
|-----------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Senior Attachments Officer.

*Qualifications:* A sound knowledge of registry procedures desirable.

|                       |                                                             |                                                                                                                                             |
|-----------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| L. Piper<br>73/86138T | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Personnel and Services<br>Section, Registry Sub-section, Canberra<br>(No. 254) |
|-----------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Officer-in-charge school library and science facilities sub-registry.

|                          |                                                             |                                                                                                                                             |
|--------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| R. J. Dewar<br>73/86705P | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Personnel and Services<br>Section, Registry Sub-section, Canberra<br>(No. 234) |
|--------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Nominal Indexer.

#### Policy Division, General Policy Branch

|                              |                                                  |                                                                                                 |
|------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------|
| M. M. McGinness<br>58/21357A | Clerk \$10029-10704 (Class 6), Third<br>Division | Clerk \$11039-11714 (Class 7), Third<br>Division, General Policy Section,<br>Canberra (No. 401) |
|------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------|

*Duties:* Undertake analysis of the structure and trends in education systems at all levels both in Australia and overseas, including financial aspects. Prepare reports.

*Qualifications:* Academic qualifications to be stated.

#### Research and Development Division, Research Branch

|                          |                                                                                               |                                                                                                                                          |
|--------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| V. M. Bates<br>72/86808W | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Department of Social<br>Security | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, Research Section, Grants<br>and Research Sub-section, Canberra<br>(No. 358) |
|--------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* File documents and maintain Sub-registry for Secretariat. Make arrangements for Committee meetings, collation of papers, reports etc., and general assistance to Secretariat as required.

#### Student Assistance and International Education Division, Student Assistance No. 1 Branch

|                          |                                                                                          |                                                                                                                                              |
|--------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| J. P. Walsh<br>73/13344W | Education Officer, Class 1 \$7158-9912,<br>Third Division, Territorial Liaison<br>Branch | Clerk \$10029-10704 (Class 6), Third<br>Division, Common Services and Tribunal<br>Section, Common Services Sub-section,<br>Canberra (No. 11) |
|--------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Assist in the preparation of replies to ministerial queries, briefing material for the Minister and Senior Officers, and material for publication.

*Qualifications:* Academic qualifications to be stated.

#### Territorial and Facilities Division, Territorial Planning and Building Branch

|                          |                                                                                                            |                                                                                                                                                                         |
|--------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C. Mortimer<br>74/86410M | Education Officer, Class 1 \$7158-9912,<br>Third Division, Parliamentary Liaison<br>and Information Branch | Education Officer, Class 2 \$10248-11258,<br>Third Division, Advisory Services Section,<br>Education Investigations Special<br>Projects Sub-section, Canberra (No. 757) |
|--------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Report on functional aspects and planning approaches in relation to primary, pre-school and special education building projects in the A.C.T. and Northern Territory. Prepare papers and provide professional services to advisory committees. Represent the Department as required.

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

#### AUSTRALIAN CAPITAL TERRITORY

##### A.C.T. Branch Office

|                            |                                                                      |                                                                                                                                                        |
|----------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| D. P. Hawgood<br>73/14686W | Clerk \$3346-6671 (Class 1), Third Division,<br>Department of Health | Clerk \$8015-8770 (Class 4), Third Division,<br>Scholarships, Allowances and Grants<br>Section, Academic Assessments Sub-section,<br>Canberra (No. 13) |
|----------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Determine the less complex academic assessments and re-assessments associated with the Tertiary Allowances Scheme. Provide specific guidance and advice to assisted students on their eligibility for assistance under the scheme.

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

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

# Office of the Australian Universities Commission

|                           |                                                                               |                                                                                    |
|---------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| G. F. Jepsen<br>71/88298T | Clerk \$6887-7764 (Class 2/3), Third Division, Department of Health, Canberra | Clerk \$8015-8770 (Class 4), Third Division, Operations Section, Canberra (No. 32) |
|---------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------|

*Duties:* Assist in analysing requests for and arranging payments of grants to university institutions. Assist with the preparation of annual budget estimates.  
*Qualifications:* Experience in accounts field desirable.  
*Note:* The effective date of this provisional promotion is 26.9.74.

## QUEENSLAND

### State Office

|                           |                                                            |                                                                                |
|---------------------------|------------------------------------------------------------|--------------------------------------------------------------------------------|
| K. Carpenter<br>58/42758E | Clerk \$14229-14733 (Class 10), Third Division, unattached | Regional Director \$15236-15739 (Class 11), Third Division, Queensland (No. 1) |
|---------------------------|------------------------------------------------------------|--------------------------------------------------------------------------------|

*Duties:* Direct the activities of the State Office of the Department: control and co-ordinate the Department's activities in the State.  
*Qualifications:* University degree together with sound administrative ability in the field of Education.

## SOUTH AUSTRALIA

### State Office

|                         |                                             |                                                                                                         |
|-------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------|
| M. Yerbury<br>71/66128C | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Adelaide (No. 27) |
|-------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------|

*Duties:* Check ADP input Forms ES1, ES2, ES3, in respect of assisted students under the Tertiary Education Assistance Scheme. Check Treasury Forms 12 and 18, prepare statistical returns and arrange for re-payment and re-issue of cheques.

|                             |                                             |                                                                                                |
|-----------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------|
| N. N. Gillings<br>72/66943G | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Post Graduate Awards Section, Adelaide (No. 38) |
|-----------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------|

*Duties:* Assist with the administration of the Commonwealth Post-graduate Award Scheme including the determination and arrangement of payment of all allowances and maintenance of records.

|                            |                                                          |                                                                                                   |
|----------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| R. R. Crafter<br>69/66882P | Education Officer, Class 2 \$10248-11258, Third Division | Clerk \$12218-12721 (Class 8), Third Division, Scholarships and Grants Section, Adelaide (No. 20) |
|----------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------|

*Duties:* Supervise and direct all activities associated with various schemes of financial assistance.  
*Qualifications:* Proven administrative ability and tertiary qualifications desirable.

|                          |                                                                              |                                                                                          |
|--------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| D. Halliday<br>58/15997P | Clerk \$10029-10704 (Class 6), Third Division, Department of Social Security | Clerk \$11039-11714 (Class 7), Third Division, Child Care Sub-section, Adelaide (No. 64) |
|--------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|

*Duties:* Control and co-ordinate the work of the Child Care Sub-section. Examine and investigate applications for capital grants. Prepare associated reports and make recommendations; take appropriate follow-up Action.  
*Qualifications:* Tertiary qualifications and sound administrative experience desirable. Ability to liaise at a Senior level.

|                             |                                             |                                                                                                       |
|-----------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------|
| J. D. A. Lyons<br>67/66018P | Clerk \$8015-8770 (Class 4), Third Division | Clerk \$9022-9777 (Class 5), Third Division, Tertiary Education Assistance Section, Adelaide (No. 10) |
|-----------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------|

*Duties:* Senior Determining Officer—Supervise and direct sub-section engaged on allowance assessment under Tertiary Education Assistance Scheme. Determine entitlements of the more complex cases.  
*Qualifications:* Considerable experience in the application of the Tertiary Education Assistance Scheme means test desirable.

|                            |                                             |                                                                                                       |
|----------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------|
| C. R. Letheby<br>67/66302G | Clerk \$8015-8770 (Class 4), Third Division | Clerk \$9022-9777 (Class 5), Third Division, Tertiary Education Assistance Section, Adelaide (No. 69) |
|----------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------|

*Duties:* Supervise and direct all activities of the Payments and Registry Sub-section. Review funds, prepare estimates of expenditure and arrange for the preparation of statistical returns.  
*Qualifications:* A good knowledge of the provisions of Tertiary Education Assistance Scheme coupled with supervisory ability desirable.

|                           |                                                                                          |                                                                                                        |
|---------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| L. A. Thomas<br>69/66983C | Clerical Assistant, Grade 2, \$5446-5737, Fourth Division, Attorney-General's Department | Clerical Assistant, Grade 3, \$5883-6324, Fourth Division, Special Services Section, Adelaide (No. 49) |
|---------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|

*Duties:* Maintain index and author catalogue and accession lists for the Departmental Library. Operate lending system and prepare orders for new material.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

## DEPARTMENT OF EDUCATION—continued

### TASMANIA

#### Tasmanian State Office

|                           |                                                                                                         |                                                                                            |
|---------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| D. J. Arnold<br>65/88032T | Education Officer, Class 2, \$10248-11258, Third Division, Scholarships, Allowances and Grants Section. | Clerk \$11039-11714 (Class 7), Third Division, Scholarships, Allowances and Grants Section |
|---------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|

*Duties:* Direct and control all activities associated with the management of the various schemes of assistance administered by the section.

*Qualifications:* Proven administrative ability and tertiary qualifications desirable.

|                            |                                                                                                     |                                                                                            |
|----------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| J. A. Francis<br>70/81047G | Education Officer, Class 1 \$7158-9912, Third Division, Scholarships, Allowances and Grants Section | Clerk \$10029-10704 (Class 6), Third Division, Scholarships, Allowances and Grants Section |
|----------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|

*Duties:* Determine the complex cases of academic assessment associated with the Tertiary Education Assistance Schemes and other schemes of assistance.

*Qualifications:* A comprehensive knowledge of course structures at various tertiary institutions and tertiary qualifications desirable.

|                             |                                                                                        |                                                                                                                                                     |
|-----------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| L. A. Otorepec<br>72/81343X | Clerk \$5576-6671 (Class 1), Third Division, Public Service Inspector's Office, Hobart | Clerk \$6887-7764 (Class 2/3), Third Division, Scholarships, Allowances and Grants Section, Hobart, vice T. L. Searson, prov. prom. 1.8.74 (No. 63) |
|-----------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Process applications and determine eligibility under the schemes of Assistance for Isolated Children, Secondary Allowances and Senior Secondary Scholarships.

|                           |                                                           |                                                                           |
|---------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------|
| G. J. Aubert<br>64/88013T | Clerk \$12218-12721 (Class 8), Third Division, Unattached | Regional Director \$13224-13725 (Class 9), Third Division, Hobart (No. 1) |
|---------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------|

*Duties:* Direct the activities of the State Office of the Department; control and co-ordinate the Department's activities in the State.

*Qualifications:* University degree together with sound administrative ability in the field of Education.

## DEPARTMENT OF FOREIGN AFFAIRS

### CENTRAL OFFICE

#### International Organisations Division, Economic Policy Branch

|                             |                                                                                                                 |                                                                                                                         |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| J. H. Campbell<br>73/57043P | Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division, International Organizations Division, Canberra | Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Commercial Policy Section, Canberra (No. 578) |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|

*Duties:* Carry out research into economic conditions and economic and financial relations between countries in Western and Eastern Europe, Africa and the Middle East and South America. Research economic activities of Commonwealth and non-United Nations economic organisations.

*Qualifications:* University degree and experience in research duties.

#### Information and Cultural Relations Branch

|                          |                                                        |                                                                                               |
|--------------------------|--------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| E. A. Grant<br>73/88352W | Clerk \$3346-6671 (Class 1), Third Division Unattached | Clerk \$6887-7764 (Class 2/3), Third Division, Public Information Section, Canberra (No. 606) |
|--------------------------|--------------------------------------------------------|-----------------------------------------------------------------------------------------------|

*Duties:* Peruse, select and distribute within Department and other interested departments reports carried by UPI and AAP news services. Organise distribution of Ministerial and Departmental press releases and statements.

#### Management Services Division, Personnel Branch

|                            |                                                         |                                                                                                                                                       |
|----------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| M. F. Carrick<br>73/88633P | Clerk \$3346-6671 (Class 1), Third Division, Unattached | Clerk \$6887-7764 (Class 2/3), Third Division, Organisation, Staffing and Training Section, Establishment and Methods Sub-section, Canberra (No. 252) |
|----------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Draft Ministerial and Executive Council submissions on establishments variations. Draft correspondence to the Treasury in connection with the funding of new and reclassified positions.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

|                         |                                                         |                                                                                                                                      |
|-------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| A. Rennick<br>73/88491C | Clerk \$3346-6671 (Class 1), Third Division, Unattached | Clerk \$6887-7764 (Class 2/3), Third Division, Organisation, Staffing and Training Section, Staffing Sub-section, Canberra (No. 324) |
|-------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Prepare and co-ordinate *Gazette* notices and take administrative and *Gazette* action concerning confirmation of promotions. Assist with administrative work associated with promotion and transfer of Third and Fourth Division clerical staff.

#### Services Branch

|                     |                                                                                      |                                                                                                          |
|---------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| H. Lee<br>70/14979G | Clerk \$6887-7764 (Class 2/3), Third Division, Management Services Division Canberra | Clerk \$8015-8770 (Class 4), Third Division, Finance Section, Accounting Sub-Section, Canberra (No. 207) |
|---------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|

*Duties:* Investigate the correctness of Overseas Accounts and of the appropriations and cost items charged.

## DEPARTMENT OF HEALTH

### CENTRAL STAFF

#### Medical Services Division, Medical Laboratories Branch

|                             |                                                                                                      |                                                                    |
|-----------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| S. M. Campbell<br>58/21919M | Assistant Inspector \$11039-11714 (Class 7), Third Division, Department of Housing and Construction. | Executive Officer \$12218-12721 (Class 8), Third Division (No. 23) |
|-----------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|

*Duties:* Undertake research and development projects related to pathology laboratories, prepare reports. Develop and co-ordinate the administrative aspects of training schemes for professional and technical staff of laboratories. Prepare ministerial and other correspondence on relevant matters.

*Qualifications:* Experience in investigational and project work together with the ability to prepare written submissions and reports desirable.

## NEW SOUTH WALES

### Executive Services

|                            |                                                                                 |                                                                                                                                                                  |
|----------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| D. J. Bristow<br>67/10740A | Clerk \$8015-8770 (Class 4), Third Division, Department of Defence, Army Office | Training Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Executive Services Branch, Personnel and Establishments Section, Training Sub-Section (No. 129) |
|----------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* No. 129—Develop organise and conduct staff training programmes. Implement induction procedures and attend to applications for assistance with Studies.

*Qualifications:* Appropriate experience in the field of training. Tertiary qualifications desirable.

## QUEENSLAND

### Pathology Laboratories

|                               |                                                                       |                                                                                                |
|-------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| D. A. J. Beasley<br>71/58642T | Medical Laboratory Technologist, Class 2 \$9715-10861, Third Division | Biochemist, Class 3 \$11401-12741, Third Division, Biochemistry Section, Rockhampton (No. 518) |
|-------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------|

*Duties:* Specific supervision and training of technical staff; exotic tests, project work and assistance to biochemistry, serology and haematology sections.

*Qualifications:* An appropriate degree or diploma in Science, Applied Science, or Medical Laboratory Technology; or equivalent qualification. Experience appropriate to the duties desirable.

## SOUTH AUSTRALIA

### Medical Branch

|                            |                                                                  |                                                                            |
|----------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------|
| A. D. Morphet<br>70/39828T | Medical Officer, Class 1 \$10738-14410, Third Division, Adelaide | Medical Officer, Class 2 \$15124-15675, Third Division, Adelaide (No. 245) |
|----------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------|

*Duties:* Assessment of patients to determine eligibility for nursing home benefits and domiciliary nursing care benefits and inspection of nursing homes.

*Qualifications:* Medical practitioner eligible for registration in Australia.

*Note:* The successful applicant will be seconded for duty with the Department of Social Security, Adelaide.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

## DEPARTMENT OF HEALTH—continued

### Executive Services

|                            |                                                                                                 |                                                                |
|----------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| G. N. Loveday<br>67/66296C | Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and General Services Section, Adelaide | Clerk \$8015-8770 (Class 4), Third Division, Adelaide (No. 17) |
|----------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------|

*Duties:* Under the direction of the Secretary of the State Medical Planning Committee. Responsible for research work and the secretarial duties and co-ordination of work of the committee. Maintain register of medical personnel. Liaise with various outside bodies.

|                         |                                                                                                            |                                                                                                            |
|-------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| A. Galassi<br>73/67482M | Clerical Assistant, Grade 1 \$2599-5349, Fourth Division, Personnel and General Services Section, Adelaide | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Personnel and General Services Section, Adelaide |
|-------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

*Duties:* Maintain Register. Process inward and outward mail. Assist officer-in-charge of Registry.

## WESTERN AUSTRALIA

### Medical Branch

|                          |                                                                    |                                                         |
|--------------------------|--------------------------------------------------------------------|---------------------------------------------------------|
| A. J. King<br>60/881966G | Medical Officer, Class 3 \$16358-17082, Third Division, unattached | Specialist \$16226-21958, Third Division, Perth (No. 3) |
|--------------------------|--------------------------------------------------------------------|---------------------------------------------------------|

*Duties:* Supervise and direct rehabilitation medical activities within the Department of Social Security in Western Australia.

*Qualifications:* Medical practitioner eligible for registration in Australia. Recognised post-graduate qualifications desirable.

*Note:* The occupant of this position will be seconded for duty with the Department of Social Security.

## NORTHERN TERRITORY

### Planning and Development Division

|                              |                                             |                                                                                         |
|------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------|
| J. N. J. Ebzery<br>69/58011X | Clerk \$8015-8770 (Class 4), Third Division | Clerk \$9022-9777 (Class 5), Third Division, Medical Planning Section, Darwin (No. 147) |
|------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------|

*Duties:* Act as Secretary to the Northern Territory Medical Planning Committee. Undertake all executive work, prepare agenda and organise meetings. Maintain appropriate detailed registers. Liaise with organisations allied to the work of the Committee.

### Development and Research Branch

|                                |                                              |                                                                                      |
|--------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------|
| P. G. Goldsworthy<br>58/17114W | Clerk \$9022-90777 (Class 5), Third Division | Clerk \$10029-10704 (Class 6), Third Division, Statistics Section, Darwin (No. 1685) |
|--------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------|

*Duties:* Develop and maintain a statistical system including medical and operational activities required to meet information, management and planning requirements.

### Katherine Hospital

|                               |                                                          |                                                                                                        |
|-------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| M. A. Bretherton<br>74/95432M | Clerical Assistant, Grade 1 \$2063-4514, Fourth Division | Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Administration Section, Katherine (No. 1366) |
|-------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------|

*Duties:* Supervise and direct the activities of the medical records staff and be responsible for the maintenance of proper and adequate medical histories. Collect fees and issue receipts for all cash and sundry debtor payments. Prepare money for banking. Refer patients requesting credit facilities or exemption from charges to the Charging Clerk. Assist the Charging Clerk with the less difficult outpatient interviews and issue exempt treatment vouchers (Forms HC4).

## DEPARTMENT OF HOUSING AND CONSTRUCTION

### CENTRAL OFFICE

#### Management Services Branch

|                            |                                                                                                                |                                                                                                                             |
|----------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| S. G. Saikeld<br>69/87963C | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, A.C.T. Police Service, Attorney-General's Department | Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Office Services Section, Relief Sub-section, Canberra (No. 84) |
|----------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|

*Duties:* Perform relief duties at the Class 2/3 and 4 levels.

Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)

Promoted from

Promoted to

## AUSTRALIAN CAPITAL TERRITORY

### Technical Division

|                         |                                                 |                                                                                                   |
|-------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------|
| T. W. Lane<br>70/88169T | Architect, Class 2 \$9848-11016, Third Division | Architect, Class 3 \$11588-12969, Third Division, Architectural Design Section, Canberra (No. 76) |
|-------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------|

*Duties:* Assume responsibility as Design Project Officer for major architectural projects or group of activities for which is required a thorough knowledge of building construction, detailing and preparation of tender documents together with an appreciation of contemporary design standards. Control and direct subordinate staff.

*Qualifications:* Degree or Diploma from recognised School of Architecture or equivalent.

|                           |                                                 |                                                                                                   |
|---------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------|
| B. E. Harvey<br>65/37840K | Architect, Class 2 \$9848-11016, Third Division | Architect, Class 3 \$11588-12969, Third Division, Architectural Design Section, Canberra (No. 81) |
|---------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------|

*Duties:* Assume responsibility for major architectural projects. Plan and allocate work within an approved programme. Control and direct sub-ordinate staff on the preparation of design and tender documents.

*Qualifications:* Degree or Diploma from a recognised School of Architecture or equivalent. Applicants should also have an appreciation of design of contemporary buildings.

|                          |                                                         |                                                                                                           |
|--------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| M. J. Dadds<br>68/37484R | Quantity Surveyor, Class 2 \$9676-10828, Third Division | Quantity Surveyor, Class 3 \$11302-12462, Third Division, Architectural Design Section, Canberra (No. 28) |
|--------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

*Duties:* Organise, co-ordinate and control the activities of sections engaged in the preparation of specified bills of quantities, estimating, contract administration etc. Interpret, negotiate and/or decide complex situations.

*Qualifications:* Degree or diploma in quantity surveying from an Australian university or institute of technology approved by the Board.

## NEW SOUTH WALES

### Management Services Division, Programming and Financial Services Branch

|                            |                                                          |                                                                                                                                            |
|----------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| N. A. Jackson<br>69/13941R | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Accounts Section, Appropriation and Project Ledgers Sub-section, Sydney (No. 32) |
|----------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Balance posting slips for vouchers for journal entries; prepare "pre-determined" totals.

|                             |                                                                                                   |                                                                                                                                                                                   |
|-----------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| G. L. Herisson<br>73/15053T | Clerical Assistant, Grade 1 \$2481-5439, Fourth Division, Postmaster-General's Department, Sydney | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Accounts Section, Appropriation and Project Ledgers Sub-section, Sydney, vice C. R. Meyers, prov. prom. 5.9.74 (No. 34) |
|-----------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Maintain job records. Answer inquiries about job numbers and Treasury classifications and ensure that these are correctly recorded on posting media for daily costing.

### Contracts Branch

|                             |                                             |                                                                 |
|-----------------------------|---------------------------------------------|-----------------------------------------------------------------|
| P. M. Robinson<br>64/12852A | Clerk \$9022-9777 (Class 5), Third Division | Clerk \$10029-10704 (Class 6), Third Division, Sydney (No. 135) |
|-----------------------------|---------------------------------------------|-----------------------------------------------------------------|

*Duties:* Assist the Executive Officer (Contracts) in the day to day management of the Branch, including the investigation of complex problems arising from the administration of building and engineering contracts.

### Programming and Financial Services Branch

|                          |                                                          |                                                                                                                                            |
|--------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| D. M. Cross<br>73/13073K | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Accounts Section, Appropriation and Project Ledgers Sub-section, Sydney (No. 45) |
|--------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Pre-select cost cards and determine liability reduction and balance of commitment for operating mechanists; assist in the monthly reconciliation of ledgers.

|                          |                                                          |                                                                                                                   |
|--------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| G. A. Palos<br>73/13576T | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Accounts Section, Cashiers Sub-section, Sydney (No. 67) |
|--------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|

*Duties:* Act as Witnessing Officer for payment of salaries and wages and assist Pay Officer with acquittance of paid vouchers at end of pay runs.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

#### DEPARTMENT OF HOUSING AND CONSTRUCTION—continued

|                           |                                                             |                                                                                                                             |
|---------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| C. R. Meyers<br>72/40277M | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, Accounts Section,<br>Examination Sub-section, Sydney (No. 103) |
|---------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|

*Duties:* Control initial accounts action in connection with monthly accounts; examine invoices and prepare accounts for examination. Supervise the work of subordinate staff.

#### Manpower Branch

|                            |                                                             |                                                                                                                                                                        |
|----------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| R. L. Kneller<br>67/13987M | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division | Clerical Assistant, Grade 4 \$6471-6765,<br>Fourth Division, Personnel Services Sec-<br>tion, Office Services Sub-section, General<br>Services Group, Sydney (No. 198) |
|----------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Carry out stocktakes of office furniture and equipment within the Sydney Regional Office. Main-  
tain furniture and equipment inventories.

#### VICTORIA AND TASMANIA

##### Projects Division No. 2 Technical Resources Branch

|                         |                                                   |                                                                              |
|-------------------------|---------------------------------------------------|------------------------------------------------------------------------------|
| M. P. Roch<br>70/39393X | Senior Draftsman \$9700-10214, Fourth<br>Division | Supervising Draftsman \$10495-11059,<br>Fourth Division, Melbourne (No. 120) |
|-------------------------|---------------------------------------------------|------------------------------------------------------------------------------|

*Duties:* Supervising Electrical Draftsman. As leader or member of a multi-discipline team, under limited direction, prepare designs, specifications and estimates for electrical services where a high order of individual contribution and technical judgement is required. Contribute to the resolution of problems during construction.

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

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|------------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| C. Taylor<br>70/39041C | Draftsman, Grade 2 \$8429-9443, Fourth<br>Division | Senior Draftsman \$9700-10214, Fourth<br>Division, Melbourne, vice M. P. Roch,<br>prov. prom. 5.9.74 (No. 121) |
|------------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------|

*Duties:* Senior Electrical Draftsman. As leader or member of a multi-discipline team, under limited direction, prepare designs, specifications and estimates for electrical engineering works where significant initiative and technical judgment are required. Contribute to the resolution of problems during construction.

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

##### Housing Division, Management Services Branch

|                          |                                                                   |                                                                                                                                            |
|--------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| H. Nicolaou<br>73/37206R | Data Processing Operator, Grade 1<br>\$4440-4801, Fourth Division | Data Processing Operator, Grade 2<br>\$5398, Fourth Division, Accounts Sec-<br>tion, Data Processing Sub-section, Mel-<br>bourne (No. 153) |
|--------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Operate card punching and verifying equipment.

*Qualifications:* Successful completion of the proficiency test for D.P.O. Grade 1.

##### General Works Division, Tasmania Area Branch

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|---------------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| H. Kilberger<br>60/88240E | Architect, Class 2 \$9848-11016, Third<br>Division | Architect, Class 3 \$11588-12969, Third<br>Division, Design and Construction Sec-<br>tion, Hobart (No. 25) |
|---------------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------|

*Duties:* Act as Project Officer for the supervision and administration of the contracts for the construction of the Australian Government Offices and the Reserve Bank Building in Hobart. Plan, allocate, co-ordinate and control the work of subordinate staff assigned to the project.

*Qualifications:* An appropriate degree or diploma in architecture, or equivalent qualification.

#### QUEENSLAND

##### Management Services Division, Manpower Branch

|                          |                                                  |                                                                      |
|--------------------------|--------------------------------------------------|----------------------------------------------------------------------|
| L. Madjeric<br>67/86296E | Clerk \$2845-5836 (Class 1), Third Divi-<br>sion | Clerk \$6052-6929 (Class 2/3), Third<br>Division, Brisbane (No. 520) |
|--------------------------|--------------------------------------------------|----------------------------------------------------------------------|

*Duties:* Perform relief duties in the Region as directed.

#### NORTHERN TERRITORY

##### Management Services Division, Personnel Services Branch

|                        |                                                                                                     |                                                                                                    |
|------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| J. C. Orr<br>67/57002C | Clerk \$9022-9777 (Class 5), Third Divi-<br>sion, Department of the Northern Terri-<br>tory, Darwin | Personnel Officer \$10029-10704 (Class<br>6), Third Division, Personnel Section,<br>Darwin (No. 2) |
|------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|

*Duties:* Supervise and control the activities of the Staff sub-section. Oversight the interpretation of provisions of the Public Service Act and Regulations, General Orders, etc., as applied to Departmental staff. Advise senior officers on staff administration matters. Prepare submissions to the Public Service Inspector and Central Office.

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

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

### Finance Branch

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|--------------------------|---------------------------------------------|--------------------------------------------------------------|
| I. R. White<br>67/85477C | Clerk \$8015-8770 (Class 4), Third Division | Clerk \$9022-9777 (Class 5), Third Division, Darwin (No. 50) |
|--------------------------|---------------------------------------------|--------------------------------------------------------------|
- Duties:* Branch Certifying Officer. Control examination and registration of accounts for contracts and orders, examine salaries and wages and miscellaneous payments, dispose of more involved claims and payments relating to contracts, and generally assist O/C expenditure.
- Qualifications:* Sound knowledge of Audit Act and Regulations, General Orders. Experience in Departmental procedures is desirable.

### Stores Branch

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|-----------------------------|---------------------------------------------|--------------------------------------------------------------------------------------|
| P. W. Shapcott<br>64/57913X | Clerk \$8015-8770 (Class 4), Third Division | Clerk \$9022-9777 (Class 5), Third Division, Procurement Sub-Section, Darwin (No. 4) |
|-----------------------------|---------------------------------------------|--------------------------------------------------------------------------------------|
- Duties:* Senior Purchasing Officer, oversight the activities of the Procurement Sub-section including arranging contracts, purchasing and shipping. Prepare specifications or assist user sections in the preparation of specifications. Incorporate special and standard clauses and call tenders or quotations.
- Qualifications:* Experience in store purchasing procedures, particularly in relation to a construction organisation, an advantage.

### Technical Division

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|----------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| E. C. Calvert<br>73/95446W | Engineer, Class 2 \$9903-11046, Third Division | Engineer, Class 3 \$11705-13047, Third Division, Engineering Design Section, Electrical Sub-section, Darwin (No. 145) |
|----------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
- Duties:* Supervise and provide technical guidance to groups of Engineers and Draftsmen engaged on a variety of projects, ensuring that a high standard of design is maintained and that clients' requirements are met both technically and economically.
- 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.
- |                       |                                                |                                                                                                                            |
|-----------------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| A. Mason<br>70/95347T | Senior Draftsman \$9700-10214, Fourth Division | Supervising Draftsman \$10495-11059, Fourth Division, Engineering Design Section, Electrical Sub-section, Darwin (No. 160) |
|-----------------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
- Duties:* Responsible for the preparation of designs, schedules of quantities and specifications for light and power components of Defence and D.C.A. projects. Undertake engineering design drafting investigations and inspection work in more complex projects.
- Qualifications:* An approved technical college certificate or other approved qualifications and requisite experience.

## DEPARTMENT OF MANUFACTURING INDUSTRY CENTRAL OFFICE

### Aircraft Guided Weapons and Electronics Supply Division

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|--------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| M. Lysaught<br>74/85992K | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of Foreign Affairs, Canberra | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Canberra (No. 14) |
|--------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
- Duties:* Arrange and file correspondence, local and working papers. Intercept telephone calls during absences of senior members of the Division. Provide general clerical assistance as required.

### Planning and Procurement Division, Stores and Transport Branch

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|---------------------------|---------------------------------------------------------|----------------------------------------------------------------|
| C. E. Heesom<br>72/38853M | Clerk \$6887-7764 (Class 2/3), Third Division, Canberra | Clerk \$8015-8770 (Class 4), Third Division, Canberra (No. 41) |
|---------------------------|---------------------------------------------------------|----------------------------------------------------------------|
- Duties:* Responsible for the provision of general for the Branch in respect of staff matters, office services and Branch records. Collate and prepare buildings, works and maintenance programmes for the Branch.

### Finance and Management Services Division

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|------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| J. B. Gallagher<br>58/15978E | Inspector (Internal Audit) \$12218-12721 (Class 8), Third Division, Canberra | Chief Internal Auditor \$13224-13725 (Class 9), Third Division, Internal Audit Canberra (No. 1) |
|------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
- Duties:* Direct and co-ordinate internal audit activities throughout the Department. Develop audit plans and programmes for implementation. Advise management on matters within audit competence.
- Qualifications:* Extensive experience in auditing and Departmental activities. Accounting qualifications desirable.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

# DEPARTMENT OF MANUFACTURING INDUSTRY—continued

## Establishments Branch

- L. McRoberts  
73/85632A      Typist, Grade 2 \$5791-6101, Fourth Division, Department of Defence (Air Office), Canberra      Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Canberra (No. 2)
- Duties:* Provide secretarial assistance to an Assistant Secretary.  
*Qualifications:* Shorthand, 100 words per minute.
- B. J. Siebert  
58/19870E      Clerk \$6887-7764 (Class 2/3), Third Division, Department of Defence (Air Office), Canberra      Clerk \$8015-8770 (Class 4), Third Division, General Services Section, Canberra (No. 24)
- Duties:* Direct and participate in the procurement of office furnishings and equipment for the central office of the Department.  
*Qualifications:* Considerable experience in various aspects of procurement and office services activities desirable. Ability to control and direct staff.
- G. G. Weir  
72/86062M      Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Canberra      Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, General Services Section, Canberra (No. 73)
- Duties:* Archives Assistant.  
*Qualifications:* Knowledge of archival procedures desirable.

## NEW SOUTH WALES

### Contracts Branch

- H. Morris  
58/18525E      Clerk \$11039-11714 (Class 7), Third Division      Contracts Officer \$12218-12721 (Class 8), Third Division, Disposals Section, Sydney (No. 2)
- Duties:* Administer and direct the activities of the Disposals Section. Conduct special negotiations with buyers and auctioneers and attend conferences with trade organisations and departments. Attend meetings of the District Contract Board to advise on disposal matters.
- C. D. J. Reidy  
58/18558P      Clerk \$10029-10704 (Class 6), Third Division      Clerk \$11039-11714 (Class 7), Third Division, Progress and General Services Section, Sydney, vice H. Morris, prov. prom. 5.9.74 (No. 143)
- Duties:* Direct, plan and control Progress, Administration and ADP Sections. Secretary to District Contract Board. Implement and review staff training and prepare estimates.
- D. J. Clifton  
66/13019A      Clerk \$9022-9777 (Class 5), Third Division      Clerk \$10029-10704 (Class 6), Third Division, Progress and General Services Section, Sydney, vice C. D. J. Reidy, prov. prom. 5.9.74 (No. 64)
- Duties:* Supervise and direct operations of the ADP and Office Services Groups. Review systems and procedures and maintain overall control of the operations of the clerical work measurement system. Prepare advices of staff variations and office instructions.

## Munitions Filling Factory

- T. Swindells  
69/14340R      Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, St. Marys      Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Administrative Section, St. Marys (No. 87)
- Duties:* Prepare laboratory reports from completed work cards and arrange distribution. Maintain material stocks and prepare requisitions for procurement of stores. Prepare weekly progress reports.

## VICTORIA

### Establishments and Services Branch

- J. H. Matson  
58/43599E      Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Melbourne      Clerical Assistant, Grade 6 \$7552-7946, Fourth Division, General Services Section, Melbourne (No. 2091)
- Duties:* Supervise staff engaged in file examination, location, attachment of papers and storage. Arrange disposal of files in accordance with relevant schedules.
- L. F. Fishley  
58/43584A      Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Melbourne      Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, General Services Section, Melbourne (No. 119)
- Duties:* Supervise the activities of a Sub-registry.
- B. E. H. Hutcheson  
58/43592X      Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Melbourne      Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, General Services Section, Melbourne (No. 89)
- Duties:* Examine files to determine appropriate action.

| <i>Name and personnel<br/>number (also seniority<br/>reference if Regulation<br/>109G applies)</i>                                                                                                                            | <i>Promoted from</i>                                                            | <i>Promoted to</i>                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| R. W. Constable<br>66/38093M                                                                                                                                                                                                  | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, Melbourne          | Clerical Assistant, Grade 4 \$6471-6765,<br>Fourth Division, General Services Section,<br>Melbourne (No. 2062)                                         |
| R. E. Davis<br>67/36287K                                                                                                                                                                                                      | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, Melbourne          | Clerical Assistant, Grade 4 \$6471-6765,<br>Fourth Division, General Services Section,<br>Melbourne (No. 2061)                                         |
| I. J. Fischer<br>68/39266R                                                                                                                                                                                                    | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, Melbourne          | Clerical Assistant, Grade 4 \$6471-6765,<br>Fourth Division, General Services Section,<br>Melbourne (No. 2120)                                         |
| J. R. Cini<br>70/36651E                                                                                                                                                                                                       | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, Melbourne          | Clerical Assistant, Grade 4 \$6471-6765,<br>Fourth Division, General Services Section,<br>Melbourne, vice L. F. Fishley, prov. prom. 5.9.74 (No. 97)   |
| <i>Duties above four positions:</i> Index correspondence, register and assemble new files and search indexes.                                                                                                                 |                                                                                 |                                                                                                                                                        |
| L. A. Peak<br>66/40045K                                                                                                                                                                                                       | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, Melbourne          | Clerical Assistant, Grade 4 \$6471-6765,<br>Fourth Division, General Services Section,<br>Melbourne, vice J. H. Matson, prov. prom. 5.9.74 (No. 91)    |
| <i>Duties:</i> Former Papers Officer. Supervise staff engaged on attachment of papers.                                                                                                                                        |                                                                                 |                                                                                                                                                        |
| D. G. Chilvers<br>71/42523T                                                                                                                                                                                                   | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Melbourne          | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, General Services Section,<br>Melbourne, vice R. E. Davis, prov. prom. 5.9.74 (No. 99)     |
| <i>Duties:</i> Receive all classified material, sort, log and re-direct correspondence. Prepare classified matter for despatch.                                                                                               |                                                                                 |                                                                                                                                                        |
| G. Diegan<br>69/40863K                                                                                                                                                                                                        | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Melbourne          | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, General Services Section,<br>Melbourne, vice I. J. Fischer, prov. prom. 5.9.74 (No. 144)  |
| P. S. T. Clayton<br>70/41034G                                                                                                                                                                                                 | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Melbourne          | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, General Services Section,<br>Melbourne, vice R. W. Constable, prov. prom. 5.9.74 (No. 92) |
| H. Krause<br>71/38528W                                                                                                                                                                                                        | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Melbourne          | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, General Services Section,<br>Melbourne, vice J. R. Cini, prov. prom. 5.9.74 (No. 93)      |
| <i>Duties above three positions:</i> Attachment of related correspondence to files.                                                                                                                                           |                                                                                 |                                                                                                                                                        |
| M. Borg<br>73/40139A                                                                                                                                                                                                          | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division, Melbourne          | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, General Services Section,<br>Melbourne (No. 112)                                          |
| <i>Duties:</i> Registry relief duties.                                                                                                                                                                                        |                                                                                 |                                                                                                                                                        |
| J. G. McDonald<br>73/40365W                                                                                                                                                                                                   | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division, Melbourne          | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, General Services Section,<br>Melbourne (No. 94)                                           |
| <i>Duties:</i> File Location Assistant. Record file movements and note correspondence for file attachment.                                                                                                                    |                                                                                 |                                                                                                                                                        |
| W. K. O'Brien<br>66/38037P                                                                                                                                                                                                    | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division, Melbourne          | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, General Services Section,<br>Melbourne (No. 125)                                          |
| <i>Duties:</i> File location marking, file storage and mail handling.                                                                                                                                                         |                                                                                 |                                                                                                                                                        |
| <b>Aeronautical Research Laboratories</b>                                                                                                                                                                                     |                                                                                 |                                                                                                                                                        |
| A. J. Forbes<br>70/42751G                                                                                                                                                                                                     | Librarian, Class 1 \$6270-8996, Third<br>Division, Fishermen's Bend             | Librarian, Class 2 \$9262-10299, Third<br>Division, Technical Section, Fishermen's<br>Bend (No. 548)                                                   |
| <i>Duties:</i> Direct and control the selection, information and reference services of the Establishment.                                                                                                                     |                                                                                 |                                                                                                                                                        |
| <i>Qualifications:</i> Appropriate Degree or Diploma together with training which qualifies for admission to Registration of Library Association of Australia or equivalent.                                                  |                                                                                 |                                                                                                                                                        |
| F. G. Harris<br>69/39430C                                                                                                                                                                                                     | Experimental Officer, Class 2 \$9715-10861, Third<br>Division, Fishermen's Bend | Experimental Officer, Class 3 \$11401-12741, Third<br>Division, Technical Section, Fishermen's Bend<br>(No. 117)                                       |
| <i>Duties:</i> Ensure operational capability and efficient functioning of a variety of fatigue testing machines and associated equipment. Arrange and participate in design and manufacture of specialized testing equipment. |                                                                                 |                                                                                                                                                        |
| <i>Qualifications:</i> Appropriate Degree or Diploma. Several years experience and proven ability in the relevant field of work.                                                                                              |                                                                                 |                                                                                                                                                        |

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

# DEPARTMENT OF MANUFACTURING INDUSTRY—continued

|                        |                                                                             |                                                                                                                                                  |
|------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| A. F. Cox<br>74/38291G | Experimental Officer, Class 1 \$6250-9262, Third Division, Fishermen's Bend | Experimental Officer, Class 2 \$9715-10861, Third Division, Technical Section, Fishermen's Bend, vice F. G. Harris, prov. prom. 5.9.74 (No. 240) |
|------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Undertake complex metallurgical investigations into failures and defects arising during the use of aircraft.

*Qualifications:* Appropriate Degree or Diploma. Several years experience and proven ability in the relevant field of work.

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|-------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| G. A. Duke<br>74/38874M | Experimental Officer, Class 1 \$6250-9262, Third Division, Fishermen's Bend | Experimental Officer, Class 2 \$9715-10861, Third Division, Technical Section, Fishermen's Bend (No. 177) |
|-------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

*Duties:* Undertake specialized experimental investigations in support of a research and development programme related to the operation and performance of gas turbine engines or their components.

*Qualifications:* Appropriate Degree or Diploma. Several years experience and proven ability in the relevant field of work.

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|----------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| K. A. O'Dwyer<br>70/40294E | Experimental Officer, Class 2 \$9715-10861, Third Division, Fishermen's Bend | Experimental Officer, Class 3 \$11401-12741, Third Division, Technical Section, Fishermen's Bend (No. 32) |
|----------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

*Duties:* Supervise and participate in the work of a team engaged in complex experimental low speed wind tunnel investigations.

*Qualifications:* Appropriate Degree or Diploma. Several years experience and proven ability in the relevant field of work.

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|--------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| I. V. Lloyd<br>74/39204W | Experimental Officer, Class 1 \$6250-9262, Third Division, Fishermen's Bend | Experimental Officer, Class 2 \$9715-10861, Third Division, Technical Section, Fishermen's Bend (No. 356) |
|--------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

*Duties:* Undertake the reduction of guided weapons trials data in a form suitable for post trial scientific evaluation and subsequent computer programming.

*Qualifications:* Appropriate degree or diploma. Several years experience and proven ability in the relevant field of work.

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|----------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| G. F. Forsyth<br>71/36446T | Experimental Officer, Class 1 \$6250-9262, Third Division, Fishermen's Bend | Experimental Officer, Class 2 \$9715-10861, Third Division, Technical Section, Fishermen's Bend, vice K. A. O'Dwyer, prov. prom. 5.9.74 (No. 43) |
|----------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Under guidance from scientific staff, carry out more complex experimental investigations relating to the development of equipment and techniques required to measure dynamic derivatives in the transonic wind tunnel.

*Qualifications:* Appropriate degree or diploma. Several years experience and proven ability in the relevant field of work.

|                            |                                                                                        |                                                                                                                                                 |
|----------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| E. R. Lording<br>70/40865T | Technical Officer (Engineering), Grade 1 \$7052-8694, Third Division, Fishermen's Bend | Experimental Officer, Class 1 \$6250-9262, Third Division, Technical Section, Fishermen's Bend, vice G. F. Forsyth, prov. prom. 5.9.74 (No. 54) |
|----------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Under guidance from scientific staff, carry out experimental investigations relating to the development of instrumentation associated with the transonic wind tunnel and its associated mini computer.

*Qualifications:* Appropriate degree or diploma. Several years experience and proven ability in the relevant field of work.

|                          |                                                                            |                                                                                                          |
|--------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| J. C. Payne<br>70/40869M | Technical Assistant, Grade 1 \$3346-6506, Third Division, Fishermen's Bend | Experimental Officer, Class 1 \$6250-9262, Third Division, Technical Section, Fishermen's Bend (No. 191) |
|--------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|

*Duties:* Devise and carry out experimental investigations and feasibility studies related to defence systems problems with particular reference to helicopter engineering.

*Qualifications:* Appropriate degree or diploma. Several years experience and proven ability in the relevant field of work.

## Defence Standards Laboratories

|                                |                                                             |                                                                                          |
|--------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------|
| D. K. C. Hodgeman<br>65/36412A | Scientific Officer \$6826-8631, Third Division, Maribyrnong | Research Scientist \$9598-12194, Third Division, Technical Section, Maribyrnong (No. 18) |
|--------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------|

*Duties:* Undertake research into problems associated with the deterioration of organic materials.

*Qualifications:* Ph.D. in an appropriate field or other qualifications and post-graduate research experience of equivalent standard together with demonstrated research ability.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

|                            |                                                                |                                                                                                  |
|----------------------------|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| R. A. Horsley<br>68/86777G | Scientific Officer \$6826-8631, Third<br>Division, Maribyrnong | Research Scientist \$9698-12194, Third<br>Division, Technical Section, Mari-<br>byrnong (No. 23) |
|----------------------------|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------|

*Duties:* Undertake research into the kinetic, thermodynamic and physico-chemical properties of gun propellants and the mathematical modelling of internal ballistics systems.

*Qualifications:* Ph.D in an appropriate field or other qualifications and Post-graduate research experience of equivalent standard together with demonstrated research ability.

|                              |                                                                           |                                                                                                                  |
|------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| M. A. R. Wilson<br>67/40208E | Technical Assistant, Grade 2 \$6723-<br>7427, Third Division, Maribyrnong | Technical Officer (Science), Grade 1<br>\$7052-8694, Third Division, Technical<br>Section, Maribyrnong (No. 204) |
|------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|

*Duties:* Under technical direction, undertake relatively straightforward technical work in support of experimental programmes concerned with the design and development of pyrotechnic materials and devices.

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

#### Australian Government Clothing Factory

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|-----------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| C. Saada<br>69/40881P | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division, Coburg | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Administrative Section,<br>Coburg (No. 46) |
|-----------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|

*Duties:* Provide clerical assistance in a Production Sub-section.

#### Ordnance Factory

|                              |                                                               |                                                                                                 |
|------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| B. D. Jorgensen<br>67/57447P | Engineer, Class 1 \$6454-9262, Third<br>Division, Maribyrnong | Engineer, Class 2 \$9903-11046, Third<br>Division, Technical Section, Mari-<br>byrnong (No. 66) |
|------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------|

*Duties:* Supervise staff engaged on electrical production, installation and maintenance. Carry out special assignments involving specification, design and development of electrical/electronic controls for modern production machinery and plant.

*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.

#### SOUTH AUSTRALIA

##### Weapons Research Establishment, Applied Physics Wing, Optics and Surveillance Division

|                           |                                                                                  |                                                                                                                             |
|---------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| R. Edmondson<br>58/44986G | Technical Officer (Science), Grade 2<br>\$8929-9443, Fourth Division, unattached | Senior Technical Officer (Science),<br>Grade 1 \$9700-10214, Fourth Division,<br>Night Vision Group, Salisbury (No.<br>233) |
|---------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|

*Duties:* Under limited direction, undertake the more detailed technical work entailed in the evaluation of night vision and infra-red equipment. Organise field and laboratory evaluations requiring the co-ordination of staff and resources. Liaise with Service Officers on joint exercises and with W.R.E. professional staff to progress manufacturing tasks.

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

|                           |                                                                           |                                                                                                                  |
|---------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| J. R. Waller<br>71/66867P | Technical Assistant, Grade 2 \$6723-<br>7427, Fourth Division, unattached | Technical Officer (Science), Grade 1<br>\$7052-8694, Fourth Division, Night<br>Vision Group, Salisbury (No. 310) |
|---------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|

*Duties:* Under technical direction, assist in the design, construction and testing of the instrumentation for the measurement of material properties of infrared detectors.

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

#### Administrative Wing

|                          |                                                                         |                                                                                                      |
|--------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| S. H. Ralph<br>71/66945A | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division, unattached | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Accounts Section,<br>Salisbury (No. 23) |
|--------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|

*Duties:* Maintain Register of Accounts.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

## DEPARTMENT OF MINERALS AND ENERGY

### CENTRAL OFFICE

#### Export Control No. 1 Division, Export Control (Coal) Branch

|                          |                                                                                        |                                                                                                                     |
|--------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| R. H. Annon<br>71/75356K | Clerk \$10029-10704 (Class 6), Third<br>Division, Department of Transport,<br>Canberra | Clerk \$11039-11714 (Class 7), Third<br>Division, Export Control No. 1 Section,<br>Sub-section A, Canberra (No. 20) |
|--------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|

*Duties:* Examine and prepare recommendations on applications to export specified minerals, seeking further information from industry where necessary.

*Qualifications:* Experience appropriate to the Duties.

#### Bureau of Mineral Resources, Geology and Geophysics, Geophysical Branch

|                           |                                                                                                       |                                                                                                                                        |
|---------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| F. J. Gordon<br>71/85622M | Programming Assistant, Grade 3<br>\$8015-8770, Third Division, Department<br>of Agriculture, Canberra | Clerk \$9022-9777 (Class 5), Third Divi-<br>sion, Metalliferous and Airborne Sec-<br>tion, Airborne Sub-section, Canberra<br>(No. 822) |
|---------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Plan and control scheduling of computer processing of geophysical data acquired by airborne surveys. Provide efficient management of project filing systems and subordinate staff. Prepare progress reports.

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

## DEPARTMENT OF THE NORTHERN TERRITORY

### NORTHERN TERRITORY

#### Lands and Community Development Division, Lands Branch

|                          |                                                 |                                                                                                                     |
|--------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| M. E. Boyle<br>73/95851R | Typist, Grade 1 \$2638-5636, Fourth<br>Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Land Administration<br>Section, Alice Springs (No. 56) |
|--------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|

*Duties:* Typing and general clerical assistance to the Lands Clerk.

*Qualifications:* Relevant experience desirable.

#### Local Government and Services Branch

|                              |                                                  |                                                                                                                                          |
|------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| M. W. Robertson<br>69/95262A | Clerk \$6887-7764 (Class 2/3), Third<br>Division | Clerk \$9022-9777 (Class 5), Third Divi-<br>sion, Local Government Section, Dar-<br>win, vice K. W. Prior, prov. prom.<br>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<br>73/95942X | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division | Clerical Assistant, Grade 4 \$6471-6765,<br>Fourth Division, Local Government<br>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.

|                           |                                                                         |                                                                                                           |
|---------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| P. Bottomley<br>305-34345 | Clerical Assistant, Grade 1 \$2841-5349,<br>Fourth Division, unattached | Clerical Assistant, Grade 4 \$6471-6765,<br>Fourth Division, Local Government<br>Section, Darwin (No. 20) |
|---------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

*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<br>74/95130A | Typist, Grade 1 \$2638-5636, Fourth<br>Division | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, Local Government<br>Section, Darwin (No. 121) |
|---------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------|

*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<br>74/95271R | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division, unattached | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Local Government<br>Section, Darwin (No. 125) |
|--------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

*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.

**Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)**

**Promoted from**

**Promoted to**

|                         |                                                             |                                                                                                           |
|-------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| P. F. King<br>72/95564T | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Local Government<br>Section, Darwin (No. 70) |
|-------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

*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.

**Social and Commercial Affairs Division, Public Utilities and Housing Branch**

|                              |                                                             |                                                                                                                |
|------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| L. S. Middleton<br>74/95088M | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Business Undertakings<br>Section, Darwin (No. 18) |
|------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|

*Duties:* Take electricity readings in Darwin, Pine Creek, Katherine and Tenant Creek.  
*Qualifications:* Previous experience in reading electricity meters is desirable but not essential. Accuracy and neatness in figures is required.

**Management, Legislation and Planning Division, Establishments and ADP Branch**

|                            |                                                 |                                                                                                                       |
|----------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| C. M. Sanders<br>74/95368A | Typist, Grade 1 \$2638-5636, Fourth<br>Division | Typist, Grade 2 \$5791-6101, Fourth<br>Division, Organisation, Classification<br>and Methods Section, Darwin (No. 95) |
|----------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|

*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<br>58/17204X | Clerk \$10029-10704 (Class 6), Third<br>Division | Administrative Officer \$11039-11714<br>(Class 7), Third Division, Executive and<br>Administrative Section, Darwin (No. 16) |
|-------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|

*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<br>73/88738W | Clerk (Graduate) \$3346-6671 (Class 1),<br>Third Division | Clerk \$10029-10704 (Class 6), Third<br>Division, Wildlife, Environment and<br>National Parks Section, Darwin (No.<br>142) |
|---------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|

*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<br>70/36153T | Forestry Officer, Class 1 \$6250-9262,<br>Third Division | Forestry Officer, Class 2 \$9715-10861,<br>Third Division, Forestry Section, Dar-<br>win (No. 5) |
|--------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------|

*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.

|                             |                                                                                         |                                                                                                                                                  |
|-----------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| D. R. Stephens<br>63/85510A | Technical Officer (Science), Grade 1<br>\$7052-8694), Fourth Division (unat-<br>tached) | Technical Officer (Science), Grade 2<br>\$8929-9443, Fourth Division, Wildlife,<br>Environment and National Parks Sec-<br>tion, Darwin (No. 100) |
|-----------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|

*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 sub-ordinate staff.

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

**Water Resources Branch**

|                            |                                                 |                                                                                        |
|----------------------------|-------------------------------------------------|----------------------------------------------------------------------------------------|
| S. D. Boulton<br>74/95446M | Typist, Grade 1 \$2638-5636, Fourth<br>Division | Typist, Grade 2 \$5791-6101, Fourth<br>Division, Executive Section, Darwin<br>(No. 33) |
|----------------------------|-------------------------------------------------|----------------------------------------------------------------------------------------|

*Duties:* Stenographic and typing duties for senior officers in the Branch.

*Qualifications:* Shorthand, 100 words per minute desirable.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

# DEPARTMENT OF THE NORTHERN TERRITORY—continued

## Social and Commercial Affairs Division, Prices and Consumer Affairs Branch

|                             |                                                                                                            |                                                                                                         |
|-----------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| T. A. Phillips<br>58/41980W | Investigation Officer, Grade 3 \$10029-10704 (Class 6), Third Division, Department of the Treasury, Darwin | Clerk \$12218-12721 (Class 8), Third Division, Legislation, Research and Policy Section, Darwin (No. 4) |
|-----------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|

*Duties:* Undertake investigations into policy and legislation matters. Prepare associated reports and submissions concerning price control and consumer affairs.

*Qualifications:* Previous experience in legislation and policy work desirable. Appropriate academic qualifications to be stated.

*Note:* The above fifteen positions in lieu of notification in *Gazette* No. 69 of 22.8.74.

## Management, Legislation and Planning Division, Establishments and ADP Branch

|                      |                                             |                                                                                                                                      |
|----------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| C. Fong<br>68/86221A | Clerk \$8015-8770 (Class 4), Third Division | Clerk \$9022-9777 (Class 5), Third Division, Personnel and Services Section, Darwin, vice K. J. Butcher, prov. prom. 5.9.74 (No. 30) |
|----------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Control the work of the Recruitment Sub-section.

*Qualifications:* Experience in internal and external recruitment procedures desirable. Ability to plan and implement large scale recruitment programmes.

|                            |                                             |                                                                                                                   |
|----------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| K. J. Butcher<br>71/95003H | Clerk \$9022-9777 (Class 5), Third Division | Clerk \$10029-10704 (Class 6), Third Division, Organisation, Classification and Methods Section, Darwin (No. 224) |
|----------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------|

*Duties:* Assist in the conduct of major organisation and classification reviews as a team member, and conduct minor reviews.

*Qualifications:* Previous investigation experience in organisation and classification work or in related fields desirable.

|                        |                                             |                                                                                              |
|------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------|
| J. C. Orr<br>67/57002C | Clerk \$9022-9777 (Class 5), Third Division | Clerk \$10029-10704 (Class 6), Third Division, Personnel and Services Section, Darwin (N.P.) |
|------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------|

*Duties:* Personnel Officer. Direct and supervise the work of Staff Services Sub-section.

*Qualifications:* Extensive experience in personnel administration. Thorough knowledge of Public Service legislation, organisation and procedures. Proven ability in direction and management of personnel work. Ability to make assessment and prepare reports.

## Finance, Supply and Transport Branch

|                         |                                             |                                                                                     |
|-------------------------|---------------------------------------------|-------------------------------------------------------------------------------------|
| H. M. Call<br>73/95911X | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Accounting Section, Darwin (No. 137) |
|-------------------------|---------------------------------------------|-------------------------------------------------------------------------------------|

*Duties:* Examine official travel and travel under Public Service Regulation 98 claims.

*Qualifications:* Relevant experience desirable.

## Resource Development Division, Mines Branch

|                          |                                                          |                                                                                                               |
|--------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| M. E. Gorle<br>73/95362G | Clerical Assistant, Grade 1 \$2481-4515, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Policy and Administration Section, Darwin (No. 108) |
|--------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|

*Duties:* Maintain Branch Registry. Process all correspondence.

*Qualifications:* Knowledge of Registry Procedures desirable.

## Social and Commercial Affairs Division, Social Development Branch

|                            |                                             |                                                                                                                        |
|----------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| A. T. Dembski<br>71/95056K | Clerk \$8015-8770 (Class 4), Third Division | Investigation Officer \$9022-9777 (Class 5), Third Division, Child, Family and Social Welfare Section, Darwin (No. 21) |
|----------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------|

*Duties:* Inspect institutions to ensure capital and other financial assistance is being properly expended. Advise on financial procedures and systems.

*Qualifications:* Experience related to the position. Accountancy qualifications an advantage.

## DEPARTMENT OF OVERSEAS TRADE

### CENTRAL STAFF

#### Trade Relations Division

|                              |                                                       |                                                                                                                |
|------------------------------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| J. S. Trofimovs<br>72/41978R | Clerk \$9022-9777 (Class 5), Third Division, Canberra | Clerk \$10029-10704 (Class 6), Third Division, Europe, Africa and the Middle East Section, Canberra (No. 1082) |
|------------------------------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|

*Duties:* Prepare material for use in the formulation of policy recommendations on Australia's trade relations objectives.

*Qualifications:* Analytical ability. University degree desirable.

Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)

Promoted from

Promoted to

### Trade Services Division, No. 2 Branch

|                            |                                                           |                                                                                                                                       |
|----------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| R. V. McInnes<br>72/88856T | Clerk \$6887-7764 (Class 2/3), Third Division, unattached | Clerk \$8015-8770 (Class 4), Third Division, Insurance and Finance Section, Canberra, vice E. A. Evans, prov. prom. 8.8.74 (No. 1405) |
|----------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Carry out investigations and prepare reports relating to the work of the Section.  
*Qualifications:* Ability to prepare reports and submissions. Knowledge of Australia's export trade desirable.

### Policy Development Division, ADP and Technical Services Branch

|                         |                                                                                  |                                                                                     |
|-------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| F. J. Dann<br>73/57015C | Programmer \$9022-9777 (Class 5), Third Division, Department of Health, Canberra | Programmer \$10029-10704 (Class 6), Third Division, ADP Section, Canberra (No. 923) |
|-------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

*Duties:* As a member of a team undertake systems analysis design and programming for the implementation of ADP systems.  
*Qualifications:* Considerable experience in programming and systems analysis.

## POSTMASTER-GENERAL'S DEPARTMENT

### CENTRAL OFFICE

#### Director-General's Office, Industrial Relations Branch

|                             |                                                                                |                                                                                                                                                                       |
|-----------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| G. K. Costello<br>73/37687W | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached, Victoria | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Negotiations and Conditions of Service Section, Negotiation and Arbitration Sub-section, Melbourne (No. 35) |
|-----------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Maintain reference books, instructions, awards, determination and library; and distribute instructions on determinations and replacement pages on awards and determinations.

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

|                             |                                                                      |                                                                                                             |
|-----------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| J. J. J. Dupe'<br>72/37249R | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Research and Clerical Section, Melbourne (No. 63) |
|-----------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|

*Duties:* Oversight Sub-divisional registry functions and arrange all travel details for officers of the Sub-division. Perform routine staff work.

|                           |                                                                                                       |                                                                                                                                                             |
|---------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| D. L. Holmes<br>59/59456C | Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Engineering Division, Victoria | Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Fundamental Planning Branch, Traffic Engineering Section, Melbourne (No. 28) |
|---------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Inspection of State daily error and validation reports from the national traffic data gathering system and interpretation of results. Take follow up action. Prepare appropriate reports and relevant Engineering Instructions.  
*Qualifications:* An approved technical college certificate or other approved qualifications, and requisite experience. Experience in traffic engineering and computer programming and applications highly desirable.

|                         |                                                                                           |                                                                                                        |
|-------------------------|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| M. R. Long<br>70/40998M | Clerk \$6887-7764 (Class 2/3), Third Division, Engineering Planning and Research Division | Clerk \$8015-8770 (Class 4), Third Division, Transmission and Line Planning Branch, Melbourne (No. 23) |
|-------------------------|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|

*Duties:* Responsible to the Branch Clerk for provision of administrative assistance to professional staff, including preparation of non-technical correspondence, secretarial duties at conferences, and office management.

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

|                              |                                                                             |                                                                                                     |
|------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| B. J. Wilkinson<br>71/40573E | Engineer, Class 2 \$10653-11796, Third Division, Engineering Works Division | Engineer, Class 3 \$12455-13797, Third Division, Operations and Service Section, Melbourne (No. 99) |
|------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|

*Duties:* Co-ordinate customer/APO planning design, specification and provision of interstate data networks. Evaluate performance of private data networks, collaborate with customers in resolving service difficulties and develop maintenance practices.  
*Qualifications:* Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the board as appropriate to the efficient discharge of the duties.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

### POSTMASTER-GENERAL'S DEPARTMENT—continued

#### Telephone Switching Equipment Branch

|                          |                                                                                 |                                                                                            |
|--------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| R. L. Orton<br>59/58794M | Engineer, Class 2 \$10653-11796, Third Division, Engineering Division, Victoria | Engineer, Class 3 \$12455-13797, Third Division, Circuit Design Section, Melbourne (No. 5) |
|--------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|

*Duties:* Develop and evaluate new and revised circuit designs for metropolitan telephone exchanges.

*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.

|                         |                                                                            |                                                                                                     |
|-------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| T. S. Wong<br>72/40589E | Engineer, Class 1 \$7204-10012, Third Division, Engineering Works Division | Engineer, Class 2 \$10653-11796, Third Division, Installation Practices Section, Melbourne (No. 28) |
|-------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|

*Duties:* Development of installation engineering procedures for Stored Program Controlled Exchanges. Liaise with State administrations and equipment suppliers in co-ordination of SPC installation projects.

*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. Knowledge of computer programming, or electronic logic circuitry, or experience with computer based systems desirable.

#### Management Services Division, ADP Branch

|                             |                                                                            |                                                                            |
|-----------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------|
| J. M. A. Smith<br>71/76127M | Typist, Grade 2 \$5791-6101, Fourth Division, Management Services Division | Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Melbourne (No. 148) |
|-----------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------|

*Duties:* Provide secretarial and stenographic assistance to the Branch Head.

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

|                          |                                                                                              |                                                                                                                                                  |
|--------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| R. J. Ayris<br>65/66795M | Senior Computer Operator, Grade 2 \$8132-8402, Fourth Division, Management Services Division | Senior Computer Operator, Grade 3 \$8935-9476, Fourth Division, Development Section, Melbourne, vice P. D. Norman, prov. prom. 29.8.74 (No. 155) |
|--------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* In charge of a shift of operators. Responsible for the operation of a Honeywell 8200 computer and peripherals including magnetic tapes and discs, card and tape readers and a high-speed printer.

*Qualifications:* Considerable experience in the operation of a medium or large scale computer and associated equipment, and ability to control and supervise subordinate staff desirable.

|                           |                                                                                                         |                                                                                                                                               |
|---------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| G. C. Hunter<br>68/38141K | Senior Computer Operator, Grade 1 \$7583-7784, Fourth Division, Department of Social Security, Victoria | Senior Computer Operator, Grade 2 \$8132-8402, Fourth Division, Development Section, Melbourne, vice R. J. Ayris, prov. prom. 5.9.74 (No. 74) |
|---------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|

|                          |                                                                                       |                                                                                                          |
|--------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| C. A. Terry<br>68/37059G | Computer Operator, Grade 2 \$6977-7281, Fourth Division, Management Services Division | Senior Computer Operator, Grade 2 \$8132-8402, Fourth Division, Development Section, Melbourne (No. 240) |
|--------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|

*Duties above two positions:* During a shift of computer operations; operate the console of a H 8200 computer.

*Qualifications above two positions:* Considerable experience in the operation of a console for a large scale computer desirable.

*Note above three positions:* Shift work is involved. These positions will be transferred to the Victorian Administration and be located at Clayton in early 1975.

#### Personnel Branch

|                          |                                                                           |                                                                                                                                                                             |
|--------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| J. A. Wills<br>69/39785M | Clerk \$9022-9777 (Class 5), Third Division, Management Services Division | Clerk \$10029-10704 (Class 6), Third Division, Establishments Section, Establishments Review No. 2 Sub-section, Melbourne, vice J. M. Spiller, prov. prom. 23.5.74 (No. 40) |
|--------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Control the day to day operation of the Bulk Establishment Scheme; conduct audit and other special studies of that Scheme as required.

*Qualifications:* Experience in establishments work or related investigatory activities desirable.

|                             |                                                                           |                                                                                                                                  |
|-----------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| F. H. Phillips<br>68/39104G | Clerk \$8015-8770 (Class 4), Third Division, Management Services Division | Clerk \$9022-9777 (Class 5), Third Division, Establishments Section, Establishments Review No. 2 Sub-section, Melbourne (No. 21) |
|-----------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Undertake check of establishment proposals/recommendations and maintain records associated with the Bulk Establishments Scheme; prepare annual Establishments Bulletin and conduct other related studies as required.

|                           |                                                                             |                                                                                                                                                                        |
|---------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B. J. Goodge<br>68/40513G | Clerk \$8015-8770 (Class 4), Third Division, Engineering Division, Victoria | Clerk \$9022-9777 (Class 5), Third Division, Establishments Section, Establishments Review No. 2 Sub-section, Melbourne, vice J. A. Wills, prov. prom. 5.9.74 (No. 22) |
|---------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Prepare and/or collate all data for inclusion in Executive Council Minutes relating to alterations to staff; prepare periodical reports and Personnel Instructions and conduct other related studies as required.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

|                           |                                                                           |                                                                                                                                                        |
|---------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| J. C. Doheny<br>58/32004A | Clerk \$9022-9777 (Class 5), Third Division, Management Services Division | Assistant Inspector \$10029-10704 (Class 6), Third Division, Management Advisory Services Section, Specialist Services Sub-section, Melbourne (No. 76) |
|---------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Conduct reviews of Records Management areas throughout the Department. Devise and implement revised registry procedures. Develop archival disposal schedules. Conduct training courses for registry personnel.  
*Qualifications:* Investigational ability and knowledge of records management techniques desirable.

|                               |                                                                           |                                                                                                                                                                               |
|-------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| K. J. Boddington<br>68/37649E | Clerk \$8015-8770 (Class 4), Third Division, Management Services Division | Clerk \$9022-9777 (Class 5), Third Division, Management Advisory Services Section, Specialist Services Sub-section, Melbourne, vice J. C. Doheny, prov. prom. 5.9.74 (No. 18) |
|-------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Under direction of Inspector (Registries) participate in major investigations of Registry management activities throughout the Department. Investigate and report on selected aspects of registry operations.  
*Qualifications:* Aptitude for investigational work, a knowledge of registry practices is desirable.

|                               |                                                                                                        |                                                                                                                                                           |
|-------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| J. W. M. Dickson<br>72/36326M | Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Management Services Division | Assistant Inspector \$11039-11714 (Class 7), Third Division, Staff Recruitment and Development Section, Manpower Planning Sub-section, Melbourne (No. 20) |
|-------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Develop and review policies and techniques for identifying and processing statistical information for the conduct of manpower utilisation studies. Apply and/or extend ADP techniques to manual records system. Oversee the operation of the staff records system.  
*Qualifications:* Investigatory ability as well as academic training in statistical method desirable. Familiarity with ADP applications not essential.  
*Note:* This position was advertised as position No. 283 in *Gazette* No. 17 of 21.2.74.

#### Supply Branch

|                          |                                                                      |                                                                                                       |
|--------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| P. J. Bryan<br>68/37973A | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, unattached | Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Administrative Section, Melbourne (No. 146) |
|--------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|

*Duties:* Responsible for the Branch staff work and supervision of the Duplicating Sub-section.  
*Qualifications:* A knowledge of the provisions of the Public Service Act and Regulations, General Orders and Personnel Instructions desirable.

|                            |                                                                            |                                                                                          |
|----------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| B. J. Membrey<br>72/36738P | Typist, Grade 1 \$2638-5636, Fourth Division, Management Services Division | Typist, Grade 2 \$5791-6101, Fourth Division, Administrative Section, Melbourne (No. 40) |
|----------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------|

*Duties:* Perform general stenographic and typing duties.  
*Qualifications:* Shorthand, 100 words per minute desirable.

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

|                          |                                                                                       |                                                                                                               |
|--------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| L. P. Smith<br>66/46326W | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Telecommunications Division | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Sales Branch, Directory Section, Melbourne (No. 18) |
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*Duties:* Clerical assistance in the Section, prepare correspondence and statistical and other information for the Section.

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| R. E. Goodwin<br>59/12481R | Supervisor (Telephone), Grade 2 \$6840-7248, Fourth Division, Telecommunications Division, Victoria | Clerical Assistant, Grade 7 \$8194-8442, Fourth Division, Service Branch, Operations Section, Melbourne (No. 46) |
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*Duties:* Undertake examinations of manual telephone exchange management and operating procedures.  
*Qualifications:* Experience in inspection and management of manual telephone exchanges desirable.

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| J. F. Evans<br>59/64716K | Clerk \$10029-10704 (Class 6), Third Division, Telecommunications Division, Victoria | Clerk \$11039-11714 (Class 7), Third Division, Service Branch, Service Standards Section, Melbourne (No. 34) |
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*Duties:* Determination of loading bases for the provision of telephone and telegraph staffs.

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| M. A. Cramsie<br>59/25881A | Clerk \$10029-10704 (Class 6), Third Division, Telecommunications Division | Clerk \$11039-11714 (Class 7), Third Division, Service Branch, Service Standards Section, Melbourne (No. 33) |
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*Duties:* Senior Clerk, service sampling and performance.

*Qualifications:* A sound knowledge of telephone and telegraph service sampling methods and experience with statistical methods techniques desirable.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

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

## **NEW SOUTH WALES**

### **Director's Staff**

|                           |                                                                                                                |                                                                                                        |
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| D. J. Sharpe<br>73/11740R | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division, Personnel and Industrial Relations Branch, Sydney | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Public Relations Section, Sydney (No. 26) |
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*Duties:* Maintain catalogues, historical material and equipment. Assist filing, preservation and safe custody historical material and equipment. Maintain filing system.

### **Engineering Division, Administrative Branch**

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| R. J. Watson<br>72/14080X | Clerk \$3346-6671 (Class 1), Third Division, unattached | Clerk \$6887-7764 (Class 2/3), Third Division, Staff and Industrial Section, Sydney (No. 281) |
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*Duties:* Investigate industrial representations of routine matters and process and record all applications for study leave from staff in the Engineering Division.

### **Metropolitan Operations Branch**

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| P. H. Head<br>59/41836W | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division, Sydney | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, City Operations Section, Sydney |
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*Duties:* Responsible for the maintenance of large PABXs (Haymarket Exchange Area).

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| J. E. Lane<br>59/42072T | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division, Maroubra | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, City Operations Section, Sydney |
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*Duties:* Responsible for the maintenance of large PABXs (Haymarket Exchange Area).  
*Qualifications above two positions:* An approved technical college certificate or other approved qualifications and requisite experience.

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| E. J. McCann<br>59/42356A | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division, Maroubra | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, City Operations Section, Sydney |
| G. Yorke<br>59/45682P     | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division, Sydney   | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, City Operations Section, Sydney |

*Duties above two positions:* Assistant to the Officer-in-charge of Dalley Subscriber District Centre. Responsible for supervision and procedures within the Centre.  
*Qualifications:* An approved technical college certificate or other approved qualifications, and requisite experience.

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| S. Williams<br>59/43136E       | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division, Sydney | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, City Operations Section, Sydney |
| L. T. Fitzsimmons<br>59/41605C | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division, Sydney | Telecommunications Technical Officer, Grade 1 \$8929-9443, Fourth Division, City Operations Section, Sydney |

*Duties above two positions:* Responsible for the maintenance of large PABXs (York Exchange Area).  
*Qualifications:* An approved technical college certificate or other approved qualifications, and requisite experience.

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| R. J. Lovell<br>59/40251W | Telecommunications Technical Officer, Grade 1 \$7756-8,694, Fourth Division, Engineering Division, Sydney | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, City Operations Section, Sydney |
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*Duties:* Assistant to the Officer-in-charge of East Subscriber District Centre. Responsible for the supervision of field staff engaged on subscriber maintenance.

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| R. A. Calkin<br>59/39612X | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division, Sydney | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, City Operations Section, Sydney |
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*Duties:* Assistant to the Officer-in-charge of East Subscriber District Centre. Responsible for supervision and procedures within the Centre.  
*Qualifications above two positions:* An approved technical college certificate or other approved qualifications and requisite experience.

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| C. R. Homshaw<br>69/23826C (7.7.69) | Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, Hurstville | Lineman, Grade 2 \$5990-6167, Fourth Division, Metropolitan Operations No. 6 Section, Sutherland |
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*Duties:* Cable jointing.

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| T. Howell<br>71/22056E (18.1.71) | Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, Sydney | Lineman, Grade 2 \$5990-6167, Fourth Division, City Operations Section, Sydney |
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*Duties:* Cable Jointer.

| <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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| E. F. O'Brien<br>70/23059P                                                                                                                                                                                                                                                | Clerk \$3346-6671 (Class 1), Third Division, Engineering Division, Parramatta                                    | Clerk \$6887-7764 (Class 2/3), Third Division, Metropolitan Operations No. 1 Section, St. Leonards (No. 119)                  |
| <i>Duties:</i> Staff Clerk.                                                                                                                                                                                                                                               |                                                                                                                  |                                                                                                                               |
| <b>Regional Operations Branch</b>                                                                                                                                                                                                                                         |                                                                                                                  |                                                                                                                               |
| J. M. McNulty<br>59/44693P                                                                                                                                                                                                                                                | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Engineering Division, Sydney | Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Fourth Division, Trunk Services Section, Sydney (No. 124) |
| <i>Duties:</i> Responsible to the delegated Engineer, to provide a consultative and advisory service, develop draft procedures for the operation, maintenance and monitoring of performance of service assessment equipment in New South Wales.                           |                                                                                                                  |                                                                                                                               |
| <i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience.                                                                                                                                              |                                                                                                                  |                                                                                                                               |
| W. M. Kildea<br>59/40169E                                                                                                                                                                                                                                                 | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division, Sydney         | Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Trunk Services Section, Sydney (No. 125)               |
| J. K. Sibley<br>59/40667C                                                                                                                                                                                                                                                 | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division, Sydney         | Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Trunk Services Section, Sydney (No. 126)               |
| <i>Duties above two positions:</i> Responsible to the Senior Technical Officer (Engineering) Grade 2 for overseeing operation, maintenance and performance monitoring practices for service assessment equipment in New South Wales, take close in initial installations. |                                                                                                                  |                                                                                                                               |
| <i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience.                                                                                                                                              |                                                                                                                  |                                                                                                                               |
| F. B. Thomas<br>59/45387K                                                                                                                                                                                                                                                 | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division, Bega           | Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Trunk Services Section, Sydney (No. 631)               |
| <i>Duties:</i> Responsible to Senior Technical Officer in charge for overseeing the operation, maintenance and performance monitoring practices for the network transmission aspects of telecommunications facilities in New South Wales.                                 |                                                                                                                  |                                                                                                                               |
| <i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience.                                                                                                                                              |                                                                                                                  |                                                                                                                               |
| R. A. Sheard<br>59/42780E                                                                                                                                                                                                                                                 | Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division, Penrith                                     | Lines Supervisor, Grade 3 \$8033, Fourth Division, Outer Sydney Section, Penrith                                              |
| <i>Duties:</i> Area supervisor.                                                                                                                                                                                                                                           |                                                                                                                  |                                                                                                                               |
| T. J. Stead<br>71/45297R                                                                                                                                                                                                                                                  | Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, Victoria                                    | Lines Supervisor, Grade 1 \$6710, Fourth Division, Monaro Section, Bombala                                                    |
| <i>Duties:</i> Party leader of cable and conduit gang.                                                                                                                                                                                                                    |                                                                                                                  |                                                                                                                               |
| A. J. Fuller<br>59/43970C                                                                                                                                                                                                                                                 | Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division, Lambton                                     | Cable Assigner \$6710, Fourth Division, Newcastle Section, Newcastle                                                          |
| <i>Duties:</i> Cable allocation, recording and associated duties.                                                                                                                                                                                                         |                                                                                                                  |                                                                                                                               |
| R. L. A. White<br>63/23206P (15.5.63)                                                                                                                                                                                                                                     | Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, Silverwater                                 | Lineman, Grade 2 \$5990-6167, Fourth Division, Riverina Section, Tumut                                                        |
| <i>Duties:</i> Cable jointing.                                                                                                                                                                                                                                            |                                                                                                                  |                                                                                                                               |
| J. B. Herden<br>59/38145A                                                                                                                                                                                                                                                 | Clerk \$10029-10704 (Class 6), Third Division, Engineering Division, Kempsey                                     | Clerk \$11039-11714 (Class 7), Third Division, Monaro Section, Canberra (No. 39)                                              |
| A. R. Brazel<br>59/37503P                                                                                                                                                                                                                                                 | Clerk \$10029-10704 (Class 6), Third Division, Engineering Division, Maitland                                    | Clerk \$11039-11714 (Class 7), Third Division, Newcastle Section, Newcastle (No. 183)                                         |
| W. L. Mortlock<br>59/44655W                                                                                                                                                                                                                                               | Clerk \$10029-10704 (Class 6), Third Division, Engineering Division, Wagga Wagga                                 | Clerk \$11039-11714 (Class 7), Third Division, North Coast Section, Lismore (No. 166)                                         |
| N. G. Perry<br>59/44951E                                                                                                                                                                                                                                                  | Clerk \$10029-10704 (Class 6), Third Division, Engineering Division, Bathurst                                    | Clerk \$11039-11714 (Class 7), Third Division, Western Section, Bathurst (No. 59)                                             |
| T. Moore<br>59/38566E                                                                                                                                                                                                                                                     | Clerk \$9022-9777 (Class 5), Third Division, unattached                                                          | Clerk \$11039-11714 (Class 7), Third Division, Outer Sydney Section, Parramatta (No. 262)                                     |

Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)

Promoted from

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### POSTMASTER-GENERAL'S DEPARTMENT—continued

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| A. Gore<br>59/17688X                                                                                                                                                                                             | Clerk \$10029-10704 (Class 6), Third Division, Engineering Division, Tamworth                          | Clerk \$11039-11714 (Class 7), Third Division, Northern Section, Tamworth (No. 71)                              |
| J. W. Barrat<br>59/37391X                                                                                                                                                                                        | Clerk \$9022-9777 (Class 5), Third Division, Engineering Division, Sydney                              | Clerk \$11039-11714 (Class 7), Third Division, Riverina Section, Narrandera (No. 605)                           |
| C. H. Dawson<br>59/43764W                                                                                                                                                                                        | Clerk \$8015-8770 (Class 4), Third Division, Engineering Division, Goulburn                            | Clerk \$11039-11714 (Class 7), Third Division, Wollongong Section, Wollongong (No. 287)                         |
| <i>Duties above eight positions:</i> Management and control of the Section. Analyse and interpret relative matters and participate in the development, monetary and progress of the Sections programme of works. |                                                                                                        |                                                                                                                 |
| K. B. Hill<br>71/11703W                                                                                                                                                                                          | Clerk \$3346-6671 (Class 1), Third Division, Engineering Division, Sydney                              | Clerk \$6887-7764 (Class 2/3), Third Division, Radio Section, Sydney (No. 360)                                  |
| <i>Duties:</i> Staff clerk.                                                                                                                                                                                      |                                                                                                        |                                                                                                                 |
| B. R. Johnson<br>59/33593E                                                                                                                                                                                       | Postman \$5310-5658, Fourth Division, Postal Services Division, Blacktown                              | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Trunk Services Section, Sydney (No. 434)              |
| <i>Duties:</i> Provide clerical assistance to the Senior Telecommunications Technical Officer, Grade 2 in charge of the Network Performance Analysis Centre.                                                     |                                                                                                        |                                                                                                                 |
| M. A. M. Jasmin<br>70/14774R                                                                                                                                                                                     | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Engineering Division, Sydney                 | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Trunk Services Section, Sydney (No. 436)              |
| <i>Duties:</i> Group leader of the fault recording group at the Network Performance Analysis Centre.                                                                                                             |                                                                                                        |                                                                                                                 |
| L. F. Boga<br>72/12644W                                                                                                                                                                                          | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Engineering Division, Lismore                | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Radio Section, Lismore (No. 580)                      |
| <i>Duties:</i> Maintain office record systems. Attend to telephone and counter inquiries.                                                                                                                        |                                                                                                        |                                                                                                                 |
| K. L. A. Starkie<br>73/11529A                                                                                                                                                                                    | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of Manufacturing Industry, Sydney | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Telegraphs and Data Section, Railway Square (No. 212) |
| <i>Duties:</i> General clerical assistance to the Senior Telecommunications Technical Officer, Grade 2. Process telegraph orders.                                                                                |                                                                                                        |                                                                                                                 |

### Support Services Branch

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| A. G. Lowe<br>59/38438K                                                                                                                      | Supervising Draftsman \$10495-11059, Third Division, Engineering Division, St. Leonards | Chief Draftsman, Grade 1 \$11970-12287, Third Division, Drafting Section, Sydney (No. 181) |
| <i>Duties:</i> Co-ordinate and direct the work of a number of discreet groups of Drafting Staff, each controlled by a supervising draftsman. |                                                                                         |                                                                                            |
| <i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience.                 |                                                                                         |                                                                                            |
| R. A. Young<br>59/39393E                                                                                                                     | Senior Draftsman \$9700-10214, Fourth Division, Engineering Division, Sydney            | Supervising Draftsman \$10495-11059, Fourth Division, Drafting Section, Sydney (No. 178)   |
| <i>Duties:</i> Control, co-ordinate and check the work of the Metropolitan Equipment No. 5 Sub-section.                                      |                                                                                         |                                                                                            |
| <i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience.                  |                                                                                         |                                                                                            |
| R. C. Best<br>59/46451G                                                                                                                      | Senior Draftsman \$9700-10214, Third Division, Engineering Division, Sydney             | Supervising Draftsman \$10495-11059, Third Division, Drafting Section, Sydney (No. 303)    |
| <i>Duties:</i> Control, co-ordinate and check the work of the Survey No. 2 Sub-section.                                                      |                                                                                         |                                                                                            |
| <i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience.                  |                                                                                         |                                                                                            |
| J. E. Markey<br>59/38481M                                                                                                                    | Senior Draftsman \$9700-10214, Fourth Division, Engineering Division, Sydney            | Supervising Draftsman \$10495-11059, Fourth Division, Drafting Section, Sydney (No. 179)   |
| <i>Duties:</i> Control, co-ordinate and check the work of the Metropolitan Equipment No. 4 Sub-section.                                      |                                                                                         |                                                                                            |
| <i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience.                  |                                                                                         |                                                                                            |

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

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| D. J. Burgdorf<br>64/61001W                                                                                                                                                                                                                                                                                                                                                                                             | Draftsman, Grade 1 \$7052-8694, Fourth Division, Engineering Division, Sydney                       | Draftsman, Grade 2 \$8929-9443, Fourth Division, Drafting Section, Sydney (No. 110)                                                |
| <i>Duties:</i> Compilation and amendments of the more complex cable and conduit drawings of the Country District (South) Sub-section and assistance with the organisation of the work for a country drafting group.                                                                                                                                                                                                     |                                                                                                     |                                                                                                                                    |
| <i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience.                                                                                                                                                                                                                                                                                             |                                                                                                     |                                                                                                                                    |
| R. J. Kearns<br>68/23217E                                                                                                                                                                                                                                                                                                                                                                                               | Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division, Redfern           | Drafting Assistant, Grade 2 \$6723-7427, Fourth Division, Drafting Section, Redfern (No. 557)                                      |
| M. A. Marsh<br>73/16419R                                                                                                                                                                                                                                                                                                                                                                                                | Drafting Assistant, Grade 1 \$2728-6506, Fourth Division, Engineering Division, Redfern             | Drafting Assistant, Grade 2 \$6723-7427, Fourth Division, Drafting Section, Redfern (No. 558)                                      |
| <i>Duties above two positions:</i> Less involved drafting work in the Mail Handling No. 2 Sub-section.                                                                                                                                                                                                                                                                                                                  |                                                                                                     |                                                                                                                                    |
| G. S. Shaw<br>59/47705E                                                                                                                                                                                                                                                                                                                                                                                                 | Technical Instructor, Grade 1 \$8038-8769, Fourth Division, Engineering Division, North Strathfield | Senior Technical Instructor, Grade 1 \$9700-10214, Fourth Division, Industrial Engineering and Training Section, North Strathfield |
| <i>Duties:</i> Responsible to a higher grade Senior Technical Instructor for the efficient organisation and supervision of a section of training at a Line Training School and participation in teaching activities as much as possible.                                                                                                                                                                                |                                                                                                     |                                                                                                                                    |
| <i>Qualifications:</i> Must have occupied an office of Lineman Grade 2, Lines Supervisor Grade 2, or Grade 3, Line Inspector or such other office as the Board considers appropriate and have satisfactorily completed a course of teacher training specified by the Board or the Board is satisfied as to ability to teach both theoretical and practical subjects.                                                    |                                                                                                     |                                                                                                                                    |
| T. J. Wells<br>59/39301K                                                                                                                                                                                                                                                                                                                                                                                                | Technical Instructor, Grade 1 \$8038-8769, Fourth Division, Engineering Division, Greta             | Senior Technical Instructor, Grade 1 \$9700-10214, Fourth Division, Industrial Engineering and Training Section, Greta             |
| <i>Duties:</i> Responsible to a higher grade Senior Technical Instructor for the efficient organisation and supervision of a section of training at Greta Line Training School and participation in teaching activities as much as possible.                                                                                                                                                                            |                                                                                                     |                                                                                                                                    |
| <i>Qualifications:</i> Must have occupied the office of Lineman Grade 2, Line Foreman Grades 1 and 2, Line Inspector or such other office as the Board considers appropriate or possess other qualifications considered appropriate and have satisfactorily completed a course of teacher training specified by the Board or the Board is satisfied as to the ability to teach both theoretical and practical subjects. |                                                                                                     |                                                                                                                                    |
| W. M. Devlin<br>69/14103K                                                                                                                                                                                                                                                                                                                                                                                               | Plan Records Assistant, Grade 1 \$2728-6506, Fourth Division, Engineering Division, Goulburn        | Plan Records Assistant, Grade 2 \$6723-7427, Fourth Division, Drafting Section, Goulburn (No. 60)                                  |
| <i>Duties:</i> Prepare and amend the less involved plan records of reticulation of Cables and Conduit.                                                                                                                                                                                                                                                                                                                  |                                                                                                     |                                                                                                                                    |
| D. W. Müller<br>71/24194E                                                                                                                                                                                                                                                                                                                                                                                               | Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, Chatswood                      | Plan Records Assistant, Grade 1 \$2728-6506, Fourth Division, Drafting Section, St. Leonards (No. 527)                             |
| <i>Duties:</i> Prepare and amend simpler record plans of Cables and Conduits.                                                                                                                                                                                                                                                                                                                                           |                                                                                                     |                                                                                                                                    |
| K. Patterson<br>64/23917E                                                                                                                                                                                                                                                                                                                                                                                               | Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division, Sydney                         | Plan Records Assistant, Grade 1 \$2728-6506, Fourth Division, Drafting Section, Waterloo (No. 535)                                 |
| <i>Duties:</i> Prepare and amend simpler record plans of Cables and Conduits Sub-section No. 6.                                                                                                                                                                                                                                                                                                                         |                                                                                                     |                                                                                                                                    |
| (In lieu of notification appearing in <i>Gazette</i> of 22.8.74. The effective date of this promotion is 22.8.74).                                                                                                                                                                                                                                                                                                      |                                                                                                     |                                                                                                                                    |

**Postal Services Division, Post Offices Branch**

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| J. P. Smith<br>59/34452A                                                                                                                   | Inspector \$11039-11714 (Class 7), Third Division, unattached                                 | Administrative Officer \$12218-12721 (Class 8), Third Division, Administrative Section, Sydney (No. 210) |
| <i>Duties:</i> Provide advice and assistance to the Superintendent on all major administrative matters. Control Administrative Section.    |                                                                                               |                                                                                                          |
| S. J. Dye<br>63/22717K                                                                                                                     | Clerk \$8015-8770 (Class 4), Third Division, Postal Services Division, Sydney                 | Clerk \$9022-9777 (Class 5), Third Division, Country (North) Section, Sydney (No. 214)                   |
| <i>Duties:</i> Provide high level administrative assistance to the Assistant Superintendent, Country (North) Section, Post Offices Branch. |                                                                                               |                                                                                                          |
| F. J. McClelland<br>59/48071G                                                                                                              | Assistant Inspector \$9022-9777 (Class 5), Third Division, Postal Services Division, Canberra | Inspector \$10029-10704 (Class 6), Third Division, Country (South) Section, Canberra (No. 137)           |
| <i>Duties:</i> Assist the District Postal Manager in the management and control of the district.                                           |                                                                                               |                                                                                                          |

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

### POSTMASTER-GENERAL'S DEPARTMENT—continued

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| T. J. Walker<br>69/13759P                                                                                                                                                                                                   | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, Engineering Division,<br>Sydney       | Clerical Assistant, Grade 4 \$6471-6765,<br>Fourth Division, Branch Services Sec-<br>tion, Sydney (No. 187) |
| <i>Duties:</i> Equipment Assistant. Includes maintenance of registers and assistance with equipment trails and studies.                                                                                                     |                                                                                                    |                                                                                                             |
| P. L. Ward<br>68/25196T                                                                                                                                                                                                     | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, Postal Services Divi-<br>sion, Sydney | Clerical Assistant, Grade 4 \$6471-6765,<br>Fourth Division, Branch Services Sec-<br>tion, Sydney (No. 196) |
| <i>Duties:</i> Financial Control Assistant. Compile financial and statistical Data and assist in the preparation, co-ordination and analysis of budgets and budget review and maintenance of appropriate financial records. |                                                                                                    |                                                                                                             |
| P. T. Fitzhenry<br>59/68494X                                                                                                                                                                                                | Senior Postal Clerk, Grade 2 \$7883-<br>8413, Third Division, Ballina                              | Postmaster, Grade 2 \$8150-8943, Third<br>Division, Millthorpe                                              |
| A. E. Blizzard<br>59/35171T                                                                                                                                                                                                 | Senior Postal Clerk, Grade 1 \$7087-<br>7651, Third Division, Gilgandra                            | Postmaster, Grade 2 \$8150-8943, Third<br>Division, Barellan                                                |
| T. W. Francis<br>59/48020T                                                                                                                                                                                                  | Senior Postal Clerk, Grade 2 \$7883-<br>8413, Third Division, Wagga Wagga                          | Postmaster, Grade 2 \$8150-8943, Third<br>Division, Eugowra                                                 |
| V. W. Walsh<br>59/32150R                                                                                                                                                                                                    | Postmaster, Grade 1 \$6361-7651, Third<br>Division, Greta                                          | Postmaster, Grade 2 \$8150-8943, Third<br>Division, Ivanhoe                                                 |
| B. L. Young<br>66/24269C                                                                                                                                                                                                    | Postal Officer, Grade 1 \$5310-5658,<br>Fourth Division, Lismore                                   | Postal Officer, Grade 2 \$5426-6343,<br>Fourth Division, Lismore                                            |
| K. E. Willis<br>301-04302 (31.7.74)                                                                                                                                                                                         | Assistant Postal Officer \$2598-5196,<br>Fourth Division, unattached                               | Postal Officer, Grade 1 \$5310-5658,<br>Fourth Division, Campbelltown                                       |
| G. W. Kelemec<br>72/23492C (8.6.72)                                                                                                                                                                                         | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Yamba                                    | Postman \$5310-5658, Fourth Division,<br>Grafton                                                            |

### Postal Planning Branch

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| E. C. Keenan<br>59/38300T   | Clerk \$9022-9777 (Class 5), Third Divi-<br>sion, unattached                       | Project Officer \$10029-10704 (Class 6),<br>Third Division, Post Office Planning<br>Section, Sydney (No. 32)  |
| W. J. Ireland<br>59/33556R  | Clerk \$9022-9777 (Class 5), Third Divi-<br>sion, Postal Services Division, Sydney | Project Officer \$10029-10704 (Class 6),<br>Third Division, Post Office Planning Sec-<br>tion, Sydney (No. 5) |
| C. P. Gillette<br>59/33220R | Clerk \$9022-9777 (Class 5), Third Divi-<br>sion, unattached                       | Project Officer \$10029-10704 (Class 6),<br>Third Division, Post Office Planning Sec-<br>tion, Sydney (No. 8) |

*Duties above three positions:* Investigate and assess long term needs for Post Office accommodation and facilities in New South Wales and A.C.T.

### Telecommunications Division

|                           |                                                                                         |                                                                                                                                        |
|---------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| J. L. Barker<br>70/13529A | Typist, Grade 2 \$5791-6101, Fourth<br>Division, Telecommunications Division,<br>Sydney | Typist Supervisor, Grade 1 \$6562-6741,<br>Fourth Division, Administration Section,<br>Office Services Sub-section, Sydney (No.<br>30) |
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*Duties:* Oversight typing work of Survey Section, Sales Branch, Metropolitan Region, Telecommunications Division.

### Country Region

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| P. M. Martin<br>59/28754T | Clerical Assistant, Grade 3 \$5883-6324,<br>Fourth Division, Telecommunications<br>Division, Maitland | Clerical Assistant, Grade 4 \$6471-6765,<br>Fourth Division, North Section, Mait-<br>land District Telephone Office Sub-<br>section, Maitland (No. 431) |
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*Duties:* Telephone directory editing and classification Officer. Advise counter and telephone inquiries on tele-  
phone directory matters.

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| R. J. Tribe<br>59/29433K | Clerk \$6887-7764 (Class 2/3), Third<br>Division, Telecommunications Division,<br>Newcastle | Clerk \$8015-8770 (Class 4), Third Divi-<br>sion, North Section, Newcastle District<br>Telephone Office Sub-section, Newcastle<br>(No 464) |
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*Duties:* Responsible to the Senior Sales Officer for the processing of applications for telephone services of  
more complex type and supervision of the Sales Section.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

**Metropolitan Region, Sales Branch**

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| R. A. J. Debenham<br>59/25947K | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Telecommunications Division, North Sydney | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Directory and Sales Checks Section, North Sydney (No. 211) |
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*Duties:* Editor. Classified Telephone Directory.

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| D. P. O'Flynn<br>62/22055X | Telecommunications Technical Officer, Grade 1 \$7756-8694, Third Division, Engineering Division, Sydney | Clerk \$8015-8770 (Class 4), Third Division, Telegraph and Facilities Section, Sydney (No. 609) |
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*Duties:* Responsible to the Senior Data Consultant for the assessment of Customers' Data Transmission requirements. Recommend appropriate equipment.

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| H. D. Black<br>66/66136M | Clerk \$6887-7764 (Class 2/3), Third Division, Telecommunications Division, St. Leonards | Clerk \$8015-8770 (Class 4), Third Division, Telegraph and Data Facilities Section, Sydney (No. 610) |
|--------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|

*Duties:* Process telex orders for the more complex large multi-facility networks, organise provision of emergency services and co-ordinate simultaneous interstate installations. Collate statistical information compiled with the Section.

**VICTORIA**

**Engineering Division, Administrative Branch**

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| J. A. Burgess<br>73/38547M | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Engineering Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Staff and Industrial Section, Melbourne (No. 286) |
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*Duties:* Maintain history and staff records.

**Construction Branch**

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|------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| A. T. Fry<br>59/58167A | Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Fourth Division, unattached | Senior Telecommunications Technical Officer, Grade 3 \$11360-11661, Fourth Division, Metropolitan Installation No. 2 (North) Section, Melbourne |
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| A. E. Jones<br>59/58465T | Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Fourth Division, unattached | Senior Telecommunications Technical Officer, Grade 3 \$11360-11661, Fourth Division, Metropolitan Installation No. 2 (North) Section, Melbourne |
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*Duties above two positions:* Take charge of projects involving transmission and/or exchange switching equipment.

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| L. Cowan<br>59/57975K | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Engineering Division | Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Fourth Division, Country Installation No. 2 (East) Section, Melbourne |
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| D. H. Field<br>59/58117R | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, unattached | Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Fourth Division, Metropolitan Installation No. 2 (North) Section, Melbourne |
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| J. E. Hollingworth<br>59/58374M | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, unattached | Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Fourth Division, Country Installation No. 1 (West) Section, Melbourne |
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| W. F. Poynton<br>59/58890C | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Engineering Division | Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Fourth Division, Country Installation No. 2 (East) Section, Melbourne |
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| H. R. Sing<br>59/59051T | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, unattached | Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Fourth Division, Country Installation No. 1 (West) Section, Melbourne |
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*Duties above five positions:* Take charge of projects involving transmission and/or exchange switching equipment.

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| I. R. Munro<br>59/58683R | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Third Division, Engineering Division | Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Third Division, Country Installation No. 3 Section, Melbourne |
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*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

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

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| I. L. Walkear<br>59/59222W | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, unattached | Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Fourth Division, Country Installation No. 3 Section, Melbourne |
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*Duties above two positions:* Take charge of projects involving transmission equipment (Radio Communications and Carrier Telephone Systems).

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| K. J. Skepper<br>59/59055M | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Engineering Division | Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Fourth Division, Country Installation No. 3 Section, Melbourne |
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*Duties:* Co-ordination of the staffing and the resources of the Section.

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| D. W. Bair<br>59/57702E | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Engineering Division | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Country Installation No. 1 (West) Section, Melbourne |
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| C. E. Blood<br>59/43388R | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Engineering Division | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Country Installation No. 1 (West) Section, Melbourne |
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| R. B. Callaway<br>59/59825P | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Engineering Division | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Country Installation No. 2 (East) Section, Melbourne |
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| G. C. Cribbes<br>59/66402E | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Unattached | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Country Installation No. 1 (West) Section, Melbourne |
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| H. L. Deuchar<br>59/58025E | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Engineering Division | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Country Installation No. 2 (East) Section, Melbourne |
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| R. J. Dobson<br>59/58037W | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Engineering Division | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Country Installation No. 2 (East) Section, Melbourne |
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| G. R. Etherington<br>59/57204T | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Engineering Division | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Country Installation No. 2 (East) Section, Melbourne |
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| R. G. Gardiner<br>59/58181M | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Engineering Division | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Metropolitan Installation No. 2 (North) Section, Melbourne |
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| J. A. Hart<br>59/58307C | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Engineering Division | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Country Installation No. 1 (West) Section, Melbourne |
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*Duties above nine positions:* Take charge of projects involving transmission and/or exchange switching equipment.

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| G. S. Jelley<br>59/58436C | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Unattached | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Country Installation No. 3 Section, Melbourne |
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| W. G. Kraehenbuehl<br>61/45390A | Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Engineering Division | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Country Installation No. 3 Section, Melbourne |
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*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

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| W. R. Sutter<br>59/59142A | Telecommunications Technical Officer,<br>Grade 2 \$8929-9443, Fourth Division,<br>unattached | Senior Telecommunications Technical<br>Officer, Grade 1 \$9700-10214, Fourth<br>Division, Country Installation No. 3<br>Section, Melbourne |
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*Duties above three positions:* Take charge of projects involving transmission equipment (Radio Communications and Carrier Telephone Systems).

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| K. J. Croy<br>59/59288E | Telecommunications Technical Officer,<br>Grade 1 \$7756-8694, Fourth Division,<br>Engineering Division | Telecommunications Technical Officer,<br>Grade 2 \$8929-9443, Fourth Division,<br>Country Installation No. 1 (West) Section,<br>Melbourne |
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| B. G. Rutherford<br>59/72537A | Telecommunications Technical Officer,<br>Grade 1 \$7756-8694, Fourth Division,<br>Engineering Division | Telecommunications Technical Officer,<br>Grade 2 \$8929-9443, Fourth Division,<br>Country Installation No. 1 (West) Section,<br>Melbourne |
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*Duties above two positions:* Installation of telephone exchange and transmission equipment.

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| F. A. Carroll<br>59/66297W | Telecommunications Technical Officer,<br>Grade 1 \$7756-8694, Fourth Division,<br>Engineering Division | Telecommunications Technical Officer,<br>Grade 2 \$8929-9443, Fourth Division,<br>Country Installation No. 2 (East) Section,<br>Melbourne |
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| A. E. Wilson<br>59/59293X | Telecommunications Technical Officer,<br>Grade 1 \$7756-8694, Fourth Division,<br>Engineering Division | Telecommunications Technical Officer,<br>Grade 2 \$8929-9443, Fourth Division,<br>Country Installation No. 2 (East) Section,<br>Melbourne |
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*Duties above two positions:* Take charge of projects involving transmission and/or exchange switching equipment.

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| W. J. Guild<br>64/45697G | Telecommunications Technical Officer,<br>Grade 1 \$7756-8694, Fourth Division,<br>Engineering Division | Telecommunications Technical Officer,<br>Grade 2 \$8929-9443, Fourth Division,<br>Country Installation No. 3 Section, Melbourne |
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*Duties:* Take charge of projects involving the installation of transmission equipment (radiocommunication and line carrier equipment) under the direction of the controlling Engineer.

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

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| W. G. Hines<br>59/56000W | Lineman, Grade 2 \$5990-6167, Fourth<br>Division, Engineering Division | Lines Supervisor, Grade 3 \$8033, Fourth<br>Division, Primary Works (Country)<br>Section, Melbourne |
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*Duties:* Preparation of detailed estimates for country trunk cables, major conduit and subscribers cables and coaxial cables as required including route selection and survey.

*Qualifications:* Wide experience in major project installation desirable.

#### Metropolitan Operations Branch

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| A. S. Horrocks<br>59/58383P | Telecommunications Technical Officer,<br>Grade 1 \$7756-8694, Fourth Division,<br>Engineering Division | Telecommunications Technical Officer,<br>Grade 2 \$8929-9443, Fourth Division,<br>Metropolitan Operations No. 2 (North<br>West) Section, Brunswick |
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*Duties:* Under the control of the Officer-in-charge, Brunswick Fault Dispatch Centre, supervise staff employed on maintenance of sub-station equipment. Carry out special inspections and investigations as required.

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

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| J. J. Gray<br>72/38731E | Clerk \$3346-6671 (Class 1), Third Division,<br>Engineering Division | Clerk \$6887-7764 (Class 2/3), Third<br>Division, Metropolitan Operations No.<br>5 (East) Section, Camberwell (No. 192) |
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*Duties:* Assistant Works Officer.

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| J. W. Dunmore<br>71/46320G<br>(26.6.71) | Lineman, Grade 1 \$5365-5560, Fourth<br>Division, Engineering Division | Lineman, Grade 2 \$5990-6167, Fourth<br>Division, Metropolitan Operations No.<br>3 (North) Section, Northcote |
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| G. Fella<br>69/45742P<br>(20.1.69) | Lineman, Grade 1 \$5365-5560, Fourth<br>Division, Engineering Division | Lineman, Grade 2 \$5990-6167, Fourth<br>Division, Metropolitan Operations No.<br>3 (North) Section, Thomastown |
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*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

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

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| T. P. Neary<br>67/46296A<br>(24.7.67) | Lineman, Grade 1 \$5365-5560, Fourth<br>Division, Engineering Division | Lineman, Grade 2 \$5990-6167, Fourth<br>Division, Metropolitan Operations No.<br>5 (East) Section, Hartwell |
| D. P. Raine<br>67/46095C<br>(18.5.67) | Lineman, Grade 1 \$5365-5560, Fourth<br>Division, Engineering Division | Lineman, Grade 2 \$5990-6167, Fourth<br>Division, Metropolitan Operations No.<br>3 (North) Section, Ivanhoe |

## **Regional Operations Branch**

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| J. F. A. Dunlop<br>59/58060K | Engineer, Class 1 \$7204-10012, Third<br>Division, unattached           | Engineer, Class 2 \$10653-11796, Third<br>Division, South East Central Section,<br>Dandenong (No. 30) |
| M. C. Wells<br>70/37467G     | Engineer, Class 1 \$7204-10012, Third<br>Division, Engineering Division | Engineer, Class 2 \$10653-11796, Third<br>Division, South Western Section, Gee-<br>long (No. 9)       |

*Duties above two positions:* Under general direction perform the usual professional engineering work and under technical supervision perform professional work of a more novel, complex and/or critical type in relation to the activities concerning a Country Operations section.

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

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| B. W. Rule<br>59/58985C | Telecommunications Technical Officer,<br>Grade 1 \$7756-8694, Fourth Division,<br>Engineering Division | Telecommunications Technical Officer,<br>Grade 2 \$8929-9443, Fourth Division,<br>North Western Section, Swan Hill |
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*Duties:* Assistant to the Officer in charge of the Swan Hill Technician's District.

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

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| D. L. Healy<br>59/57478C | Clerk \$6887-7764 (Class 2/3), Third<br>Division, Engineering Division | Clerk \$8015-8770 (Class 4), Third Divi-<br>sion, Melbourne (No. 75) |
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*Duties:* Sectional Clerk. Provide assistance to the Supervisory Engineer on Finance, Work Programme Planning, Staffing and Administrative matters.

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| G. Bennett<br>64/46034K<br>(29.2.64) | Lineman, Grade 1 \$5365-5560, Fourth<br>Division, Engineering Division | Lineman, Grade 2 \$5990-6167, Fourth<br>Division, South Western Section, Colac |
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| N. W. Dunn<br>65/46003A<br>(12.4.65) | Lineman, Grade 1 \$5365-5560, Fourth<br>Division, Engineering Division | Lineman, Grade 2 \$5990-6167, Fourth<br>Division, South Western Section, Lismore |
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| D. J. Everett<br>68/45808G<br>(22.1.68) | Lineman, Grade 1 \$5365-5560, Fourth<br>Division, Engineering Division | Lineman, Grade 2 \$5990-6167, Fourth<br>Division, South Western Section, Geelong<br>North |
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| L. B. Groves<br>59/71956K<br>(15.6.60) | Lineman, Grade 1 \$5365-5560, Fourth<br>Division, Engineering Division | Lineman, Grade 2 \$5990-6167, Fourth<br>Division, South Western Section, Portland |
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| H. W. J. Jacobson<br>65/46026C<br>(12.4.65) | Lineman, Grade 1 \$5365-5560, Fourth<br>Division, Engineering Division | Lineman, Grade 2 \$5990-6167, Fourth<br>Division, South Western Section, Hamil-<br>ton |
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| N. A. Jones<br>59/66924X<br>(15.10.57) | Lineman, Grade 1 \$5365-5560, Fourth<br>Division, Engineering Division | Lineman, Grade 2 \$5990-6167, Fourth<br>Division, Central Western Section, Hor-<br>sham |
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| L. W. Retallick<br>70/45636R<br>(19.1.70) | Lineman, Grade 1 \$5365-5560, Fourth<br>Division, Engineering Division | Lineman, Grade 2 \$5990-6167, Fourth<br>Division, South Western Section, Queens-<br>cliff |
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| P. D. Stokes<br>67/46174T<br>(18.5.67) | Lineman, Grade 1 \$5365-5560, Fourth<br>Division, Engineering Division | Lineman, Grade 2 \$5990-6167, Fourth<br>Division, South Western Section, North<br>Geelong |
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| W. Styles<br>65/45577A<br>(11.1.65) | Lineman, Grade 1 \$5365-5560, Fourth<br>Division, Engineering Division | Lineman, Grade 2 \$5990-6167, Fourth<br>Division, South Western Section, Colac |
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| S. J. Welsh<br>67/45884C<br>(8.5.67) | Lineman, Grade 1 \$5365-5560, Fourth<br>Division, Engineering Division | Lineman, Grade 2 \$5990-6167, Fourth<br>Division, South Western Section, Geelong<br>North |
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*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

### Support Services Branch

|                          |                                                                      |                                                                                                                  |
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| A. Kordaris<br>70/38649G | Engineer, Class 1 \$7204-10012, Third Division, Engineering Division | Engineer, Class 2 \$10653-11796, Third Division, Industrial Engineering and Training Section, Melbourne (No. 21) |
|--------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|

*Duties:* Undertake Industrial Engineering projects individually or as a member of a team and associated duties.  
*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.

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| A. W. Sanders<br>59/60947G | Carpenter \$6097-6348, Fourth Division, Engineering Division | Senior Carpenter, Grade 1 \$6697-6875, Fourth Division, Workshops Section, Port Melbourne (No. 449) |
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*Duties:* Investigate and report on the programmed survey for maintenance and repair of Public Telephone Cabinets.

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| C. M. Tonzing<br>74/38281A | Carpenter \$6097-6348, Fourth Division, Engineering Division | Senior Carpenter, Grade 1 \$6697-6875, Fourth Division, Workshops Section, Port Melbourne (No. 444) |
|----------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|

*Duties:* Supervise a group of carpenters involved in the erection of minor works programmes.  
*Qualifications above two positions:* Appropriate trade qualifications and experience relevant to the duties.

### Postal Services Division, Mail Exchange Branch

|                             |                                                                         |                                                                                         |
|-----------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| R. L. McLennan<br>68/37141X | Clerk \$6887-7764 (Class 2/3), Third Division, Postal Services Division | Clerk \$8015-8770 (Class 4), Third Division, Administrative Section, Melbourne (No. 59) |
|-----------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|

*Duties:* Control and co-ordinate staff engaged on pay duties, pay preparation, leave and attendance, supervise seasonal staffing arrangements. Liaison with Finance and Accounting Branch, Personnel and Industrial Relations Branch and Union representatives. Prepare correspondence and reports associated with the position.  
*Qualifications:* A sound knowledge of the Public Service Act and Regulations, General Orders, Treasury Manual, Personnel Instructions, Awards and Determinations; ability to organise and control staff desirable.

|                         |                                                                                       |                                                                        |
|-------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| E. R. Rowe<br>59/62189T | Senior Postal Officer, Grade 1 \$7087-7651, Fourth Division, Postal Services Division | Senior Postal Officer, Grade 2 \$7883-8413, Fourth Division, Melbourne |
|-------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------|

*Duties:* Officer-in-charge, Mail Officer's Training School. Oversight and instruct staff engaged on the training and re-training of mail sorting staff and train staff for all Traffic sections. Assist in the conduct of and lecture at courses for Senior Mail Officers. Oversight and assess the progress of trainees.

*Qualifications:* A sound knowledge of training procedures and the ability to conduct lectures. Knowledge of procedures in each traffic section is desirable.

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|-----------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| J. P. Normoyle<br>67/38182A | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Postal Services Division | Senior Postal Officer, Grade 1 \$7087-7651, Fourth Division, Melbourne |
|-----------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------|

*Duties:* Responsible to the Senior Postal Officer, Grade 2 (Officer-in-charge, Mail Officers Training School) for the initial and refresher training of Mail Sorting Staff.

*Qualifications:* A thorough knowledge of the Mail Exchange Branch sorting requirements and traffic procedures and ability to instruct is desirable.

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|-----------------------|---------------------------------------------------------------------|-------------------------------------------------------------|
| K. McKay<br>64/46493G | Mail Officer \$5426-6343, Fourth Division, Postal Services Division | Senior Mail Officer \$6591-6824, Fourth Division, Melbourne |
|-----------------------|---------------------------------------------------------------------|-------------------------------------------------------------|

*Duties:* Timekeeper, Registration Section. Rotation with other Senior Mail Officers on all shifts may be required.

*Qualifications:* A sound knowledge of Registration Section procedures is desirable.

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|--------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| M. S. G. Lablache<br>71/42538X | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Postal Services Division | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Melbourne, vice J. P. Normoyle, prov. prom. 5.9.74 (No. 139) |
|--------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|

*Duties:* Maintenance and control of personal files of Mail Exchange Branch staff, obtaining of progress reports on personnel, maintenance of conduct records and pay duties.

*Qualifications:* A sound knowledge of Mail Exchange Branch staffing procedures and organisation is desirable.

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|----------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| A. S. Maunick<br>70/46626W | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Postal Services Division | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Melbourne (No. 47) |
|----------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------|

*Duties:* Provide clerical assistant relief for recreation and emergency leave in the Administrative and Service Sections of the Mail Exchange Branch.

*Qualifications:* A sound knowledge of Mail Exchange Branch administrative functions and procedures is desirable.

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|--------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------|
| L. A. Adams<br>74/45299X<br>(4.3.74) | Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division, Melbourne |
|--------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------|

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

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

|                                            |                                                                                    |                                                         |
|--------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------|
| H. F. Arnold<br>74/45284T<br>(4.3.74)      | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| G. W. Blake<br>74/45372M<br>(4.3.74)       | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| E. M. Clark<br>74/45429T<br>(4.3.74)       | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| J. Eales<br>74/45421G<br>(4.3.74)          | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| K. Haddad<br>74/45289R<br>(4.3.74)         | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| M. M. Haddad<br>74/45543P<br>(4.3.74)      | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| N. J. Hopegood<br>74/45263A<br>(4.3.74)    | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| S. Houareau<br>74/45506A<br>(4.3.74)       | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| C. L. Jansz<br>74/45310M<br>(4.3.74)       | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| S. Korpetutuncu<br>74/45367C<br>(4.3.74)   | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| S. F. Morris<br>74/45590K<br>(4.3.74)      | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| C. O. Morris<br>74/45296K<br>(4.3.74)      | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| M. Muscat<br>74/45545X<br>(4.3.74)         | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| A. Sinanian<br>74/45328E<br>(4.3.74)       | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| A. G. F. Tourneur<br>74/45315K<br>(4.3.74) | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| J. Tsarouchas<br>74/45138T<br>(5.2.74)     | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| V. K. Volland<br>74/45329K<br>(4.3.74)     | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| L. M. Wings<br>74/45387R<br>(4.3.74)       | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |
| H. Withers<br>74/45390R<br>(4.3.74)        | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division,<br>Melbourne |

## **Post Offices Branch**

|                             |                                                            |                                                               |
|-----------------------------|------------------------------------------------------------|---------------------------------------------------------------|
| W. C. G. Caris<br>59/71202T | Postmaster, Grade 2 \$8150-8943, Third<br>Division, Ormond | Postmaster, Grade 3 \$9231-10091, Third<br>Division, Mt Eliza |
|-----------------------------|------------------------------------------------------------|---------------------------------------------------------------|

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

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|-----------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| A. R. Davis<br>59/48369P    | Senior Postal Clerk, Grade 2 \$7883-8413, Third Division, Footscray      | Postmaster, Grade 3 \$9231-10091, Third Division, Exhibition Street, vice B. P. Overton, prov. prom. 16.5.74 |
| L. M. Ashworth<br>64/45954T | Senior Postal Clerk, Grade 1 \$7087-7651, Third Division, Oakleigh South | Senior Postal Clerk, Grade 2 \$7883-8413, Third Division, Ferntree Gully                                     |
| M. J. Wharton<br>70/46006C  | Postal Officer, Grade 2 \$5426-6343, Fourth Division, Parkville          | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Metropolitan Section, Melbourne (No. 41)           |

*Duties:* Leave Clerk. Prepare general correspondence on less complex matters. Provide general office assistance as necessary.

*Qualifications:* A sound knowledge of Post Offices Branch practices and procedures is desirable.

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|--------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------|
| B. D. Elliott<br>70/46568X           | Postal Officer, Grade 1 \$5310-5658, Fourth Division, Wangaratta     | Postal Officer, Grade 2 \$5426-6343, Fourth Division, Wangaratta |
| E. D. Howe<br>302-52903A<br>(6.8.74) | Assistant Postal Officer \$2598-5196, Fourth Division, Brighton East | Postman \$5310-5658, Fourth Division, Brighton East              |

#### Telecommunications Division, Metropolitan Region, Sales Branch

|                            |                                                                          |                                                                                            |
|----------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| M. L. Western<br>72/38339E | Clerk \$3346-6671 (Class 1), Third Division, Telecommunications Division | Clerk \$6887-7764 (Class 2/3), Third Division, Sales Advisory Section, Melbourne (No. 324) |
|----------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|

*Duties:* Assess telecommunications requirements of major business organisations and make necessary recommendations.

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

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|-------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| B. J. O'Loughlin<br>59/64603E | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Telecommunications Division | Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Directory and Sales Checks Section, Melbourne (No. 219) |
|-------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|

*Duties:* Officer-in-charge, Printing. Arrange and oversight receipt and dispatch of copy for Victorian country telephone directories and printing of interim directories.

*Qualifications:* A sound knowledge of country directory compilation procedures, including service information is desirable.

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|-------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| A. F. Wain<br>63/45649R | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Telecommunications Division | Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Directory and Sales Checks Section, Melbourne (No. 217) |
|-------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|

*Duties:* Cutover Officer. Edit telephone directory entries involved in exchange cutovers.

*Qualifications:* A sound knowledge of directory editing and listing procedures is desirable.

#### Service Branch

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|----------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| M. B. Gibbons<br>59/70039R | Clerk \$8015-8770 (Class 4), Third Division, Telecommunications Division | Clerk \$9022-9777 (Class 5), Third Division, Service Standards Section, Melbourne (No. 38) |
|----------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|

*Duties:* Investigate complaints of service and visit subscribers premises where required. Ensure that all complaints are brought to finality as quickly as possible.

*Qualifications:* A sound knowledge of Telecommunications Division practices and procedures is desirable. Ability to control staff and handle interviews dealing with complaints of service is essential.

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|--------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| C. E. Evans<br>59/69997T | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Telecommunications Division | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Service Standards Section, Melbourne (No. 174) |
|--------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|

*Duties:* Supervise staff engaged on service checking. Provide assistance with investigations into sub-standard service. Act as paying officer for Telecommunications Division staff located at Russell Exchange.

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|--------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| R. P. Smith<br>67/46744C | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Telecommunications Division | Overseer (Telegraph), Grade 1 \$5883-6324, Fourth Division, Chief Telegraph Office, Melbourne |
|--------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|

*Duties:* Oversight of Assistant Postal Officers and supervision of Chief Telegraph Office Delivery section in the absence of the Senior Overseer (Delivery).

*Qualifications:* A sound knowledge of internal telegram handling procedures is desirable and ability to control staff is essential.

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|------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| M. Bernaldo<br>73/38778E (15.6.73) | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of Social Security, Melbourne | Telephonist \$2609-5575, Fourth Division, Main Trunk Exchange, Melbourne |
|------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|

Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)

Promoted from

Promoted to

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

## **Finance and Accounting Branch**

|                        |                                                                            |                                                                                    |
|------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| W. Andrew<br>70/38826X | Clerk \$3346-6671 (Class 1), Third Division, Finance and Accounting Branch | Clerk \$6887-7764 (Class 2/3), Third Division, Finance Section, Melbourne (No. 43) |
|------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------------|

|                           |                                                                            |                                                                                     |
|---------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| G. R. Hanlon<br>71/36305C | Clerk \$3346-6671 (Class 1), Third Division, Finance and Accounting Branch | Clerk \$6887-7764 (Class 2/3), Third Division, Finance Section, Melbourne (No. 198) |
|---------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

*Duties above two positions:* Checker, Staff Pay. Check computations of salary and deduction variations.

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|----------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| R. Ryan<br>71/39803X | Clerk \$3346-6671 (Class 1), Third Division, Finance and Accounting Branch | Clerk \$6887-7764 (Class 2/3), Third Division, Post Offices Accounting Section, Melbourne (No. 9) |
|----------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|

*Duties:* Reconciling Officer. Reconcile payments of certified and uncertified vouchers as claimed on Form FAP 100.

|                           |                                                                                           |                                                                                             |
|---------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| A. M. Waters<br>71/37008A | Accounting Machinist, Grade 1 \$2638-5636, Fourth Division, Finance and Accounting Branch | Accounting Machinist, Grade 2 \$6233, Fourth Division, Finance Section, Melbourne (No. 138) |
|---------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|

*Duties:* Prepare Forms 22 and associated cheques.

*Qualifications:* Completion of the prescribed test.

## **Personnel and Industrial Relations Branch**

|                            |                                                                                                    |                                                                                                                                |
|----------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| W. J. Doherty<br>59/60046W | Methods Officer \$10029-10704 (Class 6), Third Division, Personnel and Industrial Relations Branch | Inspector \$12218-12721 (Class 8), Third Division, Establishment and Management Advisory Services Section, Melbourne (No. 359) |
|----------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Officer-in-charge, Advisory Services Sub-section. Control activities related to examination of office systems and procedures, work documentation, forms management and office machines.

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| P. J. Bodey<br>72/38292E | Clerk \$3346-6671 (Class 1), Third Division, unattached | Clerk \$6887-7764 (Class 2/3), Third Division, Industrial Relations Section, Melbourne (No. 158) |
|--------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------|

*Duties:* Examine accident reports and compensation claims. Prepare associated correspondence and process to finality. Prepare recommendations and determinations for submission to the Delegate of the Commissioner for Employees' Compensation. Advise staff on compensation claims.

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|-------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| J. S. Van Wissen<br>71/39031M | Typist, Grade 2 \$5791-6101, Fourth Division, Personnel and Industrial Relations Branch | Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Melbourne (No. 201) |
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*Duties:* Provide secretarial assistance to the Manager.

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

## **Supply Branch**

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|-------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| P. J. Wood<br>72/13374A | Typist, Grade 1 \$2638-5636, Fourth Division, Supply Branch | Typist, Grade 2 \$5791-6101, Fourth Division, Office Services Section, Springvale (No. 20) |
|-------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------|

*Duties:* Secretarial assistance to Branch Head.

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|-------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------|
| R. F. Wilson<br>70/39387K (16.6.70) | Stores Assistant \$2533-5235, Fourth Division, Supply Branch | Storeman \$5379-5606, Fourth Division, Warehousing Section, Port Melbourne |
|-------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------|

## **QUEENSLAND**

### **Engineering Division, Construction Branch**

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|--------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| B. L. Hayes<br>65/61115W | Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Metropolitan Installation Section, Brisbane |
|--------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|

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

## **Country Branch**

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|---------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| M. R. Becker<br>59/18154A | Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division | Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, South Western Section, Toowoomba (No. 1182) |
|---------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|

*Duties:* Under technical direction perform minor external plant design work and oversight the work of estimating supervisors. Liaise with outside authorities and answer straightforward technical queries relating to external plant.

| <i>Name and personnel<br/>number (also seniority<br/>reference if Regulation<br/>109G applies)</i>                                                                                                                                                                                                                                                     | <i>Promoted from</i>                                                       | <i>Promoted to</i>                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| K. Sallur<br>59/19193K                                                                                                                                                                                                                                                                                                                                 | Lines Supervisor, Grade 3 \$8033, Fourth<br>Division, Engineering Division | Technical Officer (Engineering), Grade<br>2 \$8929-9443, Fourth Division, Wide<br>Bay-Burnett Section, Maryborough<br>(No. 343)                 |
| <i>Duties:</i> Under general direction, perform straightforward technical design work associated with external plant projects, advise estimating staff and liaise with outside authorities.<br><i>Qualifications above two positions:</i> An approved technical college certificate or other approved qualifications, and requisite experience.        |                                                                            |                                                                                                                                                 |
| <b>Metropolitan Operations Branch</b>                                                                                                                                                                                                                                                                                                                  |                                                                            |                                                                                                                                                 |
| E. S. Bannah<br>67/57650G                                                                                                                                                                                                                                                                                                                              | Clerk \$6887-7764 (Class 2/3), Third Divi-<br>sion, Engineering Division   | Clerk \$8015-8770 (Class 4), Third Divi-<br>sion, City Operations Section, Brisbane<br>(No. 201)                                                |
| <i>Duties:</i> Personnel Officer.                                                                                                                                                                                                                                                                                                                      |                                                                            |                                                                                                                                                 |
| C. J. Schiefelbein<br>59/19203G                                                                                                                                                                                                                                                                                                                        | Lines Supervisor, Grade 3 \$8033, Fourth<br>Division, Engineering Division | Technical Officer (Engineering), Grade 2<br>\$8929-9443, Fourth Division, Metropoli-<br>tan Operations No. 1 Section, Brisbane<br>(No. 866)     |
| <i>Duties:</i> Under general direction, perform straightforward technical design work associated with external plant projects, advise estimating staff and liaise with outside authorities.                                                                                                                                                            |                                                                            |                                                                                                                                                 |
| D. J. Campbell<br>63/61086G                                                                                                                                                                                                                                                                                                                            | Lineman, Grade 2 \$5990-6167, Fourth<br>Division, Engineering Division     | Technical Officer (Engineering), Grade 1<br>\$7052-8694, Fourth Division, Metropoli-<br>tan Operations No. 1 Section, Brisbane<br>(No. 1179)    |
| <i>Duties:</i> Under technical direction perform minor external plant design work and oversight the work of estimating supervisors. Liaise with outside authorities and answer straightforward technical queries relating to external plant.                                                                                                           |                                                                            |                                                                                                                                                 |
| F. J. A. Burton<br>59/18248W                                                                                                                                                                                                                                                                                                                           | Lines Supervisor, Grade 3 \$8033, Fourth<br>Division, Engineering Division | Technical Officer (Engineering), Grade 2<br>\$8929-9443, Fourth Division, Metropoli-<br>tan Operations No. 2 Section, Brisbane<br>(No. 867)     |
| <i>Duties:</i> Undertake preparatory planning and design work for aerial and underground plant projects. Super-<br>vise and train estimating and cable assigner staff.                                                                                                                                                                                 |                                                                            |                                                                                                                                                 |
| D. Rye<br>64/61342E                                                                                                                                                                                                                                                                                                                                    | Lineman, Grade 2 \$5990-6167, Fourth<br>Division, Engineering Division     | Technical Officer (Engineering), Grade 1<br>\$7052-8694, Fourth Division, Metropoli-<br>tan Operations No. 2 Section, Brisbane<br>(No. 1180)    |
| <i>Duties:</i> Under technical direction perform minor external plant design work and oversight the work of esti-<br>mating supervisors. Liaise with outside authorities and answer straightforward technical queries relating to<br>external plant.                                                                                                   |                                                                            |                                                                                                                                                 |
| P. H. Mackay<br>62/61531E                                                                                                                                                                                                                                                                                                                              | Technical Instructor \$8038-8769, Fourth<br>Division, Engineering Division | Technical Officer (Engineering), Grade 2<br>\$8929-9443, Fourth Division, Metropoli-<br>tan Operations No. 3 Section, Brisbane<br>(No. 1729)    |
| <i>Duties:</i> Under general direction, perform straightforward technical design work associated with external<br>plant projects, advise estimating staff and liaise with outside authorities.<br><i>Qualifications above five positions:</i> An approved technical college certificate or other approved qualifications,<br>and requisite experience. |                                                                            |                                                                                                                                                 |
| J. Falconer<br>59/18464K                                                                                                                                                                                                                                                                                                                               | Lines Supervisor, Grade 1 \$6710, Fourth<br>Division, Engineering Division | Lines Supervisor, Grade 3 \$8033, Fourth<br>Division, Metropolitan Operations No. 3<br>Section, Ipswich                                         |
| <i>Duties:</i> Area Supervisor.                                                                                                                                                                                                                                                                                                                        |                                                                            |                                                                                                                                                 |
| J. A. Antcliff<br>59/18121R                                                                                                                                                                                                                                                                                                                            | Technical Instructor \$8038-8769, Fourth<br>Division, Engineering Division | Technical Officer (Engineering), Grade 2<br>\$8929-9443, Fourth Division, Outer<br>Metropolitan Operations No. 1 Section,<br>Brisbane (No. 342) |
| <i>Duties:</i> Under general direction, perform straightforward technical design work associated with external<br>plant projects, advise estimating staff and liaise with outside authorities.<br><i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite<br>experience.                      |                                                                            |                                                                                                                                                 |

Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)

Promoted from

Promoted to

# POSTMASTER-GENERAL'S DEPARTMENT—continued

## Support Services Branch

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                  |                                                                                                                              |
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| B. R. Hourigan<br>59/16424K                                                                                                                                                                                                                                                                                                                                                                                                                                           | Senior Technical Instructor, Grade 1<br>\$9700-10214, Fourth Division, Engineering Division      | Senior Technical Instructor, Grade 2<br>\$10554, Fourth Division, Industrial Engineering and Training Section, Brisbane      |
| <i>Duties:</i> Under the direction of the Head Instructor of a training centre, to be responsible for the management of an important section or functional group of instructional staff in that training centre.                                                                                                                                                                                                                                                      |                                                                                                  |                                                                                                                              |
| <i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience and have satisfactorily completed a course of teacher training specified by the Board, or the Board is satisfied as to the ability to teach both theoretical and practical subjects.                                                                                                                                                      |                                                                                                  |                                                                                                                              |
| B. T. Walsh<br>59/17041K                                                                                                                                                                                                                                                                                                                                                                                                                                              | Senior Technical Instructor, Grade 1<br>\$9700-10214, Fourth Division, Engineering Division      | Senior Technical Instructor, Grade 2<br>\$10554, Fourth Division, Industrial Engineering and Training Section, Brisbane      |
| <i>Duties:</i> Responsible to Head Instructor, City Training Centre, for a section which provides instruction in principles, techniques and practices in telephony for all types of trainees, including Telecommunication Assistants-in-training, and secondary students.                                                                                                                                                                                             |                                                                                                  |                                                                                                                              |
| <i>Qualifications:</i> Senior Technical (Telecommunications) or an approved certificate from a technical college or institute of technology or its equivalent, or such other qualifications as the Board considers appropriate, together with appropriate experience, and have satisfactorily completed a course of teacher training specified by the Board or the Board is satisfied as to the ability to teach both theoretical and practical subjects.             |                                                                                                  |                                                                                                                              |
| J. Capps<br>59/16021K                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Engineering Division                 | Senior Technical Instructor, Grade 1<br>\$9700-10214, Fourth Division, Industrial Engineering and Training Section, Brisbane |
| D. C. Mole<br>59/19735G                                                                                                                                                                                                                                                                                                                                                                                                                                               | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Engineering Division                 | Senior Technical Instructor, Grade 1<br>\$9700-10214, Fourth Division, Industrial Engineering and Training Section, Brisbane |
| J. A. Albion<br>59/19508G                                                                                                                                                                                                                                                                                                                                                                                                                                             | Technical Instructor, Grade 2 \$8929-9443, Third Division, Engineering Division                  | Senior Technical Instructor, Grade 1<br>\$9700-10214, Third Division, Industrial Engineering and Training Section, Brisbane  |
| R. R. Collis<br>59/57007P                                                                                                                                                                                                                                                                                                                                                                                                                                             | Technical Instructor, Grade 2 \$8929-9443, Third Division, Engineering Division                  | Senior Technical Instructor, Grade 1<br>\$9700-10214, Third Division, Industrial Engineering and Training Section, Brisbane  |
| A. B. Doran<br>59/16168C                                                                                                                                                                                                                                                                                                                                                                                                                                              | Technical Instructor, Grade 2 \$8929-9443, Third Division, Engineering Division                  | Senior Technical Instructor, Grade 1<br>\$9700-10214, Third Division, Industrial Engineering and Training Section, Brisbane  |
| R. A. Everingham<br>59/19607M                                                                                                                                                                                                                                                                                                                                                                                                                                         | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Engineering Division                 | Senior Technical Instructor, Grade 1<br>\$9700-10214, Fourth Division, Industrial Engineering and Training Section, Brisbane |
| J. Naumann<br>59/16685X                                                                                                                                                                                                                                                                                                                                                                                                                                               | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Engineering Division                 | Senior Technical Instructor, Grade 1<br>\$9700-10214, Fourth Division, Industrial Engineering and Training Section, Brisbane |
| C. W. Smith<br>59/16931X                                                                                                                                                                                                                                                                                                                                                                                                                                              | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Engineering Division                 | Senior Technical Instructor, Grade 1<br>\$9700-10214, Fourth Division, Industrial Engineering and Training Section, Brisbane |
| <i>Duties above eight positions:</i> Under the direction of a Supervising Instructor (Senior Technical Instructor, Grade 2) to be responsible for the management of a section of a training centre consisting of four to five instructional staff. Prepare and conduct theory and practical lessons and associated student assessments in Telecommunications Principles, techniques and practices for Telecommunication Tradesmen, Assistants and Technical Officers. |                                                                                                  |                                                                                                                              |
| R. I. A. Connellan<br>59/16084P                                                                                                                                                                                                                                                                                                                                                                                                                                       | Telecommunications Technical Officer, Grade 1 \$7756-8694, Third Division, Engineering Division  | Technical Instructor, Grade 2 \$8929-9443, Third Division, Industrial Engineering and Training Section, Brisbane             |
| A. A. Hill<br>59/16392P                                                                                                                                                                                                                                                                                                                                                                                                                                               | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Industrial Engineering and Training Section, Brisbane            |
| R. T. Hunt<br>59/16432G                                                                                                                                                                                                                                                                                                                                                                                                                                               | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Industrial Engineering and Training Section, Brisbane            |

| <i>Name and personnel number (also seniority reference if Regulation 109G applies)</i> | <i>Promoted from</i>                                                                             | <i>Promoted to</i>                                                                                                                                                                            |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B. Lehane<br>59/16531M                                                                 | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Industrial Engineering and Training Section, Brisbane                                                                             |
| D. R. Leighton<br>59/16532R                                                            | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Industrial Engineering and Training Section, Brisbane                                                                             |
| B. R. McMorro<br>59/16678E                                                             | Telecommunications Technical Officer, Grade 1 \$7756-8694, Third Division, Engineering Division  | Technical Instructor, Grade 2 \$8929-9443, Third Division, Industrial Engineering and Training Section, Brisbane                                                                              |
| B. J. Sargeant<br>59/16878X                                                            | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Industrial Engineering and Training Section, Brisbane                                                                             |
| T. Brown<br>59/15987X                                                                  | Telecommunications Technical Officer, Grade 1 \$7756-8694, Third Division, Engineering Division  | Technical Instructor, Grade 2 \$8929-9443, Third Division, Industrial Engineering and Training Section, Brisbane                                                                              |
| G. E. Coleman<br>59/16065E                                                             | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Industrial Engineering and Training Section, Brisbane, vice R. R. Collis, prov. prom. 5.9.74                                      |
| P. W. Collins<br>59/16078A                                                             | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, unattached           | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Industrial Engineering and Training Section, Brisbane, vice D. C. Mole, prov. prom. 5.9.74                                        |
| J. D. Cook<br>59/16087C                                                                | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Industrial Engineering and Training Section, Brisbane,                                                                            |
| R. F. Cook<br>63/61013W                                                                | Telecommunications Technical Officer, Grade 1 \$7756-8694, Third Division, Engineering Division  | vice A. B. Doran, prov. prom. 5.9.74<br>Technical Instructor, Grade 2 \$8929-9443, Third Division, Industrial Engineering and Training Section, Brisbane, vice J. Naumann, prov. prom. 5.9.74 |
| K. F. Gallagher<br>59/16269R                                                           | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Industrial Engineering and Training Section, Brisbane                                                                             |
| N. L. Harbottle<br>65/61114R                                                           | Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division                 | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Industrial Engineering and Training Section, Brisbane, vice R. A. Everingham, prov. prom. 5.9.74                                  |
| P. S. Oberthur<br>59/16702P                                                            | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Industrial Engineering and Training Section, Brisbane                                                                             |
| D. V. Robson<br>59/16845P                                                              | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Industrial Engineering and Training Section, Brisbane, vice J. Capps, prov. prom. 5.9.74                                          |
| E. G. Squire<br>65/46157M                                                              | Telecommunications Technical Officer, Grade 1 \$7756-8694, Third Division, unattached            | Technical Instructor, Grade 2 \$8929-9443, Third Division, Industrial Engineering and Training Section, Brisbane, vice J. A. Albion, prov. prom. 5.9.74                                       |
| N. B. Wedd<br>61/61033C                                                                | Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Industrial Engineering and Training Section, Brisbane, vice C. W. Smith, prov. prom. 5.9.74.                                      |

*Duties above eighteen positions:* Under the direction of a Section Leader (Senior Technical Instructor, Grade 1) prepare and conduct theory and practical lessons and associated student assessment in Telecommunications Principles, techniques and practices for Telecommunications Tradesmen, Assistants and Technical Officers.

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

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

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

## **Postal Services Division, Post Offices Branch**

|                              |                                                                          |                                                                               |
|------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| S. C. Walton<br>59/21788C    | Senior Postal Clerk, Grade 1 \$7087-7651,<br>Third Division, St Lucia    | Senior Postal Clerk, Grade 2 \$7883-8413,<br>Third Division, G.P.O. Brisbane  |
| D. W. Pallisier<br>59/21466C | Senior Postal Clerk, Grade 1 \$7087-7651,<br>Third Division, Stafford    | Senior Postal Clerk, Grade 2 \$7883-8413,<br>Third Division, Hamilton Central |
| M. J. Borger<br>69/61955K    | Postal Clerk \$5662-6824, Fourth Division,<br>St George                  | Senior Postal Clerk, Grade 1 \$7087-7651,<br>Fourth Division, St George       |
| W. L. Lonergan<br>70/61879G  | Postal Officer, Grade 1 \$5310-5658,<br>Fourth Division, Charters Towers | Postal Officer, Grade 2 \$5426-6343,<br>Fourth Division, Charters Towers      |
| D. J. Giles<br>68/61608W     | Postal Officer, Grade 1 \$5310-5658,<br>Fourth Division, Rocklea         | Postal Officer, Grade 2 \$5426-6343,<br>Fourth Division, Sunnybank            |
| R. J. O'Hara<br>65/61593C    | Postal Officer, Grade 1 \$5310-5658,<br>Fourth Division, Toowoomba       | Postal Officer, Grade 2 \$5426-6343,<br>Fourth Division, Toowoomba            |

## **Telecommunications Division, Country Region**

|                          |                                                                          |                                                     |
|--------------------------|--------------------------------------------------------------------------|-----------------------------------------------------|
| G. J. Plant<br>66/61497C | Telephonist \$2609-5575, Fourth Division,<br>Telecommunications Division | Monitor \$6034-6381, Fourth Division,<br>Townsville |
|--------------------------|--------------------------------------------------------------------------|-----------------------------------------------------|

*Qualifications:* Must be qualified as Monitor (Telephone).

## **Personnel and Industrial Relations Branch**

|                                       |                                                                      |                                                                                                        |
|---------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| I. L. Edmondson<br>73/61476E (2.8.73) | Assistant Postal Officer \$2598-5196,<br>Fourth Division, unattached | Assistant, Grade 1 \$2481-5349, Fourth<br>Division, Staffing and General Services<br>Section, Brisbane |
|---------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|

*Duties:* Receipt, distribution and dispatch of files, and messengerial duties.

## **SOUTH AUSTRALIA**

### **Postal Services Division, Post Offices Branch**

|                                 |                                                                                              |                                                                                  |
|---------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| D. K. Davis<br>59/10415P        | Postal Clerk \$5662-6824, Fourth Division,<br>Postal Services Division                       | Postmaster, Grade 1 \$8150-8943, Fourth<br>Division, Port Broughton (No. 1517)   |
| <i>Qualifications:</i> Occupant | must be qualified in accordance with conditions notified in <i>Gazette</i> No. 9 of 30.1.73. |                                                                                  |
| C. L. Kloss<br>69/70185K        | Postal Clerk \$5662-6824, Third Division,<br>Postal Services Division                        | Senior Postal Clerk, Grade 1 \$7087-7651,<br>Third Division, Maitland (No. 1457) |
| <i>Qualifications:</i> Occupant | must be qualified in accordance with conditions notified in <i>Gazette</i> No. 9 of 30.1.73. |                                                                                  |
| C. F. M. Cox<br>59/10380B       | Postal Officer, Grade 2 \$5426-6343,<br>Fourth Division, Postal Services Division            | Overseer (Postmen) \$6708, Fourth Division,<br>Glenelg (No. 983)                 |

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

|                            |                                                                                                |                                                                                       |
|----------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| P. G. Franson<br>59/12429M | Assistant Survey Officer \$8015-8770<br>(Class 4), Third Division, Telecommunications Division | Clerk \$9022-9777 (Class 5), Third Division,<br>Contracts Section, Adelaide (No. 205) |
|----------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|

*Duties:* Officer in charge of a Metropolitan Telephone Contracts Sub-section.

*Qualifications:* A thorough knowledge of telephone facilities, Contracts Sub-section procedures and telephone regulations is desirable.

|                           |                                                                             |                                                                                           |
|---------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| D. K. Scarce<br>59/15248M | Clerk \$8015-8770 (Class 4), Third Division,<br>Telecommunications Division | Clerk \$9022-9777 (Class 5), Third Division,<br>Sales Advisory Section, Adelaide (No. 76) |
|---------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|

*Duties:* Assess in complex cases, requirements of individual customers for major telephone facilities and recommend appropriate equipment.

*Qualifications:* A sound knowledge of Sales Branch practices and procedures, and of the various types of PBXs desirable.

### **Service Branch**

|                                 |                                                                                          |                                                                                                                    |
|---------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| B. B. Bowyer<br>73/70256A       | Assistant Postal Officer \$2598-5196,<br>Fourth Division, unattached                     | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Chief Telegraph Office<br>Section, Adelaide (No. 300) |
| R. M. Burgemeister<br>71/70507R | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Telecommunications<br>Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Chief Telegraph Office<br>Section, Adelaide (No. 299) |
| W. B. Coulls<br>70/70313W       | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division, unattached                  | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Chief Telegraph Office<br>Section, Adelaide (No. 298) |

*Duties above three positions:* Dispatching Officer, Delivery Sub-section. Prepare advices in respect of undelivered telegrams and perform minor repairs to bicycles.

| <i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>                                                                        | <i>Promoted from</i>                                                                        | <i>Promoted to</i>                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| W. J. Alexander<br>72/70380M                                                                                                                                  | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Telecommunications<br>Division    | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Chief Telegraph Office<br>Section, Adelaide (No. 311) |
| K. A. Bowley<br>70/70651R                                                                                                                                     | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division, Telecommunications<br>Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Chief Telegraph Office<br>Section, Adelaide (No. 306) |
| R. B. Bowman<br>72/70378R                                                                                                                                     | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Telecommunications<br>Division    | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Chief Telegraph Office<br>Section, Adelaide (No. 310) |
| C. W. Carter<br>69/70291G                                                                                                                                     | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division, Telecommunications<br>Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Chief Telegraph Office<br>Section, Adelaide (No. 303) |
| K. J. Fitzpatrick<br>70/70221K                                                                                                                                | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division, Telecommunications<br>Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Chief Telegraph Office<br>Section, Adelaide (No. 305) |
| C. J. Forder<br>73/70101K                                                                                                                                     | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Telecommunications<br>Division    | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Chief Telegraph Office<br>Section, Adelaide (No. 313) |
| G. R. Hugo<br>68/70617A                                                                                                                                       | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division, unattached                     | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Chief Telegraph Office<br>Section, Adelaide (No. 302) |
| K. G. A. Jaunutis<br>71/70567G                                                                                                                                | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division, Telecommunications<br>Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Chief Telegraph Office<br>Section, Adelaide (No. 309) |
| R. C. Millwood<br>69/70300A                                                                                                                                   | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division, unattached                     | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Chief Telegraph Office<br>Section, Adelaide (No. 304) |
| B. G. Mundy<br>71/70565X                                                                                                                                      | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Telecommunications<br>Division    | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Chief Telegraph Office<br>Section, Adelaide (No. 308) |
| A. J. Reeves<br>71/70521C                                                                                                                                     | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division, Telecommunications<br>Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Chief Telegraph Office<br>Section, Adelaide (No. 307) |
| <i>Duties above eleven positions:</i> Code telegrams for 'TRESS' system, operate 'Bradma' decoding equipment, and perform 'Undel' and 'Check-sorting' duties. |                                                                                             |                                                                                                                    |
| C. R. Brown<br>73/70419E (17.7.73)                                                                                                                            | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Telecommunications<br>Division    | Assistant, Grade 1 \$2481-5349, Fourth<br>Division, Chief Telegraph Office Section,<br>Adelaide (No. 1145)         |
| K. A. Foureur<br>73/70321R                                                                                                                                    | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Telecommunications<br>Division    | Assistant, Grade 1 \$2481-5349, Fourth<br>Division, Chief Telegraph Office Section,<br>Adelaide (No. 1146)         |
| R. L. Luckett<br>73/70257E (18.4.73)                                                                                                                          | Assistant Postal Officer \$2598-5196,<br>Fourth Division, Telecommunications<br>Division    | Assistant, Grade 1 \$2481-5349, Fourth<br>Division, Chief Telegraph Office Section,<br>Adelaide (No. 1140)         |
| <i>Duties above three positions:</i> Sort and distribute telegraph traffic and perform minor electrical duties.                                               |                                                                                             |                                                                                                                    |

#### Personnel and Industrial Relations Branch

|                              |                                                                                                                  |                                                                                                                                                                                                  |
|------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| R. K. Rainsford<br>58/13469K | Training Officer, Grade 2 \$9022-9777<br>(Class 5), Third Division, Personnel and<br>Industrial Relations Branch | Senior Training Officer, Grade 1 \$10029-<br>10704 (Class 6), Third Division, Staffing<br>and General Services Section, Executive<br>Development and Training Sub-section,<br>Adelaide (No. 243) |
|------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Responsible to the State Training Officer for the direction and control of subordinate training staff engaged mainly on Induction, Procedural, Auxiliary skills and Supervisory Training Courses.

*Qualifications:* Extensive experience in training practices with emphasis on Needs Analysis, Programme Design and Education desirable.

Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)

Promoted from

Promoted to

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

|                             |                                                                                        |                                                                                                                                                                                                                     |
|-----------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B. A. Harrison<br>70/66800A | Clerk \$8015-8770 (Class 4), Third Division, Personnel and Industrial Relations Branch | Training Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Staffing and General Services Section, Executive Development and Training Sub-section, Adelaide, vice R. K. Rainsford, prov. prom. 5.9.74 (No. 41) |
|-----------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* In the areas of non-technical training survey training needs and develop, organise and manage training courses.

*Qualifications:* Considerable experience in training and related work, and knowledge of departmental organisation desirable.

|                           |                                                                              |                                                                                                                                                                            |
|---------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| M. K. Earley<br>66/10243C | Clerk \$6887-7764 (Class 2/3), Third Division, Finance and Accounting Branch | Training Officer, Grade 1 \$8015-8770 (Class 4), Third Division, Staffing and General Services Section, Executive Development and Training Sub-section, Adelaide (No. 244) |
|---------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Assist with the management of training courses and the conduct of sessions. Provide general assistance in the Sub-section.

#### NORTHERN TERRITORY

##### Postal Services Division, Post Offices Branch

|                                     |                                                                                |                                                            |
|-------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------|
| D. W. Roesler<br>70/70273C (6.4.70) | Postal Officer, Grade 1 \$5310-5658, Fourth Division, Postal Services Division | Mail Officer \$5426-6343, Fourth Division, Darwin (No. 16) |
|-------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------|

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

#### WESTERN AUSTRALIA

##### Engineering Division, Country Branch

|                                 |                                                                     |                                                                                               |
|---------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| R. Chase<br>65/78259T (15.4.65) | Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division | Lineman, Grade 2 \$5990-6167, Fourth Division, South West and Great Southern Section, Bunbury |
|---------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|

*Duties:* Cable jointing.

##### Metropolitan Operations Branch

|                            |                                                                         |                                                                                                    |
|----------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| W. A. Podmore<br>59/53802T | Lines Supervisor, Grade 1 \$6710, Fourth Division, Engineering Division | Lines Supervisor, Grade 3 \$8033, Fourth Division, Metropolitan Operations No. 2 Section, O'Connor |
|----------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|

*Duties:* Take charge of a Lineman Installer Group.

|                         |                                                                      |                                                                                      |
|-------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| R. R. Davy<br>59/52635X | Lineman, Grade 2, \$5990-6167, Fourth Division, Engineering Division | Cable Assigner \$6710, Fourth Division, Metropolitan Operations No. 1 Section, Perth |
|-------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------|

*Duties:* Cable Assigning duties at Head Office.

##### Planning and Programming Branch

|                            |                                                                                       |                                                                                                        |
|----------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| M. E. Tomsett<br>63/78272T | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Telecommunications Division | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Traffic Engineering Section, Perth (No. 615) |
|----------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|

*Duties:* Provide general clerical assistance at sectional level.

##### Regional Operations Branch

|                        |                                                                                                          |                                                                                                                         |
|------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| P. S. Saw<br>59/53969A | Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Engineering Division | Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Fourth Division, Telegraphs and Data Section, Perth |
|------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|

*Duties:* Officer-in-charge of Perth Tress Exchange, Chief Telegraph Office, Technical Equipment and Telegraph Fault Dispatch Centre.

*Qualifications:* An approved technical college certificate or other approved qualifications, and requisite experience. Extensive knowledge of Tress Exchange and Chief Telegraph Office equipment coupled with detailed knowledge of Telex Exchange equipment, VFT equipment and Telegraph and Data Terminal equipment desirable.

Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)

Promoted from

Promoted to

F. A. Craddock  
66/78379G  
Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, unattached  
Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Trunk Services Section, Perth  
*Duties:* Control the operation of the Network Performance and Analysis Centre for this State. Devise and where directed, implement Network Performance Assessment and Control Systems. Conduct investigations, analyse data and issue periodic and special reports. Co-ordinate the Network Performance and Analysis Centre activities with those of similar organisations in other states.  
*Qualifications:* An approved technical college certificate or other approved qualifications, and requisite experience. An extensive knowledge of the Western Australian and interstate switching arrangements, together with the ability to gather and analyse statistical information desirable.

J. Lambie  
59/53323R  
Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Engineering Division  
Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Telegraphs and Data Section, Perth (No. 916)  
*Duties:* Prepare detailed transmission drawings and associated documents for NEX services, undertake technical investigation into APO NEX terminal equipment facilities and performance, co-ordinate NEX services provision and maintain job status records and co-ordinate equipment provision and forecasting.  
*Qualifications:* An approved technical college certificate or other approved qualifications, and requisite experience. Familiarity with principles of Data Transmission digital techniques and all other NEX services desirable.

#### Support Services Branch

M. D. Zaninovich  
71/75603P  
Drafting Assistant, Grade 1 \$3274-6506, Third Division, Engineering Division  
Drafting Assistant, Grade 2 \$6723-7427, Fourth Division, Drafting Section, Perth (No. 231)  
*Duties:* Less involved drafting work in the Mechanical and Statistical Group.

R. A. Hodgkin  
71/75262P  
Plan Records Assistant, Grade 1 \$2728-6506, Fourth Division, Engineering Division  
Drafting Assistant, Grade 2 \$6723-7427, Fourth Division, Drafting Section, Perth (No. 304)  
*Duties:* Less involved drafting work in the Metropolitan Equipment No. 2 Group.

B. C. Cross  
71/75681K  
Drafting Assistant, Grade 1 \$3274-6506, Third Division, Engineering Division  
Drafting Assistant, Grade 2 \$6723-7427, Fourth Division, Drafting Section, Perth (No. 698)  
*Duties:* Less involved drafting work in the Radio, Long Line and Circuit Group.  
*Qualifications above three positions:* Experience appropriate to the duties desirable.

C. P. Veyard  
66/10908M  
Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Department of Health, Western Australia  
Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Buildings and Properties Section, Perth (No. 339)  
*Duties:* Operate registry, receive and examine correspondence and accounts. Receive inquiries for services and maintain office records.

W. G. Rayner  
59/53859K  
Motor Mechanic \$6097-6348, Fourth Division, unattached  
Senior Motor Mechanic, Grade 1 \$6697-6875, Fourth Division, Automotive Plant Section, Wembley

J. Fleming  
59/52808K  
Motor Mechanic \$6097-6348, Fourth Division, Engineering Division  
Senior Motor Mechanic, Grade 1 \$6697-6875, Fourth Division, Automotive Plant Section, Wembley  
*Duties above two positions:* Inspection of motor vehicles, mechanical aids, trailers and caravans at Automotive Plant Workshops and estimating of work to be carried out in these establishments. Quality control of work carried out.  
*Qualifications above two positions:* Must be qualified Motor Mechanic with extensive knowledge of mechanical aids, trailers and caravans.

#### Postal Services Division, Post Offices Branch

G. D. Baxter  
72/78187R  
Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division  
Postal Officer, Grade 2 \$5426-6343, Fourth Division, Esperance

#### Telecommunications Division, Sales Branch

G. D. Millard  
66/75072P  
Clerk \$8015-8770 (Class 4), Third Division, Telecommunications Division  
Clerk \$9022-9777 (Class 5), Third Division, Survey Section, Perth (No. 8902)  
*Duties:* Analyse statistical information and prepare forecasts of miscellaneous items of subscribers telephone and telegraph equipment.  
*Qualifications:* Knowledge of statistical methods and forecast experience as well as the practices and procedures of the Sales Branch desirable.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

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

|                           |                                                                                             |                                                                                                                           |
|---------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| A. P. Walker<br>70/75993M | Clerical Assistant, Grade 1 \$2599-5349,<br>Fourth Division, Telecommunications<br>Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Directory Sales and<br>Meter Checks Section, Perth (No. 870) |
|---------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|

*Duties:* Meter Reader. Read subscribers meters at metropolitan telephone exchanges and maintain meter registers.

*Qualifications:* Occupant must possess a current motor driver's licence.

#### Country Region

|                          |                                                                          |                                                  |
|--------------------------|--------------------------------------------------------------------------|--------------------------------------------------|
| P. J. Davis<br>72/78770G | Telephonist \$2609-5575, Fourth Division,<br>Telecommunications Division | Monitor \$6034-6381, Fourth Division,<br>Wyndham |
|--------------------------|--------------------------------------------------------------------------|--------------------------------------------------|

*Qualifications:* Occupant must be qualified as Monitor (Telephone).

#### TASMANIA

##### Telecommunications Division

|                       |                                                                               |                                                                                                 |
|-----------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| D. Sayer<br>67/81260A | Clerk \$6887-7764 (Class 2/3), Third<br>Division, Telecommunications Division | Clerk \$8015-8770 (Class 4), Third Divi-<br>sion, District Telephone Office, Burnie<br>(No. 10) |
|-----------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|

*Duties:* Service Officer. Examine specific problems in operational area. Conduct performance and service checks.

*Qualifications:* Knowledge of service activities and operations in a country district desirable.

#### DEPARTMENT OF THE PRIME MINISTER AND CABINET

##### THE OFFICE OF THE PUBLIC SERVICE BOARD

##### CENTRAL OFFICE

##### Public Service Inspectors Office

|                             |                                                            |                                                                      |
|-----------------------------|------------------------------------------------------------|----------------------------------------------------------------------|
| S. J. Shepherd<br>71/87952G | Clerk \$6887-7764 (Class 2/3), Third<br>Division, Canberra | Clerk \$8015-8770 (Class 4), Third Divi-<br>sion, Canberra (No. 328) |
|-----------------------------|------------------------------------------------------------|----------------------------------------------------------------------|

*Duties:* Examine applications and prepare correspondence relating to submissions from Departments for the payment of allowances; prepare correspondence and submissions on conditions of service matters.

#### CANBERRA

##### ADP Division

|                      |                                                                                                  |                                                                                                                   |
|----------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| L. Ryan<br>72/87297K | Data Processing Operator, Grade 2<br>\$6233, Fourth Division, Statistical Sec-<br>tion, Canberra | Supervisor (Data Processing), Grade 1<br>\$6921-7100, Fourth division, Statistical<br>Section, Canberra (No. 286) |
|----------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|

*Duties:* Supervision of staff operating the Board's data processing equipment. Allocate and control work flow through the data processing equipment. Train new operators.

*Qualifications:* Must have passed proficiency test. Experience in staff supervision desirable.

##### Secretary's Division

|                        |                                                           |                                                                                                                 |
|------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| A. R. Kay<br>73/87453X | Typist, Grade 2 \$5791-6101, Fourth<br>Division, Canberra | Steno-secretary, Grade 1 \$6382-6741,<br>Fourth Division, Legislation and General<br>Branch, Canberra (No. 456) |
|------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|

*Duties:* Secretarial and typing duties for the Assistant Commissioner.

*Qualifications:* Shorthand 100 words per minute.

|                          |                                                                                 |                                                                     |
|--------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------|
| M. J. Grant<br>71/86799M | Typist, Grade 1 \$2638-5636, Fourth<br>Division, Secretary's Division, Canberra | Typist, Grade 2 \$5791-6101, Fourth<br>Division, Canberra (No. 685) |
|--------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------|

*Duties:* Transcription from Audio Typing equipment and operation of automatic typewriters.

|                          |                                                         |                                                                              |
|--------------------------|---------------------------------------------------------|------------------------------------------------------------------------------|
| M. A. Wells<br>72/36196R | Graduate Clerk, Third Division,<br>Canberra, unattached | Research Officer, Grade 1 \$7107-8770,<br>Third Division, Canberra (No. 296) |
|--------------------------|---------------------------------------------------------|------------------------------------------------------------------------------|

*Duties:* Undertake research and assist with investigations associated with the development and review of various activities of the Board.

*Qualifications:* An appropriate University degree. Research experience desirable.

#### NEW SOUTH WALES

##### Personnel Services Branch

|                         |                                                                                            |                                                                                                                |
|-------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| B. A. Hunt<br>67/14829G | Clerk \$8015-8770 (Class 4), Third Divi-<br>sion, Attorney-General's Department,<br>Sydney | Clerk \$9022-9777 (Class 5), Third Divi-<br>sion, Personnel and Office Services Sec-<br>tion, Sydney. (No. 79) |
|-------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|

*Duties:* Direct and control the Office Services Sub-section. Prepare annual estimates of expenditure, revised and forward estimates as required. Carry out progressive reviews of expenditure and commitments; examine all accounts; maintain associated financial records.

Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)

Promoted from

Promoted to

## VICTORIA

### Personnel Services Branch

|                        |                                                          |                                                                                                                                               |
|------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| D. Bayley<br>74/36565K | Typist, Grade 1, \$2638-5636, Fourth Division, Melbourne | Typist, Grade 2 \$5791-6101, Fourth Division, Personnel and Office Services Section, Melbourne, vice M. Walters, prov. prom. 15.8.74 (No. 78) |
| R. Telban<br>74/36261P | Typist, Grade 1, \$2638-5636, Fourth Division, Melbourne | Typist, Grade 2 \$5791-6101, Fourth Division, Personnel and Office Services Section, Melbourne (No. 80)                                       |

*Duties:* Perform stenographic and typing duties for senior and other officers.  
*Qualifications:* Shorthand at least 80 words per minute.

## QUEENSLAND

|                           |                                                                                                    |                                                                                                                |
|---------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| C. S. Porter<br>73/57556E | Clerical Assistant, Grade 1, Fourth Division, \$2063-4514, Department of Social Security, Brisbane | Clerical Assistant, Grade 3, Fourth Division, \$5048-5489, Recruitment and Training Section, Brisbane (No. 38) |
|---------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|

*Duties:* Provide general and clerical support for the Training Section.  
*Qualifications:* Ability to operate projectors, tape recorders and prepare training aids desirable.

## VICTORIA

### OFFICE OF THE PRICES JUSTIFICATION TRIBUNAL

#### Services Branch

|                             |                                                                                             |                                                                                                                            |
|-----------------------------|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| K. A. Bradshaw<br>71/36700R | Computer Operator, Grade 1 \$6373-6677, Fourth Division, Bureau of Meteorology.             | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Information Processing and Analysis Section, Melbourne (No. 681) |
| R. J. Baldry<br>69/38191K   | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Office of the Australian Treasury | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Information Processing and Analysis Section, Melbourne (No. 682) |

*Duties above two positions:* Answer all telephone inquiries relating to the work of the Tribunal from information recorded in the Automatic Information Processing system and record results. Assist with minor investigations.  
*Qualifications:* Experience in an ADP environment desirable.

## DEPARTMENT OF REPATRIATION AND COMPENSATION

### NEW SOUTH WALES

#### Branch Office

|                            |                                             |                                                                                      |
|----------------------------|---------------------------------------------|--------------------------------------------------------------------------------------|
| I. A. Shaw<br>67/13469M    | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Entitlement Section, Sydney (No. 4)   |
| J. R. Marsh<br>68/57926G   | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Entitlement Section, Sydney (No. 5)   |
| J. F. Cullen<br>69/10664E  | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Entitlement Section, Sydney (No. 11)  |
| J. A. Buss<br>69/11651W    | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Entitlement Section, Sydney (No. 12)  |
| M. Ali<br>69/12593K        | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Entitlement Section, Sydney (No. 13)  |
| D. A. Sloane<br>69/12652M  | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Entitlement Section, Sydney (No. 59)  |
| M. L. Steele<br>69/13731P  | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764, (Class 2/3), Third Division, Entitlement Section, Sydney (No. 76) |
| G. L. Turner<br>70/11011P  | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Entitlement Section, Sydney (No. 91)  |
| R. J. Cameron<br>60/11597R | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Entitlement Section, Sydney (No. 92)  |

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

# **DEPARTMENT OF REPATRIATION AND COMPENSATION—continued**

|                            |                                             |                                                                                     |
|----------------------------|---------------------------------------------|-------------------------------------------------------------------------------------|
| C. L. Southon<br>70/13712E | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Entitlement Section, Sydney (No. 95) |
|----------------------------|---------------------------------------------|-------------------------------------------------------------------------------------|

*Duties above 10 positions:* Claims Officer. Investigate claims for acceptance of death and disabilities as due to war service.

|                           |                                             |                                                                                           |
|---------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------|
| K. Anthonisz<br>61/12781K | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, General Assistance Section, Sydney (No. 5) |
|---------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------|

*Duties:* Examine and process all applications and matters dealing with Sustenance Allowance. Investigate cases of overpayment or irregular payment of Sustenance and take any necessary corrective action.

*Qualifications:* Knowledge of Repatriation Act, Regulations and conditions relating to General Assistance matters desirable.

|                          |                                             |                                                                                  |
|--------------------------|---------------------------------------------|----------------------------------------------------------------------------------|
| L. S. Rivet<br>69/12628T | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Pensions Section, Sydney (No. 29) |
|--------------------------|---------------------------------------------|----------------------------------------------------------------------------------|

*Duties:* Prepare and check approval forms etc. for payment of awards authorised by the British Ministry of Social Security. Interview claimants and pensioners in connection with benefits available from overseas authorities.

*Qualifications:* Knowledge of prescribed pension examining procedures desirable.

## **Out-Patient Clinic**

|                             |                                                          |                                                                            |
|-----------------------------|----------------------------------------------------------|----------------------------------------------------------------------------|
| T. J. Elderton<br>72/11950A | Clerical Assistant, Grade 1 \$2599-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Sydney (No. 134) |
|-----------------------------|----------------------------------------------------------|----------------------------------------------------------------------------|

*Duties:* Examine files for medical reviews to ensure that all necessary tests and examinations have been completed and reports are attached and relevant x-rays obtained. Pass prepared files to Clinic Receptionists.

## **Lady Davidson Hospital**

|                         |                                                                                 |                                                                                                                 |
|-------------------------|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| S. Perrine<br>69/11933T | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Branch Office, Sydney | Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Administrative Services Section, Turrumurra (No. 211) |
|-------------------------|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|

*Duties:* Medical Clerk. Supervise and direct activities of Admissions and Discharges.

*Note:* The above is in lieu of the notification appearing in the *Gazette* of 22.8.74.

|                          |                                                                                     |                                                                                                    |
|--------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| J. A. Clark<br>63/12202W | Clerk \$9022-9777 (Class 5), Third Division, Repatriation General Hospital, Concord | Clerk \$10029-10704 (Class 6), Third Division, Administrative Services Section, Turrumurra (No. 1) |
|--------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|

*Duties:* Hospital Secretary. Co-ordinate, manage and advise on all non-medical matters associated with the operation of Lady Davidson Hospital including admission and discharge of patients, personnel administration, provision of stores, equipment and auxiliary services and budgetary control.

*Qualifications:* Tertiary qualifications in Commerce/Accounting Procedures desirable.

## **VICTORIA**

### **Repatriation General Hospital**

|                                |                                             |                                                                                                  |
|--------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------|
| J. W. Fitzmaurice<br>58/32605K | Clerk \$8015-8770 (Class 4), Third Division | Clerk \$9022-9777 (Class 5), Third Division, Administrative Services Section, Heidelberg (No. 3) |
|--------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------|

*Duties:* Supervise the activities of the Patient Services Section. Oversight administrative matters concerning the admission and discharge of patients. Interview patients and relatives. Prepare important correspondence and reports.

*Qualifications:* Thorough knowledge of Departmental instructions concerning eligibility for admission to hospital, out-patient treatment etc. Ability to supervise staff.

### **Branch Office**

|                         |                                             |                                                                                           |
|-------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------|
| A. J. Boin<br>72/38288A | Clerk \$3364-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Pensions Section, South Melbourne (No. 14) |
|-------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------|

*Duties:* War Pensions examiner. Prepare and submit to determining officers submissions concerning eligibility to receive pension, to vary and/or cancel war pensions, and to assess Means Test pensions where it is necessary following variation of war pension.

## **QUEENSLAND**

### **Branch Office**

|                         |                                              |                                                                                             |
|-------------------------|----------------------------------------------|---------------------------------------------------------------------------------------------|
| M. Abraham<br>66/57581G | Typist, Grade 1 \$2638-5636, Fourth Division | Typist Supervisor, Grade 1 \$6562-6741, Fourth Division, Typists Section, Brisbane (No. 67) |
|-------------------------|----------------------------------------------|---------------------------------------------------------------------------------------------|

*Duties:* Supervisor—Summary and Precise Typing Pool.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

|                             |                                                             |                                                                                                        |
|-----------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| L. A. Ferguson<br>71/58468R | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Registry Section, Bris-<br>bane (No. 127) |
|-----------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|

*Duties:* Senior Pensions Advices and Adjustment Control Assistant.

|                          |                                                 |                                                                                                              |
|--------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| L. M. Daley<br>62/57376R | Typist, Grade 1 \$2638-5636, Fourth<br>Division | Clerical Assistant, Grade 4 \$6471-6765,<br>Fourth Division, Office Services Sec-<br>tion, Brisbane (No. 21) |
|--------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------|

*Duties:* Counter Officer.

|                          |                                                  |                                                                                                                                     |
|--------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| E. M. Drake<br>64/57395G | Clerk \$8015-8770 (Class 4), Third Divi-<br>sion | Clerk \$9022-9777 (Class 5), Third Divi-<br>sion, Executive Section, Brisbane, vice<br>N. K. Beikoff, prov. prom. 8.8.74 (No.<br>3) |
|--------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Administrative Assistant.

*Qualifications:* Thorough knowledge of all Repatriation Acts, Regulations and Instructions; ability to conduct interviews and to prepare difficult and high level correspondence desirable.

|                            |                                                  |                                                                                                                                   |
|----------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| A. J. Gormley<br>64/57880X | Clerk \$6887-7764 (Class 2/3), Third<br>Division | Clerk \$8015-8770 (Class 4), Third Divi-<br>sion, Pensions Section, Brisbane, vice E.<br>M. Drake, prov. prom. 5.9.74 (No.<br>42) |
|----------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Service Pension Examiner.

*Qualifications:* Detailed knowledge of Repatriation Act and Regulations with particular reference to Service Pensions desirable.

## **SOUTH AUSTRALIA**

### **Repatriation General Hospital, Daw Park**

|                                |                                                                       |                                                                                                      |
|--------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| R. W. L. Ashworth<br>70/66863E | Cleaner \$4650-4843, Fourth Division,<br>Out-patient Clinic, Daw Park | Orderly, Grade 1 \$4676-4893, Fourth<br>Division, General Services (Orderlies),<br>Daw Park (No. 24) |
|--------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|

*Duties:* Routine cleaning duties and patient care.

## **WESTERN AUSTRALIA**

### **Out-Patient Clinic**

|                         |                                                  |                                                                                        |
|-------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------|
| J. M. Gray<br>71/95443A | Clerk \$3346-6671 (Class 1), Third Divi-<br>sion | Clerk \$6887-7764 (Class 2/3), Third<br>Division, Out-Patient Clinic, Perth (No.<br>6) |
|-------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------|

*Duties:* Senior Medical Clerk. Supervise clerical activities of Appointments and Counter Groups.

*Qualifications:* Sound knowledge of Out-Patient activities, General Orders Treatment and Instructions to Medical Institutions.

## **TASMANIA**

### **Branch Office**

|                          |                                                  |                                                                                                                                                                    |
|--------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| R. H. Howie<br>58/17664A | Clerk \$11039-11714 (Class 7), Third<br>Division | Assistant Deputy Commissioner \$12218-<br>12721 (Class 8), Third Division, Execu-<br>tive Section, Hobart, vice J. E. Brother-<br>son, prov. prom. 15.8.74 (No. 1) |
|--------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Responsible to the Deputy Commissioner for top level management of the Benefits Sections in the Branch. Operational oversight of department institutions.

*Qualifications:* Knowledge of Repatriation legislation and policy experience in general administration desirable.

|                           |                                                                             |                                                                                                                                |
|---------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| J. B. Holden<br>58/17663W | Senior Internal Auditor, Grade 1<br>\$10029-10704 (Class 6), Third Division | Clerk \$11039-11714 (Class 7), Third<br>Division, Pensions Section, Hobart, vice<br>R. H. Howie, prov. prom. 5.9.74 (No.<br>1) |
|---------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Officer-in-charge, Pensions Section. Preside as Chairman of Repatriation Board; determine claims for Service Pensions.

*Qualifications:* Wide knowledge and experience in the Pensions field and administrative ability desirable.

Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)

Promoted from

Promoted to

## DEPARTMENT OF SCIENCE

### CENTRAL OFFICE

#### General Services Division, Scientific Services Branch

|                            |                                                       |                                                                                                                                                                             |
|----------------------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I. C. Maclean<br>74/86956M | Clerk \$3346-6671 (Class 1), Third Division, Canberra | Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Scientific Investigations and Information Section, Canberra, vice M. H. Doobov, prov. prom. 5.9.74 (No. 3) |
|----------------------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Assist in research into various aspects of scientific activities undertaken or proposed by the Australian Government and other authorities; this will involve the collection, collation and interpretation of information and statistics relating to scientific research conducted within Australia.

*Qualifications:* University degree, preferably in Science.

|                     |                                                                 |                                                                                                                                      |
|---------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| M. May<br>73/81251C | Research Officer, Grade 1 \$6272-7935, Third Division, Canberra | Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Scientific Investigations and Information Section, Canberra (No. 4) |
|---------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Assist in research into various aspects of scientific activities undertaken or proposed by the Australian Government and other authorities; this will involve the collection, collation and interpretation of information and statistics relating to scientific research conducted within Australia.

*Qualifications:* University degree, preferably in Science.

|                           |                                                       |                                                                                                                                                            |
|---------------------------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| P. Botterill<br>74/86682M | Clerk \$3346-6671 (Class 1), Third Division, Canberra | Research Officer, Grade 1 \$6272-7935 Third Division, Scientific Investigations and Information Section, Canberra, vice M. May, prov. prom. 5.9.74 (No. 5) |
|---------------------------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Assist in the collection, collation and interpretation of information and statistics relating to scientific research conducted by the Australian Government and other authorities.

*Qualifications:* University degree, preferably in Science with relevant experience.

|                           |                                                                           |                                                                                                                                              |
|---------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| M. H. Doobov<br>73/89002W | Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Canberra | Senior Research Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Scientific Investigations and Information Section, Canberra (No. 30) |
|---------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Develop methods for classification and storage of statistical data and other information on the level and structure of the national scientific effort. Participate in the analysis and interpretation of such data.

*Qualifications:* Appropriate university degree and relevant experience.

#### Management Services Branch

|                           |                                                                                   |                                                                                                 |
|---------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| C. Cartolano<br>73/86720E | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Department of Education | Clerical Assistant, Grade 3 \$5883-6324 Fourth Division, Secretariat Section, Canberra (No. 31) |
|---------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|

*Duties:* Maintain registers of all ministerial correspondence acknowledged to ministerial correspondence as required.

|                              |                                                                                        |                                                                                                      |
|------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| W. R. MacNamara<br>58/17579M | Clerk \$11039-11714 (Class 7), Third Division, Attorney-General's Department, Canberra | Clerk \$12218-12721 Class 8), Third Division, Establishments and Services Section, Canberra (No. 70) |
|------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|

*Duties:* Undertake major studies into personnel practices and staff recruitment and development. Provide advice to management on the more complex personnel matters. Exercise delegations under the Public Service Act and Regulations.

*Qualifications:* Extensive experience in personnel practices and conditions of service.

## AUSTRALIAN CAPITAL TERRITORY

### Patent Trade Marks and Designs Office, Trade Mark Examination Branch

|                      |                                                                       |                                                                                   |
|----------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| V. Zars<br>71/88695G | Examiner of Trade Marks, Grade 1 \$8015-8770 Third Division, Canberra | Examiner of Trade Marks, Grade 2 \$10029-10704 Third Division, Canberra (No. 289) |
|----------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------|

*Duties:* Examine and report on applications for registration of trade marks in Parts C and D, and on difficult applications in Parts A and B, of the Register of Trade Marks.

*Qualifications:* Appropriate tertiary qualifications desirable.

Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)

Promoted from

Promoted to

## NEW SOUTH WALES

### Patent Trade Marks and Designs Office, Trade Marks Sub-Office

|                         |                                                                                                         |                                                                             |
|-------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| G. P. Ryan<br>73/12934G | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division, Postmaster-General's<br>Department, Sydney | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Sydney (No. 5) |
|-------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|

*Duties:* Assist to maintain patent, trade marks and designs search material.

## VICTORIA

### Antarctic Division, Administrative Branch

|                        |                                                        |                                                                                      |
|------------------------|--------------------------------------------------------|--------------------------------------------------------------------------------------|
| N. Bulner<br>71/39143N | Clerk \$6014-6671 (Class 1), Third Division, Melbourne | Clerk \$6887-7764 (Class 2/3), Third Division, Personnel Section, Melbourne (No. 24) |
|------------------------|--------------------------------------------------------|--------------------------------------------------------------------------------------|

*Duties:* Staff Clerk—Responsible to Personnel Officer for the efficient operation of the staff and industrial sub-section covering salaries, allowances, conditions of employment and staff records related to Division and expedition staff.

*Qualifications:* Experience in staff and salaries work, sound knowledge of and experience in the interpretation of the Public Service Act, Regulations and other relevant legislation.

*Note:* It should be noted that the Antarctic Division will be relocated to Hobart in approximately 1977/78.

|                           |                                                      |                                                                                                 |
|---------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| N. Nicholson<br>73/41415G | Laboratory Attendant \$2142-4597,<br>Fourth Division | Technical Assistant, Grade 1 \$2728-6506, Third or Fourth Division, Laboratory Section (No. 37) |
|---------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------|

*Duties:* Perform minor technical tasks as directed, conduct routine moisture determinations of dairy products, pressure test food cans and conduct examination of can seams.

### General Services Division, Analytical Services Branch

|                            |                                                                    |                                                                                                            |
|----------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| F. M. Wozniok<br>72/40590W | Technical Assistant, Grade 1 \$2728-6506, Third or Fourth Division | Technical Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Laboratory Section, Melbourne (No. 10) |
|----------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

*Duties:* Complete in accordance with standard methods a variety of technical procedures of a routine nature which do not require the services of a professionally qualified Chemist, such as the multiple determinations of moisture, fat, acidity, ash, solubility, scorched particles and sediment in dried milk products.

## TASMANIA

### Analytical Services Branch

|                          |                                                                                     |                                                                                              |
|--------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Z. M. Baird<br>68/81308W | Typist, Grade 1 \$5275-5636, Fourth Division, Department of Social Security, Hobart | Clerical Assistant, Grade 3 \$5883-6334, Fourth Division, Analytical Services Branch, Hobart |
|--------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|

*Duties:* Record samples received and prepare reports of Analyses, file correspondence, maintain library, control store stocks, order and issues.

## BUREAU OF METEOROLOGY

### HEAD OFFICE

#### Research and Development Branch

|                          |                                                          |                                                                                                        |
|--------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| A. W. Jonas<br>72/39886G | Technical Assistant, Grade 1 \$2728-6506, Third Division | Technical Assistant, Grade 2 \$6723-7427, Third Division, Physical Research Section, Melbourne (No. 6) |
|--------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------|

*Duties:* Perform mathematical calculations in connection with research projects using mathematical tables, meteorological nomograms, slide rules and desk calculators. Assist in the conduct of field and laboratory experiments using specialised instrumentation, etc.

*Qualifications:* Demonstrated capacity for assisting in project work together with Leaving Certificate mathematics and physics desirable.

|                               |                                                      |                                                                                                    |
|-------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| W. R. Kininmonth<br>58/31619X | Meteorologist, Class 3 \$11401-12741, Third Division | Meteorologist, Class 4 \$13299-14202, Third Division, Physical Research Section, Melbourne (No. 2) |
|-------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------|

*Duties:* Supervise and participate in research and development involving the application of a knowledge of transfer processes to studies of atmospheric behaviour and its prediction, for example, studies of low level wind gusts and shears, fog, clear air turbulence, ocean waves, air mass modification, etc.

*Qualifications:* An appropriate degree or diploma which includes Mathematics and Physics and a major in one of these subjects. A sound background in synoptic and dynamic meteorology. Specialised knowledge of the Physics of transfer processes, their structure and mathematical description desirable. Demonstrated ability to design, analyse and report on the research and development projects desirable.

**Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)****Promoted from****Promoted to****Management Branch**

|                          |                                               |                                                                                                                 |
|--------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| B. Thaggard<br>74/39078T | Radio Technician \$7052-7756, Fourth Division | Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Central Training School Section, Melbourne (No. 17) |
|--------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------|

*Duties:* Prepare and deliver lectures and conduct practical work for technical staff in the installation, maintenance and repair of advanced electronic equipment.

*Qualifications:* Wide experience in the maintenance of advanced electronic equipment and ability as an instructor desirable.

**Facilities Branch**

|                                |                                                      |                                                                                                                    |
|--------------------------------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| M. Vassallo-Grant<br>68/39580E | Communications Operator \$5446-6591, Fourth Division | Senior Communications Operator \$6824-7056, Fourth Division, Observations and Traffic Section, Melbourne (No. 176) |
|--------------------------------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|

*Duties:* Supervise and direct the activities of communication operators during rostered shifts. Responsible for control and flow of meteorological traffic through communications centre. Operate switching equipment and liaise, as required, with other communication authorities.

*Qualifications:* Extensive experience in operation of facsimile and telegraph equipment and in distribution of meteorological traffic. Ability to supervise staff and instruct communications staff in operating procedures.

*Note:* This position involves shift work covering 24 hours per day and seven days per week.

**TASMANIA****Regional Office**

|                           |                                                              |                                                                                                  |
|---------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| J. T. Arthur<br>68/38119A | Meteorologist (Class 1), \$6250-9262, Third Division, Darwin | Meteorologist (Class 2), \$9715-10861, Third Division, Regional Forecast Centre, Hobart (No. 63) |
|---------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------|

*Duties:* Analyse synoptic and upper level charts and prepare public weather and aviation forecasts.

*Qualifications:* Appropriate degree or diploma with experience in the provision of forecasting and warning services.

**DEPARTMENT OF SERVICES AND PROPERTY****NORTHERN TERRITORY****Property Division**

|                            |                                               |                                                                               |
|----------------------------|-----------------------------------------------|-------------------------------------------------------------------------------|
| S. C. Kennett<br>65/85795C | Clerk \$11039-11714 (Class 7), Third Division | Clerk \$12218-12721 (Class 8), Third Division, Land Section, Darwin (No. 168) |
|----------------------------|-----------------------------------------------|-------------------------------------------------------------------------------|

*Duties:* Direct the activities of staff engaged in land planning project or management activities. Prepare recommendations on requirements and undertake the more complex projects.

*Qualifications:* Experience in property assessment and related fields an advantage. Appropriate tertiary qualifications desirable.

|                           |                                                         |                                                                                                                            |
|---------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| M. W. Bolton<br>69/85607E | Clerk \$10029-10704 (Class 6), Third Division, Canberra | Clerk \$11039-11714 (Class 7), Third Division, Accommodation Section, Accommodation Planning Sub-section, Darwin (No. 173) |
|---------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|

*Duties:* Direct and control an accommodation planning team. Co-ordinate recommendations to determine the overall forward requirement for accommodation and the programming of future accommodation arrangements.

*Qualifications:* Administrative experience and capacity for planning and review activities desirable.

|                          |                                                                                   |                                                                                              |
|--------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| R. G. Keast<br>66/86536A | Clerk \$9022-9777 (Class 5), Third Division, Department of the Northern Territory | Clerk \$11039-11714 (Class 7), Third Division, Property Management Section, Darwin (No. 172) |
|--------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|

*Duties:* Direct staff engaged in the management of accommodation and land. Undertake the more complex projects and prepare programmes of maintenance and protection.

*Qualifications:* Administrative ability and capacity for investigation activities, knowledge of property management and programming procedures an advantage.

**AUSTRALIAN ELECTORAL OFFICE****VICTORIA**

|                          |                                                                                 |                                                                  |
|--------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------|
| W. F. Eaton<br>66/38994X | Clerk \$6887-7764 (Class 2/3), Third Division, Divisional Staff, East Doncaster | Clerk \$10029-10704 (Class 6), Third Division, Melbourne (No. 4) |
|--------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------|

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

**DEPARTMENT OF SCIENCE—continued**

|                               |                                                                                         |                                                                    |
|-------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| D. A. Wellington<br>61/45070K | Clerk \$9022-9777 (Class 5), Third Division, Postmaster-General's Department, Melbourne | Clerk \$10029-10704 (Class 6), Third Division, Melbourne (No. 174) |
|-------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|

*Duties above two positions:* Provide relief for Divisional Returning Officers who are 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.

|                            |                                                                          |                                                                                                           |
|----------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| L. L. Slatter<br>67/38945K | Clerk \$6887-7764 (Class 2/3), Third Division, Divisional Staff, Bendigo | Divisional Returning Officer \$10029-10704 (Class 6), Third Division, Divisional Staff, Ballarat (No. 22) |
|----------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

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|------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| S. Koliba<br>65/36942R | Clerk \$9022-9777 (Class 5), Third Division, Postmaster-General's Department, Melbourne | Divisional Returning Officer \$10029-10704 (Class 6), Third Division, Divisional Staff, Sunshine (No. 42) |
|------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

|                        |                                                                                                |                                                                                                                  |
|------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| J. R. Dix<br>58/37250R | Clerk \$9022-9777 (Class 5), Third Division, Department of Housing and Construction, Melbourne | Divisional Returning Officer \$10029-10704 (Class 6), Third Division, Divisional Staff, South Melbourne (No. 48) |
|------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|

*Duties above three positions:* Responsible for the administration of an Electoral Division. Conduct elections and referendums, enforce compulsory enrolment and voting provisions of the law; act as Electoral Registrar.

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

|                             |                                                                                            |                                                                               |
|-----------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| N. F. Ferguson<br>73/40997E | Clerical Assistant, Grade 1 \$2898-5349, Fourth Division, Bureau of Meteorology, Melbourne | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne (No. 178) |
|-----------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|

*Duties:* Assist with requisitioning, receipt and issue of stores, stock records, etc. Other clerical duties as required.

**SOUTH AUSTRALIA**

|                         |                                                                                                |                                                                            |
|-------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| P. M. Rice<br>70/66036A | Clerical Assistant, Grade 1 \$2898-5349, Fourth Division, Australian Taxation Office, Adelaide | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Adelaide (No. 7) |
|-------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|

*Duties:* Examination and indexing of Electoral Claims, transfer notifications, etc.

|                            |                                                                                                            |                                                                             |
|----------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| S. J. Parnell<br>72/66464E | Clerical Assistant, Grade 1 \$2898-5349, Fourth Division, Department of Housing and Construction, Adelaide | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Adelaide (No. 42) |
|----------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|

*Duties:* Assist with the requisitioning, receipt and issue of stores, stock records, etc. Other Clerical duties as required.

**DEPARTMENT OF SOCIAL SECURITY**

**CENTRAL OFFICE**

**Australian Health Insurance Commission, Operations Branch**

|                                |                                             |                                                                                  |
|--------------------------------|---------------------------------------------|----------------------------------------------------------------------------------|
| V. B. M. Ermacora<br>73/88795X | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$8015-8770 (Class 4), Third Division, Systems Section, Canberra (No. 867) |
|--------------------------------|---------------------------------------------|----------------------------------------------------------------------------------|

*Duties:* To provide administrative assistance within the Health Insurance Commission.

**Management Division, Establishments and Finance Branch**

|                         |                                                         |                                                                                                   |
|-------------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| P. L. Gray<br>74/86701M | Clerk \$3346-6671 (Class 1), Third Division, unattached | Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Services Section, Canberra (No. 549) |
|-------------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------|

*Duties:* Salary team leader. Ensure the proper maintenance of standard personnel records and supervise the work of the Clerk Class 1 engaged in work associated with such records.

*Qualifications:* A sound knowledge of the Public Service Act and Regulations and General Orders desirable.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

# DEPARTMENT OF SOCIAL SECURITY—continued

## NEW SOUTH WALES

### Management Branch

|                          |                                                                                                                           |                                                                                                      |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| E. Hadgraft<br>58/18831W | Senior Vocational Counsellor, Grade 2 \$10029-10704, Class 6, Third Division, Rehabilitation and Services Section, Sydney | Clerk \$12218-12721, Class 8, Third Division, Rehabilitation and Services Section, Sydney (No. 2115) |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|

*Duties:* Responsible for the administration of Work Preparation and Work Adjustment Centres. Plan, direct and control the development of training programmes for mentally and physically retarded persons to prepare them for employment.

*Qualifications:* Appropriate tertiary qualifications desirable.

### Benefits Branch

|                          |                                                                                                 |                                                                                            |
|--------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| L. F. Swain<br>62/57219E | Clerk \$8015-8770 (Class 4), Third Division, Unemployment and Sickness Benefits Section, Sydney | Pensions Officer \$9022-9777 (Class 5), Third Division, Pensions Section, Sydney (No. 353) |
|--------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|

*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.

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|-----------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| A. J. Jolliffe<br>58/20465W | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Pensions Section, Sydney | Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Family Allowances Section, Sydney (No. 2304) |
|-----------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|

*Duties:* Supervise staff engaged in handling telephone inquiries. Personally handle the more difficult inquiries.

*Qualifications:* A sound general knowledge of the Social Services Act.

### Regional Office

|                          |                                                                                   |                                                                                                |
|--------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| S. J. Loczi<br>58/20503E | District Officer \$9022-9777 (Class 5), Third Division, Fairfield District Office | District Officer \$10029-10704 (Class 6), Third Division, Fairfield District Office (No. 1527) |
|--------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|

*Duties:* Responsible to the Registrar, Bankstown, for the proper functioning of the District Office including the supervision of staff. Undertake duties related to the investigation of new claims for pensions.

*Qualifications:* A sound knowledge of the Social Services Act.

|                          |                                                                                   |                                                                                               |
|--------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| K. R. Nobbs<br>65/11158T | Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Pensions Section, Sydney | Pensions Officer \$9022-9777 (Class 5), Third Division, Regional Office, Bankstown (No. 1497) |
|--------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|

*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.

|                           |                                                                                     |                                                                                              |
|---------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| K. H. Morris<br>58/20590C | Pensions Officer \$9022-9777 (Class 5), Third Division, Regional Office, Parramatta | District Officer \$10029-10704 (Class 6), Third Division, Penrith District Office (No. 1569) |
|---------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|

*Duties:* Responsible to the Registrar, Parramatta, for the proper functioning of the District Office, including the supervision of Staff. Undertake duties related to the investigation of new claims for pensions.

*Qualifications:* A sound knowledge of the Social Services Act.

|                        |                                                                                      |                                                                                                |
|------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| J. Scales<br>62/37671E | Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Regional Office, Parramatta | Pensions Officer \$9022-9777 (Class 5), Third Division, Regional Office, Parramatta (No. 1536) |
|------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|

*Duties:* Responsible to the Registrar, Bankstown, for the proper functioning of the District Office including the supervision of staff. Undertake duties related to the investigation of new claims for pensions.

*Qualifications:* A sound knowledge of the Social Services Act.

|                       |                                                                                                       |                                                                                            |
|-----------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| A. Flood<br>68/11607X | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Health Benefits and Services Branch, Sydney | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Nowra District Office (No. 1729) |
|-----------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|

*Duties:* Attend to counter and telephone inquiries in respect of Social Security benefits and other welfare matters.

*Qualifications:* A sound general knowledge of the Social Services Act.

| <i>Name and personnel<br/>number (also seniority<br/>reference if Regulation<br/>109G applies)</i>                                                                                                                                                    | <i>Promoted from</i>                                                                | <i>Promoted to</i>                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| R. Clark<br>59/30029E                                                                                                                                                                                                                                 | Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Regional Office, Newcastle | Pensions Officer \$9022-9777 (Class 5), Third Division, Maitland District Office (No. 2283)  |
| <i>Duties:</i> 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.                                       |                                                                                     |                                                                                              |
| <i>Qualifications:</i> A sound knowledge of the Social Services Act.                                                                                                                                                                                  |                                                                                     |                                                                                              |
| B. Harris<br>66/12414C                                                                                                                                                                                                                                | Examiner, Grade 3 \$8015-8770 (Class 4) Third Division, Fairfield District Office   | Pensions Officer \$9022-9777 (Class 5), Third Division, Fairfield District Office (No. 2043) |
| <i>Duties:</i> 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. Conduct reviews of existing pensions. |                                                                                     |                                                                                              |
| <i>Qualifications:</i> A sound knowledge of the Social Services Act.                                                                                                                                                                                  |                                                                                     |                                                                                              |

## VICTORIA

### Management Branch

|                                                                                                                                                                                                                                                                                                            |                                                                      |                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. C. Stewart<br>71/40442W                                                                                                                                                                                                                                                                                 | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division             | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Establishments and Finance Section, Finance Sub-section, Melbourne (No. 31)                           |
| <i>Duties:</i> Record debits and credits received from Benefits Sections and the Paymaster respectively, and take any follow-up action required.                                                                                                                                                           |                                                                      |                                                                                                                                                                 |
| S. K. Kaczmarek<br>72/39732W                                                                                                                                                                                                                                                                               | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division             | Clerk \$6887-7764 (Class 2/3), Third Division, Establishments and Finance Section, Finance Sub-section, Melbourne, vice J. Murphy, prov. prom. 25.7.74 (No. 34) |
| <i>Duties:</i> Examine claims under the National Welfare Fund for Rehabilitation expenses to ensure that each claim is correctly classified and submitted for payment in accordance with relevant delegations. Control and continuously review National Welfare Fund Rehabilitation funds and expenditure. |                                                                      |                                                                                                                                                                 |
| M. L. Antoinette<br>73/36143K                                                                                                                                                                                                                                                                              | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached | Clerical Assistant, Grade 2, \$5446-5737, Fourth Division, Establishments and Finance Section, Finance Sub-section, Melbourne (No. 62)                          |
| <i>Duties:</i> Assist with recall of deposits from Banks as requested by Family Allowances Section. Prepare advices regarding refunds and assist Bank Liaison Officers.                                                                                                                                    |                                                                      |                                                                                                                                                                 |
| N. J. Costello<br>71/42902M                                                                                                                                                                                                                                                                                | Clerk \$3346-6671 (Class 1), Third Division, unattached              | Clerk \$6887-7764 (Class 2/3), Third Division, Establishments and Finance Section, Finance Sub-section, Melbourne (No. 64)                                      |
| <i>Duties:</i> Clerk (British Pensions). Check the accuracy of coding for input to the computer system. Carry out the more complicated work associated with Department of Health and Social Security pensions.                                                                                             |                                                                      |                                                                                                                                                                 |
| M. J. Gooch<br>72/40371T                                                                                                                                                                                                                                                                                   | Clerk \$3346-6671 (Class 1), Third Division, unattached              | Clerk \$6887-7764 (Class 2/3), Third Division, Establishments and Finance Section, Finance Sub-section, Melbourne (No. 21)                                      |
| <i>Duties:</i> Assistant Paymaster. Undertake duties as counter-signing officer for the No. 1 Drawing Account. Carry out daily banking of Collectors receipts. Prepare input of daily Unemployment and Sickness Benefit payments data to ADP file.                                                         |                                                                      |                                                                                                                                                                 |

### Health Benefits and Services Branch

|                          |                                               |                                                                                                                                                                        |
|--------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| P. J. Glynn<br>72/37774K | Clerk \$6887-7764 (Class 2/3), Third Division | Investigation Officer, Grade 1, \$8015-8770 (Class 4), Third Division, Insurance and Organisations Section, Registered Organisations Sub-section, Melbourne (No. 1397) |
|--------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)**

**Promoted from**

**Promoted to**

#### DEPARTMENT OF SOCIAL SECURITY—continued

|                           |                                               |                                                                                                                                                                       |
|---------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| P. E. Murphy<br>72/37644E | Clerk \$6887-7764 (Class 2/3), Third Division | Investigation Officer, Grade 1 \$8015-8770 (Class 4), Third Division, Insurance and Organisations Section, Registered Organisations Sub-section, Melbourne (No. 1399) |
| C. J. Bulner<br>67/39550T | Clerk \$6887-7764 (Class 2/3), Third Division | Investigation Officer, Grade 1 \$8015-8770 (Class 4), Third Division, Insurance and Organisations Section, Registered Organisations Sub-section, Melbourne (No. 1408) |

*Duties above three positions:* Carry out and/or direct an inspection programme at Branches and the Head Offices of registered organisations and prepare relevant reports thereon. Control the staff engaged on these activities.

*Qualifications above three positions:* Progress (to at least stage 2) towards Accountancy qualifications and knowledge of benefits payable under the National Health Act desirable.

#### Regional Offices Branch

|                          |                                             |                                                                                                                                               |
|--------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| S. Hardwick<br>71/36937M | Clerk \$3346-6671 (Class 1), Third Division | Assessor, Grade 2 \$6887-7764 (Class 2/3) Third Division, Regional Office, Dandenong Unemployment and Sickness Benefits Sub-section (No. 332) |
|--------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Examine and assess claims for unemployment, sickness and special benefits; conduct periodical reviews of all current benefits; compute overpayments, prepare submissions and review existing cases.

*Qualifications:* Knowledge of the Social Services Act particularly in respect of Unemployment and Sickness Benefit provisions desirable.

|                           |                                                         |                                                                                                                   |
|---------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| A. E. Porter<br>70/37962E | Clerk \$3346-6671 (Class 1), Third Division, unattached | Clerk \$6887-7764 (Class 2/3), Third Division, Regional Office Dandenong, Family Allowance Sub-section, (No. 328) |
|---------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|

*Duties:* Examine and assess claims for endowment of a more complex nature. Compute overpayments, prepare submissions and follow-up existing overpayment cases.

*Qualifications:* Sound knowledge of the Social Services Act, particularly in respect of the Family Allowances provisions desirable.

|                              |                                                          |                                                                                                                                                             |
|------------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| D. J. Nankervis<br>72/37117C | Examiner, Grade 1, \$3346-6671 (Class 1), Third Division | Examiner, Grade 2, \$6887-7764 (Class 2/3), Third Division, Regional Office Dandenong, Pensions Sub-section, vice P. J. Ryan, prov. prom. 15.8.74 (No. 325) |
|------------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Assist in special, monthly, Form R and WR reviews; examine claims for supplementary assistance and submit SA.20 for grant or rejection. Compute overpayments detected during course of investigation.

*Qualifications:* Sound knowledge of the Social Services Act, procedures and instructions desirable.

|                           |                                                          |                                                                                                 |
|---------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| C. D. Norman<br>68/38634M | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Regional Office, Wangaratta (No. 461) |
|---------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------|

*Duties:* Control all registry and index procedures and the inward and outward mail operations of the office. Record the receipt of cash, cheques, and other valuable, registered and certified mail, bank pass books and other returnable documents.

#### QUEENSLAND

##### Benefits Branch

|                          |                                                                                                               |                                                                                                   |
|--------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| F. G. Davis<br>58/18791G | Clerk \$9022-9777 (Class 5), Third Division, Rehabilitation and Services Section, Management Branch, Brisbane | Determining Officer \$10029-10704 (Class 6), Third Division, Pensions Section, Brisbane (No. 377) |
|--------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|

*Duties:* 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.

In lieu of notification appearing in *Gazette* No. 69 of 22.8.74. Effective date of this promotion is 22.8.74.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

## **SOUTH AUSTRALIA**

### **Management Branch**

|                            |                                                                                               |                                                                                                                                  |
|----------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| P. J. Ingleby<br>70/66048R | Internal Auditor, Grade 1 \$8015-8770<br>(Class 4), Third Division, Internal Audit<br>Section | Internal Auditor, Grade 2, \$9022-9777<br>(Class 5), Third Division, A.D.P. Sub-<br>Section, Internal Audit Section (No.<br>691) |
|----------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Preparation of data designed to test all aspects of the ADP system.

|                           |                                                                                                                |                                                                                                         |
|---------------------------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| J. K. Roocke<br>66/67158W | Clerk, \$6887-7764 (Class 2/3), Third<br>Division, Finance Sub-Section, Establish-<br>ment and Finance Section | Internal Auditor, Grade 1 \$8015-8770<br>(Class 4), Third Division, Internal Audit<br>Section (No. 415) |
|---------------------------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|

*Duties:* Review and examine procedures in operation in the Department and carry out detailed checks to test the system.

|                           |                                                                          |                                                                                                     |
|---------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| P. D. Barlow<br>67/66973P | Clerk \$6887-7764 (Class 2/3), Third<br>Division, Internal Audit Section | Internal Auditor, Grade 1 \$8015-8770<br>(Class 4), Third Division, Internal Audit<br>Section (942) |
|---------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|

*Duties:* Review and examine procedures in operation in the Department and carry out detailed checks to test the system.

## **DEPARTMENT OF THE SPECIAL MINISTER OF STATE**

### **AUSTRALIAN CAPITAL TERRITORY**

#### **Australian Archives**

|                               |                                                                                                    |                                                                                                                                |
|-------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| R. J. B. Rushall<br>71/75199G | Clerk \$6887-7764 (Class 2/3), Third<br>Division, Department of Housing and<br>Construction, Perth | Clerk \$7180-7935 (Class 4), Third Divi-<br>sion, Administration Section, Personnel<br>and Establishments Sub-section Canberra |
|-------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|

*Duties:* No. 23—Co-ordinate the staffing requirements of Australian Archives and advise on personnel matters. Undertake investigations of organisation matters prepare salaries estimates and examine claims for compensation.

*Qualifications:* Sound knowledge of the Public Service Act and Regulations, Determinations and Superannuation Act, together with experience in personnel administration desirable.

## **DEPARTMENT OF TOURISM AND RECREATION**

### **CENTRAL STAFF**

#### **Community Recreation and Youth Branch**

|                            |                                                            |                                                                                                |
|----------------------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| L. M. Jackson<br>72/87690P | Clerk \$9022-9777 (Class 5), Third Divi-<br>sion, Canberra | Clerk \$10029-10704 (Class 6), Third<br>Division, Youth Services Section,<br>Canberra (No. 39) |
|----------------------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------|

*Duties:* Prepare less complex Ministerial correspondence and submissions, assist with preparation of speeches, articles, press releases and draft replies to Parliamentary questions.

*Qualifications:* Ability to draft correspondence. Academic qualifications desirable.

## **DEPARTMENT OF TRANSPORT**

### **AIR TRANSPORT GROUP**

#### **CENTRAL STAFF**

#### **Civil Aviation Agency, Executive Services Branch**

|                          |                                                  |                                                                                                                       |
|--------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| V. J. Burns<br>73/97026T | Clerk \$2845-5836 (Class 1), Third Divi-<br>sion | Internal Auditor, Grade 1 \$7180-7935<br>(Class 4), Third Division, Internal Audit<br>Section, Port Moresby (No. 639) |
|--------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|

*Duties:* Conduct audits of Regional activities as prescribed in the Manual of Internal Audit. Prepare reports and recommendations as necessary regarding irregularities, non-compliance with procedures, instructions etc.

#### **International Relations Policy Division, International Relations 'A' Branch**

|                            |                                                                                                                        |                                                                                                                           |
|----------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| J. D. Gunther<br>72/87538A | Finance Officer, Grade 1 \$9195-9869<br>(Class 6), Third Division, Department<br>of the Treasury, Canberra, unattached | Senior International Relations Officer<br>\$11383-11886 (Class 8), Third Division,<br>Charters Section, Melbourne (No. 7) |
|----------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|

*Duties:* Participate in the development, review and application of Australian policy relating to International non-scheduled flights (charters etc.). Prepare reports, recommendations and Ministerial correspondence.

*Qualifications:* Experience in contributing to policy formulation desirable.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

## DEPARTMENT OF TRANSPORT—continued

### Ground Facilities Division, Airways Engineering Works and Services Branch

|                             |                                                 |                                                                                       |
|-----------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------|
| J. S. Kavanagh<br>61/37087G | Draftsman, Grade 2 \$8929-9443, Fourth Division | Senior Draftsman \$9770-10214, Fourth Division, Drafting Section, Melbourne (No. 126) |
|-----------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------|

*Duties:* Undertake the more complex design drafting in relation to the development and design of UHF equipment and circuitry. Co-ordinate, lay out and oversight the work of a small drafting team engaged on particular projects and conduct initial check of drafting work contracted to outside organisations.

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

The above provisional promotion is with effect from 4.7.74.

## NEW SOUTH WALES REGION

### Executive Services Branch

|                             |                                              |                                                                                                                             |
|-----------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| E. G. Nicholas<br>73/17063X | Typist, Grade 1 \$2220-4801, Fourth Division | Typist, Grade 2 \$4956-5266, Fourth Division, Personnel and Office Services Section, Personnel Sub-section, Sydney (No. 22) |
|-----------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|

*Duties:* Take and transcribe shorthand notes from Branch Staff. Act as receptionist to the Branch Head and Senior officers.

*Qualifications:* Shorthand, 100 words per minute desirable.

|                         |                                                         |                                                                                                                               |
|-------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| G. J. Ward<br>72/13977T | Clerk \$2845-5836 (Class 1), Third Division, unattached | Clerk \$6052-6929 (Class 2/3), Third Division, Personnel and Office Services Section, Industrial Sub-section, Sydney (No. 12) |
|-------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Industrial Assistant. Supervise and train staff engaged in the processing of Allowance Statements and Work Records and preparation of Extra Duty and Allowance Working Sheets. Assist in the investigation of industrial matters as required.

## SOUTH AUSTRALIA/NORTHERN TERRITORY REGION

### Airways Engineering Branch

|                             |                                                               |                                                                                                            |
|-----------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| D. W. Marshall<br>58/29875R | Radio Technical Officer, Grade 1 \$7756-8694, Fourth Division | Radio Technical Officer, Grade 2 \$8929-9443, Fourth Division, Radio Maintenance Section, Darwin (No. 232) |
|-----------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

*Duties:* Take charge of the radio maintenance unit as shift supervisor when required and ensure that all facilities are maintained in accordance with prescribed standards. Supervise and control the work of subordinate staff.

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

## WESTERN AUSTRALIA REGION

### Executive Services Branch

|                           |                                                          |                                                                                                                                        |
|---------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| K. W. Bourke<br>68/75746G | Clerical Assistant, Grade 5 \$6127-6520, Fourth Division | Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Personnel and Office Services Section, Registry Sub-section, Perth (No. 160) |
|---------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Supervise and direct the work of the Registry Sub-section to ensure efficient operation. Supervise Registry functions both at Regional Office and at outstations and conduct continuous reviews with particular reference to possible improvement or alteration in procedures, methods or systems.

### Airways Engineering Branch

|                           |                                      |                                                                                                          |
|---------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------|
| R. S. Taylor<br>69/75246C | Painter \$6097-6348, Fourth Division | Senior Painter and Signwriter, Grade 1 \$6697-6875, Fourth Division, Mechanical Section, Perth (No. 107) |
|---------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------|

*Duties:* Spray paint panels, motor vehicles and Departmental equipment and plant including signs. Supervise work of paintshop.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

## SURFACE TRANSPORT GROUP

### CENTRAL OFFICE

#### Sea Transport Policy Division, Shipping Facilitation Branch

|                               |                                               |                                                                                             |
|-------------------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------|
| C. R. Carrington<br>69/38455C | Clerk \$6887-7764 (Class 2/3), Third Division | Clerk \$8015-8770 (Class 4), Third Division, Shipping Operations Section, Melbourne (No. 9) |
|-------------------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------|

*Duties:* Obtain information on shipping availability and cargo and passenger traffic for particular investigations. Deal with enquiries and prepare correspondence and reports on shipping traffic matters.

#### Land Transport Policy Division, Rail and Urban Transport Branch

|                            |                                               |                                                                                              |
|----------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------|
| T. R. Munyard<br>58/39436W | Clerk \$11039-11714 (Class 7), Third Division | Clerk \$12218-12721 (Class 8), Third Division, Policy Secretariat Section, Canberra (No. 46) |
|----------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------|

*Duties:* Assist with detailed studies in policy issues of transport operation. Prepare more important answers to ministerial and parliamentary representations and correspondence.

*Qualifications:* Experience in related policy areas.

## VICTORIA

### General Services Section, Victoria Region

|                            |                                                        |                                                                                                          |
|----------------------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| E. E. Bilotto<br>71/41456G | Clerk \$3346-6671 (Class 1), Third Division, Melbourne | Clerk \$6887-7746 (Class 2/3), Third Division, Melbourne vice E. J. Pinto, prov. prom. 11.7.74 (No. 158) |
|----------------------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------|

*Duties:* Staff Clerk (General). Check the preparation of ADP Treasury Forms for salary and superannuation variations and direct appropriate action in respect of commencements, cessations, allowances etc. Supervise the work of the Salaries and Leave and Travel cells.

*Qualifications:* Sound knowledge of Public Service Act and Regulations, General Orders, Awards and Determinations and Superannuation Act.

## DEPARTMENT OF THE TREASURY

### CENTRAL STAFF

#### Accounting and Supply Division, ADP Branch

|                            |                                                 |                                                                                                        |
|----------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| B. J. Peacock<br>73/59334M | Assistant Programmer, (Class 5), Third Division | \$9022-9777 Programmer \$10029-10704 (Class 6), Third Division, Operations Section, Canberra (No. 165) |
|----------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------|

*Duties:* As a team member, undertake evaluation, testing and proving of manufacturer supplied software.

*Qualifications:* Appropriate programming training and experience. A good appreciation of the functions of major elements of computer.

#### Defence and Works Division, Defence Branch

|                            |                                                         |                                                                                                                       |
|----------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| R. B. Bennett<br>73/16900P | Clerk \$3346-6671 (Class 1), Third Division, unattached | Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Defence Policy, (General) Section, Canberra (No. 59) |
|----------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|

*Duties:* Undertake research relating to the economics of defence projects and programmes.

*Qualifications:* Degree, preferably in Economics, Commerce, Arts (Economics or Science). Appropriate experience desirable.

#### Management Services Branch

|                         |                                             |                                                                                                               |
|-------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| B. J. Webb<br>67/14565P | Clerk \$8015-8770 (Class 4), Third Division | Clerk \$9022-9777 (Class 5), Third Division, Establishments Section, Personnel Sub-section Canberra (No. 141) |
|-------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------|

*Duties:* Prepare submissions to the Overseas Visits Committee; arrange overseas travel and calculate allowances for officers on short-term and long-term postings.

*Qualifications:* Sound knowledge of Determinations relating to Overseas Service, the Public Service Act and Regulations, and General Orders with practical experience in determining and processing overseas allowances an advantage.

|                             |                                                                      |                                                                                                                            |
|-----------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| W. G. Crawford<br>74/85626C | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Establishments Section, Personnel Sub-section, Canberra (No. 42) |
|-----------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|

*Duties:* Maintain staff records and dispatch correspondence.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

#### DEPARTMENT OF THE TREASURY—continued

- B. A. Burton** Clerk \$3346-6671 (Class 1), Third Division, Defence and Works Division Clerk \$6887-7764 (Class 2/3), Third Division, Finances and General Services Section, Registry Sub-section, Canberra (No. 125)  
72/88775T
- Duties:* Responsible for the direction and control of the Secret Registry Sub-section. Make classification decisions relating to the registration, indexing and mark-out of papers received in the Sub-section.
- A. D. Linehan** Clerk \$3346-6671 (Class 1), Third Division Clerk \$6887-7764 (Class 2/3), Third Division, Finance and General Services Section, Registry Sub-section, Canberra (No. 9)  
73/88759P
- Duties:* Assist Classifier. Direct construction, titling, indexing and mark-out of files.

#### AUSTRALIAN CAPITAL TERRITORY

- P. J. Browning** Clerk \$6887-7764 (Class 2/3), Third Division, Attorney-General's Department Clerk \$8015-8770 (Class 4), Third Division, Ledgers Section, Canberra (No. 33)  
72/87889R
- Duties:* Responsible for maintenance of Appropriation/Revenue Ledgers for client departments. Preparation and submission of computer runs; check and despatch of output; and undertake funds control duties.  
*Qualifications:* Sound knowledge of Treasury ADP Appropriation/Revenue Ledger System; progress in Accountancy or other studies desirable.
- J. K. Mills** Clerk \$6887-7764 (Class 2/3), Third Division Clerk \$8015-8770 (Class 4), Third Division, Ledgers Section, Canberra, vice P. J. Davin, prov. prom. 4.7.74 (No. 71)  
69/23500K
- Duties:* Responsible for preparation and maintenance of Appropriation/Revenue Ledgers for client departments. Preparation and submission of computer runs, check and dispatch of output; undertake funds control duties.  
*Qualifications:* Sound knowledge of Treasury ADP Appropriation/Revenue Ledger System; progress in accounting or other studies desirable.
- P. R. Clark** Clerk \$6887-7764 (Class 2/3), Third Division Clerk \$8015-8770 (Class 4), Third Division, Ledgers Section, Canberra, vice T. F. Heffernan, prov. prom. 11.7.74 (No. 15)  
70/85315A
- Duties:* Responsible for the preparation and maintenance of Central Treasury Ledger System.  
*Qualifications:* Sound knowledge of Central Treasury Ledger System. Progress in accounting studies desirable.
- P. D. Nott** Clerk \$6887-7764 (Class 2/3), Third Division Clerk \$8015-8770 (Class 4), Third Division, Payroll Section, Canberra (No. 10)  
72/87881E
- Duties:* Examine and action RUN 3 control messages, including re-input of corrected data, recovery action where appropriate and preparation of Amended/Rejected Transaction Advices.  
*Qualifications:* Sound knowledge of ADP salaries system. Progress in accountancy studies desirable.

#### NEW SOUTH WALES

##### Revenue, Loans and Investment Division, Loans and National Savings Branch

- M. A. Franklin** Typist, Grade 1 \$2638-5636, Fourth Division Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Sydney (No. 4)  
73/15064E
- Duties:* Act as personal secretary to the Deputy Director and control Regional Office records.  
*Qualifications:* Experience in secretarial work and shorthand.

##### Royal Australian Mint, Production Branch

- L. J. Bruce** Assistant Mint Craftsman \$5474-5656, Fourth Division Mint Craftsman, Grade 1 \$6183-6432, Fourth Division, Melt and Proof Coin Section, Proof Coin Sub-section, Canberra (No. 218)  
69/85913W
- Duties:* Operate Annealing Burnishing Washing and Marking equipment, examine coin blanks, prepare burnishing and cleaning solution and other duties as directed.  
*Note:* The above position carries in addition Mint Allowance of \$440 per annum.
- R. J. Gee** Assistant (Mint), Grade 2 \$5319-5399, Fourth Division Assistant Mint Craftsman \$5474-5656, Fourth Division, Melt and Proof Coin Section, Make-up Furnace and Bar Store Sub-section, Canberra (No. 21)  
69/85911M

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

|                            |                                                           |                                                                                                                                                           |
|----------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| W. J. Harding<br>69/86551P | Assistant (Mint), Grade 2 \$5319-5399,<br>Fourth Division | Assistant Mint Craftsman \$5474-5656,<br>Fourth Division, Melt and Proof Coin<br>Section, Make-up Furnace and Bar<br>Store Sub-section, Canberra (No. 23) |
|----------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Assist with the operation of electrical furnaces.

*Note:* The above two positions carry in addition Mint Allowance of \$440 per annum.

## AUSTRALIAN GOVERNMENT RETIREMENT BENEFITS OFFICE

### AUSTRALIAN CAPITAL TERRITORY

#### Operations Branch

|                             |                                                  |                                                                                                                                               |
|-----------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| P. B. Slattery<br>65/86260A | Clerk \$10029-10704 (Class 6), Third<br>Division | Clerk \$11039-11714 (Class 7), Third<br>Division, Superannuation Section, Papua<br>and New Guinea Pensions Sub-section,<br>Canberra (No. 539) |
|-----------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Prepare recommendations for investment; implement approved investment program for the Papua and New Guinea Superannuation and Retirement Benefits Funds. Oversight the maintenance of investment ledgers, interest registers, amortisation schedules and records relating to investment programs for all Funds. Prepare quarterly statements for members of the Boards and annual accounts statistics.

|                          |                                                  |                                                                                                                                                                                       |
|--------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| R. A. Whyte<br>58/14197E | Clerk \$9022-9777 (Class 5), Third Divi-<br>sion | Clerk \$10029-10704 (Class 6), Third<br>Division, Superannuation Section, Con-<br>tributions and Benefits Sub-section,<br>Canberra, vice K. Hassett, prov. prom.<br>22.8.74 (No. 279) |
|--------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Responsible to O.I.C. Sub-section for supervision of Sub-Group. Control input and output data for computer operations in respect of benefits payable under superannuation legislation through paying agents. Develop methods and procedures for implementing changes arising as special projects.

|                          |                                                             |                                                                                                                           |
|--------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| D. E. Leahy<br>71/85527A | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Services Section,<br>Records Sub-section, Canberra (No. 446) |
|--------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|

|                        |                                                             |                                                                                                                           |
|------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| L. De Wit<br>72/87160X | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Services Section,<br>Records Sub-section, Canberra (No. 140) |
|------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|

|                           |                                                             |                                                                                                                          |
|---------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| S. R. Keenan<br>70/87625G | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Services Section,<br>Records Sub-section, Canberra (No. 52) |
|---------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|

*Duties above three positions:* Search for files in action areas and attach papers. Ensure papers are attached to correct file. Undertake other duties as directed.

|                           |                                                             |                                                                                                                           |
|---------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| C. M. Harley<br>73/85217X | Clerical Assistant, Grade 1 \$2481-5349,<br>Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Services Section,<br>Records Sub-section, Canberra (No. 244) |
|---------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|

*Duties:* Supervise staff engaged on receipt, dispatch, sorting and stamps for dispatch. Undertake other duties as directed.

|                         |                                                 |                                                                                                               |
|-------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| J. Hulford<br>74/85010P | Typist, Grade 1 \$2638-5636, Fourth<br>Division | Typist, Grade 2 \$5791-6101, Fourth<br>Division, Services Section, Typing Sub-<br>section, Canberra (No. 231) |
|-------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------|

*Duties:* Take shorthand from dictation and transcribe. Draft and type correspondence from brief oral or written instructions.

## AUSTRALIAN BUREAU OF STATISTICS

### AUSTRALIAN CAPITAL TERRITORY

#### Overseas Transactions Division, Foreign Investment Branch

|                           |                                                                 |                                                                                                                        |
|---------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| B. J. Dunlop<br>62/85081R | Supervisor \$13224-13725 (Class 9),<br>Third Division, Canberra | Director \$15236-15789 (Class 11), Third<br>Division, Overseas Transactions Devel-<br>opment Section, Canberra (No. 4) |
|---------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|

*Duties:* Responsible for planning, directing and managing a program of complex and diverse research and investigation work in the fields of foreign investment and the balance of payments.

*Qualifications:* Appropriate academic qualifications desirable. Extensive statistical experience and proven executive ability.

|                            |                                                                           |                                                                                                                                                                 |
|----------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| P. K. Gretton<br>71/36475K | Assistant Supervisor \$12218-12721<br>(Class 8), Third Division, Canberra | Supervisor \$13224-13725 (Class 9),<br>Third Division, Overseas Transactions<br>Development Section, Canberra; vice B.<br>J. Dunlop, prov. prom. 5.9.74 (No. 1) |
|----------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Direct and undertake complex research and investigation into concepts, coverage, reliability, etc. balance of payments and overseas investment statistics.

*Qualifications:* Appropriate academic qualifications and extensive statistical experience desirable.

Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)

Promoted from

Promoted to

## DEPARTMENT OF THE TREASURY—continued

### Economic Accounts Division, National Accounts and Public Finance Branch

|                           |                                                                 |                                                                                                                                                                               |
|---------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. S. Barber<br>58/23900M | Programmer \$10029-10970 (Class 6),<br>Third Division, Canberra | Assistant Supervisor \$12218-12721<br>(Class 8), Third Division, Public<br>Finance and Taxation Section, Local<br>Government and Data Base Sub-section,<br>Canberra (No. 605) |
|---------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Assist with the planning and direction of the project and in conjunction with the Computer Service Division, undertake systems analysis and design and the investigation of user driven output facilities. Conduct other investigations as required.

*Qualifications:* Appropriate academic qualifications desirable and extensive experience in statistics and systems analysis and design.

### Prices, Quantum and Household Expenditure Branch

|                            |                                                       |                                                                                                                                                                                    |
|----------------------------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C. J. Stevens<br>74/371089 | Clerk \$3346-6671 (Class 1), Third Division, Canberra | Research Officer, Grade 2 \$9022-9777<br>(Class 5), Third Division, Household<br>Income and Expenditure Section, Development, Analysis and Research Sub-section, Canberra (No. 17) |
|----------------------------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Undertake research into and make recommendations on specific subject matter aspects concerning concept methodology etc, of Household Expenditure Surveys. Assist with analysis of survey results.

*Qualifications:* Appropriate university degree and statistical or other relevant research experience.

### Economic Censuses and Surveys Division, Rural Construction and Private Finance Branch

|                          |                                                         |                                                                                                                                                           |
|--------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| F. Nizynski<br>67/85947C | Clerk \$10029-10704 (Class 6), Third Division, Canberra | Senior Compiler \$11039-11714 (Class 7),<br>Third Division, Classification Section,<br>Industry and General Classification Sub-section, Canberra (No. 12) |
|--------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Investigate and develop standard industry classifications, and maintain a continuous review of these classifications.

*Qualifications:* Appropriate academic qualifications and considerable statistical experience desirable.

|                               |                                                                              |                                                                                                                                                                                              |
|-------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| W. S. B. Jackson<br>72/37284M | Research Officer, Grade 2 \$9022-9777<br>(Class 5), Third Division, Canberra | Senior Research Officer, Grade 2<br>\$10029-10704 (Class 6), Third Division,<br>Rural, Transport and Construction Section,<br>Transport and Communications<br>Sub-section, Canberra (No. 48) |
|-------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Duties:* Undertake major investigations to assist in the development of existing collections and implementation of new collections of transport and communications statistics.

*Qualifications:* Appropriate university degree and considerable statistical or other appropriate research experience.

## QUEENSLAND

### Research, Publications and Services Branch, Administrative Section

|                            |                                                                               |                                                                                        |
|----------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| G. E. W. Dick<br>64/57110M | Clerk \$8015-8770 (Class 4), Third Division, Population and Employment Branch | Training Officer, Grade 2 \$9022-9777<br>(Class 5), Third Division, Brisbane (No. 111) |
|----------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|

*Duties:* Organise and conduct staff training courses in accordance with established policies. Assist in staff counselling and oversight State functions in respect of the Statistical Cadetship Scheme.

*Qualifications:* Aptitude for conference leadership and personal direction of training course.

## WESTERN AUSTRALIA

### Research, Publications and Services Branch, Administrative Section

|                            |                                                                                        |                                                                                                |
|----------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| G. A. Collins<br>65/75521E | Clerk \$8015-8770 (Class 4), Third Division, Finance, Population and Employment Branch | Clerk \$9022-9777 (Class 5), Third Division, Personnel and Finance Sub-section, Perth (No. 42) |
|----------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|

*Duties:* Supervise the work of the Personnel and Finance Sub-section—attend to and advise on the more complex aspects of Personnel and Finance matters. Critically examine and consolidate estimates of revenue and expenditure submitted by Branch heads. Continually review expenditure and commitments in all items.

*Qualifications:* Sound knowledge of the Public Service Act, Regulations and General Orders, Audit Act, Treasury Regulations and Departmental financial procedures.

|                              |                                                             |                                                                                                    |
|------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| J. P. Kingsbury<br>72/58363A | Clerical Assistant, Grade 1 \$2599-5349,<br>Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,<br>Fourth Division, Relief Sub-section,<br>Perth (No. 27) |
|------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------|

*Duties:* Carry out relief duties as required within the Statistician's Branch, Western Australian Office.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

## AUSTRALIAN TAXATION OFFICE

### HEAD OFFICE

#### Revenue and International Division, Treaties and International Branch

|                         |                                                                            |                                                                                                |
|-------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| G. L. Ward<br>69/11687T | Assessor, Grade 1 \$6887-7764 (Class 2/3), Third Division, New South Wales | Advising Officer \$11039-11714 (Class 7), Third Division, Projects Section, Canberra (No. 463) |
|-------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|

*Duties:* Advise senior officers on the less difficult technical matters associated with new taxation legislation and other major projects in which there is a significant overseas element.

*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.

#### Treaties and Projects Branch

|                             |                                                                   |                                                                                             |
|-----------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| J. L. Nicholls<br>65/751419 | Advising Officer, Grade 2 \$12218-12721 (Class 8), Third Division | Senior Advising Officer \$13224-13725 (Class 9), Third Division, Treaties Section (No. 464) |
|-----------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------|

*Duties:* Conduct research into and advise senior officers on more difficult technical matters; prepare ministerial and other correspondence.

*Qualifications:* Completion of Training in Accountancy or Law recognised by the Public Service Board or compliance with the provisions of the Section 53 Determination published in *Gazette* No. 163 of 1.11.1973.

|                          |                                                                 |                                                                                                  |
|--------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| J. E. Faure<br>63/36355A | Senior Advising Officer \$13224-13725 (Class 9), Third Division | Assistant Executive Officer \$14229-14733 (Class 10), Third Division, Projects Section (No. 460) |
|--------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------|

*Duties:* Assist the Executive Officer in relation to proposals for new taxation legislation or in major projects relating to matters in which there is a significant overseas element. Prepare explanatory memoranda for Executive Council and the Parliament.

*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 1.11.1973.

|                           |                                                                   |                                                                                     |
|---------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| J. F. Marken<br>64/57344T | Advising Officer, Grade 1 \$11039-11714 (Class 7), Third Division | Advising Officer \$12218-12721 Class 8), Third Division, Projects Section (No. 462) |
|---------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------|

*Duties:* Conduct research into and advise senior officers on the more difficult technical matters relating to taxation legislation.

*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 1.11.1973.

## NEW SOUTH WALES

### Management Branch

|                           |                                                                        |                                                                                              |
|---------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| M. M. Hanson<br>71/13800P | Accounting Machinist, Grade 1 \$2638-5636, Fourth Division             | Accounting Machinist, Grade 2 \$6233, Fourth Division, Accounting Section, Sydney (No. 1699) |
| M. S. Hazell<br>70/14448M | Accounting Machinist, Grade 1 \$2638-5636, Fourth Division             | Accounting Machinist, Grade 2 \$6233, Fourth Division, Accounting Section, Sydney (No. 1709) |
| E. A. Leitch<br>69/13966A | Accounting Machinist, Grade 1 \$2638-5636, Fourth Division, unattached | Accounting Machinist, Grade 2 \$6233, Fourth Division, Accounting Section, Sydney (No. 1697) |

*Duties above three positions:* Operate Burroughs and National accounting machines on ledger posting and journalising.

*Qualifications:* Officers to have passed the prescribed test for advancement.

|                          |                                              |                                                                                                |
|--------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------|
| E. Jamieson<br>58/25444K | Typist, Grade 1 \$2638-5636, Fourth Division | Typist Supervisor, Grade 1 \$6562-6741, Fourth Division, Accounting Section, Sydney (No. 1729) |
|--------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------|

*Duties:* Responsible for the supervision of the Accounts Sub-section Typing Pool.

### Assessing Branch

|                        |                                                            |                                                                                               |
|------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| T. G. Lau<br>70/12797W | Accounting Machinist, Grade 1 \$2638-5636, Fourth Division | Accounting Machinist, Grade 2 \$6233, Fourth Division, Calculations Section, Sydney (No. 761) |
|------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------|

*Duties:* Calculate amounts of tax from given rates and perform miscellaneous machine calculations.

*Qualifications:* Officer to have passed the prescribed test for advancement.

*Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)*

*Promoted from*

*Promoted to*

## DEPARTMENT OF THE TREASURY—continued

### Investigation Branch

|                                                                                                      |                                              |                                                                          |
|------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------------------|
| M. Bilbija<br>73/13288G                                                                              | Typist, Grade 2 \$5791-6101, Fourth Division | Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Sydney (No. 1194) |
| <i>Duties:</i> Provide stenographic and secretarial assistance to the Assistant Deputy Commissioner. |                                              |                                                                          |
| <i>Qualifications:</i> Shorthand, 100 words per minute.                                              |                                              |                                                                          |

### VICTORIA

#### Income Tax Division, Assessing Branch

|                                                                                                                                                                                                                                        |                                                         |                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| F. LaScala<br>68/38696M                                                                                                                                                                                                                | Assessor, Grade 4 \$9022-9777 (Class 5), Third Division | Assessor, Grade 5 \$10029-10704 (Class 6), Third Division, A section, Melbourne, vice J. J. Sproats, prov. prom. (No. 98) |
| <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 November 1973. |                                                         |                                                                                                                           |

|                              |                                                                     |                                                                                                                            |
|------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| I. G. Aitchison<br>64/36719T | Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, unattached | Assessor, Grade 4 \$9022-9777 (Class 5), Third Division, B section, Melbourne, vice F. La Scala, prov. prom. (No. 642)     |
| G. T. Cahill<br>66/36592E    | Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division           | Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, C/D Section, Melbourne (No. 500)                                  |
| N. L. Amor<br>70/38140W      | Clerk \$3346-6671 (Class 1), Third Division                         | Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, E/F Section, Melbourne, vice G. T. Cahill prov. prom. (No. 550) |

### Investigation Branch

|                                                                                                                                                                                                                                        |                                                                             |                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| J. J. Sproats<br>58/49832C                                                                                                                                                                                                             | Assessor, Grade 5 \$10029-10704 (Class 6), Third Division, Assessing Branch | Senior Investigation Officer, Grade 1 \$11039-11714 (Class 7), Third Division, Melbourne (No. 399) |
| <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 November 1973. |                                                                             |                                                                                                    |

### QUEENSLAND

#### Management Branch

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| A. F. Bruckner<br>58/28410E                                                                         | Assistant Inspector \$10029-10704 (Class 6), Third Division, General Services Section | Inspector \$11039-11714 (Class 7), Third Division, General Services Section, Brisbane (No. 1008) |
| <i>Duties:</i> Direct and control the work of the Establishments and major reviews of organisation. |                                                                                       |                                                                                                  |

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| E. L. B. Cummins<br>58/28500G                                                                               | Clerk \$9022-9777 (Class 5), Third Division, General Services Section | Assistant Inspector \$10029-10704 (Class 6), Third Division, General Services Section, Brisbane, vice A. F. Bruckner, prov. prom. (No. 1009) |
| <i>Duties:</i> Conduct the more involved reviews of the organisations and prepare associated documentation. |                                                                       |                                                                                                                                              |

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| J. W. Vos<br>65/57024T    | Indoor Examiner \$9022-9777 (Class 5), Third Division, Regional Offices                | Investigation Officer, Grade 3 \$10029-10704 (Class 6), Third Division, Regional Offices, Townsville (No. 1434)  |
| T. A. Ferris<br>65/57295P | Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Assessing Branch, Section C/D | Investigation Officer, Grade 3 \$10029-10704 (Class 6), Third Division, Regional Offices, Rockhampton (No. 1460) |

*Qualifications above two positions:* Completion of training in Accountancy or Law recognised by the Public Service Board, or compliance with other provisions of Section 53 Determination published in *Gazette* No. 163 of 1.11.73.

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| K. J. Thompson<br>64/57103T | Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Assessing Branch, Section C/D | Clerk \$9022-9777 (Class 5), Third Division, Projects and A.D.P. Services Section, Brisbane (No. 1295) |
| J. V. McGuire<br>64/57139R  | Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Assessing Branch, Section C/D | Clerk \$9022-9777 (Class 5), Third Division, Projects and A.D.P. Services Section, Brisbane (No. 1539) |

*Duties above two positions:* Production Controller, responsible for processing of projects on computer equipment.

**Name and personnel  
number (also seniority  
reference if Regulation  
109G applies)**

**Promoted from**

**Promoted to**

|                         |                                                                                                |                                                                                                                                    |
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| L. O. Gane<br>67/58484P | Assessor, Grade 3 \$8015-8770 (Class 4),<br>Third Division, Assessing Branch, Sec-<br>tion C/D | Indoor Examiner \$9022-9777 (Class 5),<br>Third Division, Regional Offices,<br>Townsville, vice J. W. Vos, prov. prom.<br>(No. 88) |
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*Qualifications:* Officer should preferably be pursuing qualifications in Accountancy, Economics, Commerce or Law.

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| P. J. Ashton<br>70/57392X | Clerk \$3346-6671 (Class 1), Third Divi-<br>sion, Enforcement Section | Clerk \$6887-7764 (Class 2/3), Third<br>Division, Enforcement Section, Brisbane<br>(No. 1239) |
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*Duties:* Supreme Court Clerk, Recovery Sub-section.

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| P. W. Howard<br>71/58282K | Clerk \$3346-6671 (Class 1), Third Divi-<br>sion, Enforcement Section | Clerk \$6887-7764 (Class 2/3), Third<br>Division, Regional Offices, Townsville<br>(No. 1069) |
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| M. C. Herbert<br>73/59054X | Clerk \$3346-6671 (Class 1), Third Divi-<br>sion, unattached | Clerk \$6887-7764 (Class 2/3), Third<br>Division, Regional Offices, Townsville<br>(No. 1070) |
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*Duties above two positions:* Instalment Inspector.

**Income Tax Division, Investigation Branch**

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| P. J. Blackwood<br>68/13897A | Assessor, Grade 3 \$8015-8770 (Class 4),<br>Third Division, Assessing Branch, Sec-<br>tion C/D | Indoor Examiner \$9022-9777 (Class 5),<br>Third Division, Brisbane, vice P. J. Jor-<br>gensen, prov. prom. 22.8.74 (No. 357) |
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*Qualifications:* Officer should preferably be pursuing qualifications in accountancy, economics, commerce or law.

**Assessing Branch**

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| W. J. Yates<br>67/57225X | Assessor, Grade 2 \$6887-7764 (Class<br>2/3), Third Division, Section E/F | Assessor, Grade 3 \$8015-8770 (Class 4),<br>Third Division, Section C/D, Brisbane,<br>vice K. J. Thompson, prov. prom. (No.<br>130) |
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| J. H. Goddard<br>67/57521G | Assessor, Grade 2 \$6887-7764 (Class<br>2/3), Third Division, Section E/F | Assessor, Grade 3 \$8015-8770 (Class 4),<br>Third Division, Section C/D, Brisbane<br>(No. 95) |
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| R. N. Roberts<br>69/58026C | Assessor, Grade 2 \$6887-7764 (Class<br>2/3), Third Division, Section E/F | Assessor, Grade 3 \$8015-8770 (Class 4),<br>Third Division, Section C/D, Brisbane,<br>vice P. J. Blackwood, prov. prom (No.<br>152) |
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| I. L. Marjason<br>71/57296X | Assessor, Grade 2 \$6887-7764 (Class<br>2/3), Third Division, Section E/F | Assessor, Grade 3 \$8015-8770 (Class 4),<br>Third Division, Section C/D, Brisbane<br>(No. 137) |
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| B. J. McCarthy<br>72/57808R | Assessor, Grade 2 \$6887-7764 (Class<br>2/3), Third Division, Section E/F | Assessor, Grade 3 \$8015-8770 (Class 4),<br>Third Division, Section C/D, Brisbane,<br>vice T. A. Ferris, prov. prom. (No. 150) |
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| R. H. Walsh<br>72/57997G | Assessor, Grade 2 \$6887-7764 (Class<br>2/3), Third Division, Section E/F | Assessor, Grade 3 \$8015-8770 (Class 4),<br>Third Division, Section C/D, Brisbane,<br>vice J. V. McGuire, prov. prom. (No.<br>149) |
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*Qualifications above six positions:* Officers should preferably be pursuing qualifications in accountancy, economics, commerce or law.

**TASMANIA**

**Income Tax Division, Assessing Branch**

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| P. D. Jones<br>72/81187A | Clerk \$3346-6671 (Class 1), Third Divi-<br>sion | Assessor, Grade 1/2 \$6887-7764 (Class<br>2/3), Third Division, Hobart (No. 41) |
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*Qualifications:* Officer should preferably be pursuing qualifications in accountancy, economics, commerce or law.

