

Australian Government Gazette

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

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

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

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

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

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

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

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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.

NOTICES FOR PUBLICATION

EARLY CLOSING TIMES

MONDAY 7 October 1974 is a public holiday in the Australian Capital Territory and copy intended for publication in the General issue of the *Gazette* dated 8.10.74 and the Public Service issue dated 10.10.74 should be in the hands of the Gazette Officer by the following times:

General issue 8.10.74.

Contracts arranged: Monday 30.9.74 at 2 p.m.

All other notices: Tuesday 1.10.74 at 2 p.m.

Public Service issue 10.10.74.

Vacancies (Public Service): Monday 30.9.74 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: Thursday 3.10.74 at 9 a.m.

All other notices: Wednesday 2.10.74 at 2 p.m.

ORDERS IN COUNCIL

Appointments and acting appointments as Permanent Head

Public Service Act 1922-1973

APPOINTMENT OF FRANCIS JOSEPH MAHONY TO ACT IN THE OFFICE OF THE SECRETARY TO THE ATTORNEY-GENERAL'S DEPARTMENT

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 Francis Joseph Mahony, Deputy Secretary, Attorney-General's Department, to act in the place of Clarence Waldemar Harders, the occupant of the office of the Secretary to the Attorney-General's Department during the period commencing on 9 September 1974 and ending when the said Clarence Waldemar Harders resumes the performance of the functions of his office.

Dated this fifth day of September 1974.

JOHN R. KERR
Governor-General

By His Excellency's Command,
LIONEL MURPHY
Attorney-General

Australian Electoral Office Act 1973

APPOINTMENT TO ACT IN THE OFFICE OF AUSTRALIAN ELECTORAL OFFICER FOR VICTORIA

IN pursuance of sub-section (1) of section 14 of the *Australian Electoral Office Act 1973*, I, Sir John Robert Kerr, the Governor-General of Australia, acting with the advice of the Executive Council, hereby appoint—

- (a) Laurie Thomas Williams to act in the office of Australian Electoral Officer for Victoria from 20 August 1974 to 30 August 1974, inclusive; and
- (b) William John Millett Bailey to act in the office of Australian Electoral Officer for Victoria from 2 September 1974 to 30 September 1974, inclusive.

during the absence from duty of the permanent occupant, Mr Laurence John Abbott.

Dated this fifth day of September 1974.

JOHN R. KERR
Governor-General

By His Excellency's Command,

F. M. DALY

Minister of State for Services and Property.

Positions created and abolished

DEPARTMENT OF EDUCATION

Office of the Commission on Advanced Education
Australian Capital Territory

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

(Ex. Min. No. 4)

DEPARTMENT OF LABOR AND IMMIGRATION

New South Wales

Office created: Employment, Training and Industrial Services Division, Training Branch, Training Centre: Fourth Division—Clerical Assistant, Grade 1 (one)

Victoria

Offices created: Vocational Guidance Section: Third Division—Psychologist, Class 2 \$9021-10092 (one); Psychologist, Class 1 \$5434-8290 (one). Fourth Division—Clerical Assistant, Grade 3 (one). Employment, Training and Industrial Services Division, Training Branch, Training Development Section, Fourth Division—Clerical Assistant, Grade 3 (one).

South Australia

Offices created: Training Branch, Training Schemes Section: Third Division—Industrial Training Officer, Grade 2 \$7899-8639 (one); Industrial Training Officer, Grade 1 \$6912-7652 (one). Management Services Branch Finance and Accounts Section, Third Division—Clerk \$2713-5594 (one).

Tasmania

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

Office abolished: Management Services Branch, Personnel, Establishment and Office Services Section: Fourth Division—Attendant (one).

(Ex. Min. No. 59)

DEPARTMENT OF MANUFACTURING INDUSTRY

Central Office

Office created: Finance and Management Services Division, Establishments Branch, General Services Section: Fourth Division—Food Service Manager, Grade 3 (one)

New South Wales

Offices created: Small Arms Factory, Lithgow Administrative Section: Fourth Division—Food Service Manager, Grade 3 (one). Munitions Filling Factory, St Marys Administrative Section: Fourth Division—Food Service Manager, Grade 2 (one).

Victoria

Offices created: Ordnance Factory, Maribyrnong Administrative Section: Third Division—Food Service Manager, Grade 4 \$7600-8350 (one). Ammunition Factory, Footscray Administrative Section: Fourth Division—Food Service Manager, Grade 3 (one). Establishment and Services Branch, General Services Section: Fourth Division—Food Service Manager, Grade 2 (one).

South Australia

Offices abolished: Weapons Research Establishment, Research and Development Division, Administrative Wing, General Administration Section: Fourth Division—Canteen Manager (one).

Offices created: Weapons Research Establishment, Research and Development Division, Administrative Wing, General Administration Section: Fourth Division—Food Service Manager, Grade 3 (one).

(Ex. Min. No. 5)

POSTMASTER-GENERAL'S DEPARTMENT

Central Staff

Offices created: Engineering Works Division: Third Division—Clerk \$13004-13498 (one). Management Services Division, Internal Audit Section: Third Division—Clerk \$8886-9548 (one). Fourth Division—Clerical Assistant, Grade 3 (one). Engineering Planning and Research Division, National Telecommunications Plan Branch: Third Division—Clerk \$6912-7652 (one). Fourth Division—Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 1 (one). Management Services Division, ADP Branch, Development Section: Fourth Division—Clerical Assistant, Grade 3 (one). Management Services Division, Personnel Branch, Staff Recruitment and Development Section, Psychology Sub-section: Third Division—Psychologist, Class 2 \$9021-10092 (one). Management Services Division, Personnel Branch, Staff Recruitment and Development Section: Third Division—Research Officer, Grade 1 \$6022-7652 (seven). Management Services Division, Personnel Branch, General Services Section: Fourth Division—Clerical Assistant, Grade 3 (one). Engineering Works Division, Lines Branch: Fourth Division—Senior Technical Officer (Engineering), Grade 1 (one). Engineering Planning and Research Division, Planning and Programming Sub-Division, Fundamental Planning Branch, Planning Mechanisation and Techniques Section: Fourth Division—Clerical Assistant, Grade 4 (one); Senior Technical Officer (Engineering), Grade 1 (one). Engineering Works Division, Support Services Branch, Materials Section: Third Division—Research Officer, Grade 2 \$7899-8639 (one). Engineering Works Division, Support Services Branch, Engineering Management Systems Section: Fourth Division—Clerical Assistant, Grade 3 (one). Engineering Planning and Research

Division, Planning and Programming Sub-Division, Fundamental Planning Branch: Fourth Division—Clerical Assistant, Grade 3 (one). Engineering Works Division, Network Performance and Operations Branch, Telephone Switching Equipment Operations Section: Fourth Division—Senior Technical Officer (Engineering), Grade 1 (one). Engineering Works Division, Lines Branch, Provisioning Section: Fourth Division—Technical Officer (Engineering), Grade 1 (one); Clerical Assistant, Grade 4 (one); Technical Officer (Engineering), Grade 2 (one).

New South Wales

Offices created: Personnel and Industrial Relations Branch, Reserve Pool Section: Fourth Division—Postal Officer, Grade 2 (thirteen). Industrial Relations Section: Third Division—Welfare Officer \$6912-7652 (two). Telecommunications Division, Country Region, North Section: Fourth Division—Supervisor (telegraph) (one). Engineering Division, Administrative Branch, Costing Section: Fourth Division—Clerical Assistant, Grade 4 (five). Postal Services Division, Postal Planning Branch: Fourth Division—Clerical Assistant, Grade 4 (five). Construction Branch, Private Communications Systems Section: Fourth Division—Inspector (Radio Line Plant) (one). Construction Branch, Primary Works (Metropolitan) No. 3 Section: Fourth Division—Technical Officer (Engineering), Grade 2 (one). Telecommunications Division, Metropolitan Region, Sales Branch, Directory and Sales Check Section: Fourth Division—Clerical Assistant, Grade 4 (one). Personnel and Industrial Relations Branch, Reserve Pool Section: Fourth Division—Plumber (one). Personnel and Industrial Relations Branch, Reserve Pool Section: Third Division—Clerk \$2713-5594 (fifteen); Clerk \$5806-6666 (four); Clerk \$6912-7652 (seven); Training Officer, Grade 1 \$6912-7652 (one); Senior Training Officer, Grade 1 \$8886-9548 (one); Clerk \$6912-7662 (two). Fourth Division—Labourer (one); Clerical Assistant, Grade 2 sixty-two; Clerical Assistant, Grade 3 (two); Clerical Assistant, Grade 4 (five); Clerical Assistant, Grade 7 (one).

Offices abolished: Personnel and Industrial Relations Branch, Reserve Pool Section: Fourth Division—Assistant Postal Officer, Grade 2 (thirteen); Lift Attendant (two). Telecommunications Division, Country Region North Section: Third Division—Clerk \$5806-6666 (one). Engineering Division, Support Services Branch, Workshops Section: Fourth Division—Fitter and Turner (one). Engineering Division, Administrative Branch, Costing Section: Third Division—Clerk \$2713-5594 (five). Engineering Division, Support Services Branch, Workshops Section: Fourth Division—Painter (one); French Polisher (one). Personnel and Industrial Relations Branch, Reserve Pool Section: Fourth Division—Clerical Assistant, Grade 2 (two). French Polisher (two); Wood Machinist (A Grade) (two); Clerical Assistant, Grade 4 (two); Overseer (Telegraphs), Grade 2 (five); Overseer, (Telegraphs), Grade 1 (one).

Victoria

Offices created: Engineering Division, Regional Operations Branch, North-Eastern Section: Third Division—Clerk \$5806-6666 (one). Telecommunications Division, Metropolitan Region Service Branch, Service Standards Section: Third Division—Clerk \$6912-7652 (two). Fourth Division—Clerical Assistant, Grade 3 (one). Postal Services Division, Post Offices Branch: Third Division—Clerk \$8886-9548 (one). Engineering Division, Regional Operations Branch, Radio Section: Fourth Division—Clerical Assistant, Grade 2 (four). Director's Office, Public

Relations Section: Fourth Division—Clerical Assistant, Grade 4 (one). Telecommunications Division Country Region, East Section: Third Division—Clerk \$2713-5594 (one). Fourth Division—Clerical Assistant, Grade 4 (one).

Queensland

Offices created: Personnel and Industrial Relations Branch, Reserve Pool Section: Third Division—Clerk \$2713-5594 (two); Industrial Officer \$8886-9548 (two); Journalist, Grade B \$7508-7885 (one). Fourth Division—Clerical Assistant, Grade 5 (one); Clerical Assistant, Grade 4 (two); Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 2 (one); Assistant, Grade 3 (one); Assistant, Grade 2 (one); Accounting Machinist, Grade 2 (one); Projectionist, Public Relations (one); Senior Technical Officer (Engineering), Grade 2 (two); Senior Technical Officer (Engineering), Grade 1 (three); Technical Officer (Engineering), Grade 2 (three); Technical Officer (Engineering), Grade 1 (six); Clerical Assistant, Grade 4 (two); Clerical Assistant, Grade 3 (two); Clerical Assistant, Grade 2 (four); Draftsman, Grade 1 (one); Drafting Assistant, Grade 2 (two); Drafting Assistant, Grade 1 (four); Plan Records Officer (two); Plan Records Assistant, Grade 2 (three); Plan Records Assistant, Grade 1 (two); Refrigeration Mechanic (three).

Western Australia

Offices created: Personnel and Industrial Relations Branch, Reserve Pool Section: Third Division—Clerk \$9876-10538 (one); Clerk \$5806-6666 (one). Fourth Division—Supervisor (Data Processing), Grade 1 (two); Data Processing Operator, Grade 3 (two); Data Processing Operator, Grade 2 (seventeen); Data Processing Operator, Grade 1 (two); Data Processing Operator-in-Training (four).

Tasmania

Offices created: Telecommunications Division, District Telephone Office, Launceston: Fourth Division—Clerical Assistant, Grade 2 (four). Telecommunications Division, Sales and Service Branch, Sales Sections Fourth Division—Clerical Assistant, Grade 4 (one). Engineering Division, Support Services Section: Fourth Division—Motor Mechanic (one). Personnel and Industrial Relations Branch, Staffing and General Services Section: Third Division—Training Officer, Grade 2 \$7899-8639 (one); Training Officer, Grade 1 \$6912-7652 (one).

Offices abolished: Telecommunications Division, District Telephone Office, Launceston: Fourth Division—Assistant, Grade 1 (four).

(Ex. Min. No. 26)

DEPARTMENT OF THE PRIME MINISTER AND CABINET

Australian Capital Territory

Office created: Governor-General's Office: Third Division—Clerk \$9876-10538 (one).

Offices abolished: Governor-General's Office: Third Division—Clerk \$12019-12510 (one); Clerk \$6912-7652 (one).

(Ex. Min. No. 31)

DEPARTMENT OF SOCIAL SECURITY

Australian Capital Territory

Offices created: Special Projects Division: Third Division—Clerk \$6912-7652 (one). Management Division Third Division—Clerk \$8886-9548 (one).

Offices abolished: Special Projects Division: Third Division—Director \$13004-13498 (two); Senior Inspector \$12012-12510 (two); Inspector \$11032-11525 (one); Steno-secretary, Grade 1 (three); Typist, Grade 2 (one); Typist, Grade 1 (one); Clerical Assistant, Grade 2 (one).

(Ex. Min. Nos 36, 37)

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

Australian Capital Territory

Offices created: Australian Archives: Second Division—Assistant Director-General \$17300 (one). Third Division—Principal Executive Officer \$13991-14484 (one); Principal Project Officer \$13004-13498 (two); Executive Officer \$12019-12510 (one); Senior Project Officer \$12019-12510 (four); Clerk \$12019-12510 (one); Project Officer \$9876-10538 (seven); Clerk \$8886-9548 (one).

(Ex. Min No. 32)

RETIREMENTS AND DISMISSALS

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

RETIREMENTS

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

DEPARTMENT OF AGRICULTURE

Central Office

Section 67 (Invalidity): William Robert Barr Manson, Executive Officer, 19.8.74.

Queensland

Section 86: Edmond Patrick Rockett, Meat Inspector, Grade 1, 29.8.74.

DEPARTMENT OF CUSTOMS AND EXCISE

South Australia

Section 67 (Invalidity): Hurtle William Harding, Senior Inspector, Class 7, 29.7.74.

DEPARTMENT OF DEFENCE—ARMY OFFICE

New South Wales

Section 67 (Invalidity): Mervyn Herbet Smith, Inspecting Officer, Grade 2, 30.5.74; Mervyn Jones Shields, Internal Auditor, Grade 2 (Class 5), 13.8.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

Victoria

Section 67 (Invalidity): John Norman Willis, Clerical Assistant, Grade 3, 27.6.74.

DEPARTMENT OF LABOR AND IMMIGRATION

Victoria

Section 67 (Invalidity): William Thomas Hueston, Employment Office Manager, Grade 3 (Class 7), 30.8.74.

Section 86: Dennis Haywood La Croix Magnus, Clerk (Class 4), 16.8.74.

Queensland

Section 85: John McQuillan, Assistant Employment Office Manager, Grade 1, 3.9.74.

DEPARTMENT OF MANUFACTURING INDUSTRY

South Australia

Section 67 (Invalidity): John Holcroft, Technical Officer (Engineering), Grade 2, 28.8.74.

POSTMASTER-GENERAL'S DEPARTMENT

Central Office

Section 67 (Invalidity): Ronald James Heasley, Inspector, 22.8.74; Leonard Edward Provis, Inspector, 14.8.74; Charles Robert Griffin, Assistant Inspector, 29.7.74.

New South Wales

Section 67: Michael Leslie Molloy, Lineman, Grade 1, 26.7.74; Allan Everett, Senior Telecommunications Technical Officer, Grade 1, 22.7.74; Rostislav Panfilov, Mail Officer, 29.7.74; Clive Oaten, Postal Clerk, 8.8.74; Thomas Bede Yates, Postal Officer, 8.8.74; Francis John Forster, Lines Supervisor, Grade 1, 13.8.74; Ronald Albert Collins, Supervisor (Postal), Grade 2, 20.8.74; Kenneth William Jackman, Assistant, Grade 1, 26.8.74; Jack Richmond Randell, District Postal Manager, 13.9.74; Thomas Francis Hughes, Postal Officer, Grade 2, 18.9.74.

Section 85 (1): William Robert Nobbs, Postman 7.8.74; Ola Melva Roth, Plan Records Assistant, Grade 2, 11.10.74.

Section 86: Jessie Filewood, Clerk, 14.10.74.

South Australia

Section 67 (Invalidity): William John Mundy, Clerical Assistant, Grade 3, 19.8.74.

Western Australia

Section 67 (Invalidity): Arthur Howard Bousfield, Telecommunications Technical Officer, Grade 1, 8.7.74; Claude William Fleet, Stores Supervisor, 1.8.74.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

Auditor-General's Office

Central Office

Section 86: James Harold Street, Audit Inspector, Grade 3, 15.9.74.

DEPARTMENT OF REPATRIATION AND COMPENSATION

New South Wales

Section 67 (Invalidity): Eric Alexander Stevens, Clerk, 28.6.74.

Victoria

Section 67 (Invalidity): Thyra Elizabeth Lobban, Senior Sister, 28.8.74.

Western Australia

Deceased: Keith Sidney Young, Clerk (Class 2/3), 28.7.74.

Section 67 (Invalidity): Leonard Charles Rupert Marks, Clerk, 26.6.74; Malcolm Edwin Rintoul, Clerical Assistant, 26.12.73.

Section 86: John Robson, Deputy Commissioner, 1.9.74.

DEPARTMENT OF SOCIAL SECURITY

New South Wales

Section 67 (Invalidity): John Colin Baxter, Clerical Assistant, Grade 2, 27.6.74.

DEPARTMENT OF TRANSPORT

Air Transport Group

Central Staff

Section 67 (Invalidity): John Henry Goldsmith Williams, Senior International Relations Officer, 21.8.74.

Surface Transport Group

South Australia

Section 86: Charles Henry Kerntke, Clerk, 14.6.74.

H. B. MACDONALD
Secretary
Public Service Board

DETERMINATIONS UNDER THE PUBLIC SERVICE ACT*Public Service Act 1922-1973***DETERMINATION UNDER SECTION 32**

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

- (a) an officer, other than an officer referred to in sub-paragraph (b) (ii), who occupies an office specified in Column One of the Schedule shall not be paid salary at a rate per annum exceeding the rate per annum specified in Column Two of the Schedule unless the officer has complied with the conditions specified in that Column;
- (b) an officer who occupies an office specified in Column One of the Schedule and who is in receipt of a salary at a rate per annum exceeding the rate per annum specified in Column Two of the Schedule shall continue to be paid salary at that rate per annum until the officer has complied with the conditions specified in that Column; and
- (c) an officer occupying an office specified in Column One of the Schedule who has satisfied the conditions specified in Column Three of the Schedule shall be paid salary at the rate per annum specified in Column Three of the Schedule appropriate to that office.

Dated this sixth day of September 1974.

D. L. LINEHAN

Delegate of the Public Service Board

SCHEDULE

<i>Column One</i> <i>Designation of Office</i>	<i>Column Two</i> <i>Salary Barrier</i>	<i>Column Three</i> <i>Accelerated Advancement</i>
Third Division		
Fall-out Shelter Surveyor, Grade 1 (\$8929-10214)	\$9443 per annum: The officer has had 2 years' experience in the National Fall-Out Shelter Survey	\$10214 per annum: The officer has had 2 years' experience in the National Fall-Out Shelter Survey
Fall-out Shelter Surveyor, Grade 2 (\$9700-11059)	\$10214 per annum: The officer has had 2 years' experience in the National Fall-Out Shelter Survey	\$11059 per annum: The officer has had 2 years' experience in the National Fall-Out Shelter Survey
Fourth Division		
Fall-out Shelter Surveyor, Grade 1 (\$8929-10214)	\$9443 per annum: The officer has had 2 years' experience in the National Fall-Out Shelter Survey	\$10214 per annum: The officer has had 2 years' experience in the National Fall-Out Shelter Survey
Fall-out Shelter Surveyor, Grade 2 (\$9700-11059)	\$10214 per annum: The officer has had 2 years' experience in the National Fall-Out Shelter Survey	\$11059 per annum: The officer has had 2 years' experience in the National Fall-Out Shelter Survey

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

I, DESMOND LAWRENCE LINEHAN, a member of the Public Service Board to whom the Public Service Board has, by instrument in writing under section 16 of the *Public Service Act 1922-1973*, delegated all its powers and functions under that Act, in pursuance of section 53 of that Act determine that a person shall not be transferred or promoted to an office in the Third or Fourth Division specified in the First Column of this Schedule unless the person possesses such qualifications and complies with such conditions as are specified in the Second Column of the Schedule opposite the reference to the office in the First Column of the Schedule.

Dated this sixth day of September, 1974.

D. L. LINEHAN

Delegate of the Public Service Board

SCHEDULE

<i>First Column</i> <i>Designation of Office</i>	<i>Second Column</i> <i>Qualifications and Conditions</i>
Third Division	
Fall-out Shelter Surveyor, Grade 1, 2, 3	1. (a) (i) Possession of qualifications and compliance with all the conditions necessary for the award of an approved certificate from a technical college or equivalent institution recognised by the Board; or (ii) possession of other technical educational qualifications which, in the opinion of the Board, are equivalent in standard to an approved certificate; and

First Column Designation of Office	Second Column Qualifications and Conditions
	(b) at least 6 years' relevant experience or such lesser experience as the Board determines; or 2. (a) Passing of an appropriate test of knowledge (at the standard of an approved certificate) and of competence conducted by or on behalf of the Board; and (b) at least 6 years' relevant experience, at least 3 years of which must have been spent in a field of buildings work closely related to fall-out shelter survey work; or 3. (a) Being, on the first day of December 1968 or at any subsequent date, the occupant of one of the following offices or being an unattached officer having the designation of one of these offices, or being an unattached officer who immediately prior to becoming an unattached officer was the occupant of one of these offices: Technical Officer, Grade 1, 2 Senior Technical Officer, Grade 1, 2, 3 Principal Technical Officer Principal Technical Officer, Grade 1, 2 Chief Technical Officer Chief Technical Officer, Grade 1, 2, 3 Drafting Officer, Grade 1, 2 Senior Drafting Officer, Grade 1, 2 Assistant Chief Drafting Officer, Grade 1, 2 Chief Drafting Officer, Grade 1, 2, 3, 4 Principal Drafting Officer, Grade 1 Supervising Drafting Officer Controller of Drafting Services; or (b) (i) being, on the first day of December 1968 or at any subsequent date, the occupant of, or being employed in an office or position having a designation specified in paragraph 3(a) above, or such other office or position as the Board considers equivalent; and (ii) immediately prior to employment in such office or position, being an officer of the Commonwealth Service; and (iii) being an officer to whom the <i>Officers' Rights Declaration Act 1928-1969</i> applies; or (c) (i) immediately prior to the thirtieth day of June 1970, performing temporarily the duties of an office specified in paragraph 3(a) above; and (ii) from and including the thirtieth day of June 1970, continuing to perform temporarily the duties of one of the following offices: Technical Officer (Buildings), Grade 1, 2 Senior Technical Officer (Buildings), Grade 1, 2, 3 Chief Technical Officer (Buildings), Grade 1, 2, 3 Controller (Buildings); of if the designation of any of these offices is altered that office as redesignated; or 4. Being the occupant of an office included in a technical sub-professional structure of the Australian Public Service for which a determination under section 53 of the <i>Public Service Act 1922-1973</i> has been made; or 5. (a) Being eligible to be transferred or promoted to an office included in one of the following technical sub-professional structures by virtue of paragraph 3(c) of the relevant determination under section 53 of the <i>Public Service Act 1922-1973</i> for offices in these structures: Draftsman Technical Officer (Buildings) Technical Officer (Engineering) Technical Officer (Meteorology) Technical Officer (Science) Technical Officer (Surveying); or (b) being eligible to be transferred or promoted to an office included in the Technical Officer (Engineering) structure by virtue of paragraph 3(d) of the determination under section 53 of the <i>Public Service Act 1922-1973</i> for offices in that structure.

Fourth Division

Fall-out Shelter Surveyor, Grade 1, 2, 3	1. (a) (i) Possession of qualifications and compliance with all the conditions necessary for the award of an approved certificate from a technical college or equivalent institution recognised by the Board; or
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First Column Designation of Office	Second Column Qualifications and Conditions
	(ii) possession of other technical educational qualifications which, in the opinion of the Board, are equivalent in standard to an approved certificate; and (b) at least 6 years' relevant experience or such lesser experience as the Board determines; or
	2. (a) Passing of an appropriate test of knowledge (at the standard of an approved certificate) and of competence conducted by or on behalf of the Board; and (b) at least 6 years' relevant experience, at least 3 years of which must have been spent in a field of buildings work closely related to fall-out shelter survey work; or
	3. (a) Being, on the first day of December 1968 or at any subsequent date, the occupant of one of the following offices or being an unattached officer having the designation of one of these offices, or being an unattached officer who immediately prior to becoming an unattached officer was the occupant of one of these offices: - Technical Officer, Grade 1, 2 - Senior Technical Officer, Grade 1, 2, 3 - Principal Technical Officer - Principal Technical Officer, Grade 1, 2 - Chief Technical Officer - Chief Technical Officer, Grade 1, 2, 3 - Drafting Officer, Grade 1, 2 - Senior Drafting Officer, Grade 1, 2 - Assistant Chief Drafting Officer, Grade 1, 2 - Chief Drafting Officer, Grade 1, 2, 3, 4 - Principal Drafting Officer, Grade 1 - Supervising Drafting Officer - Controller of Drafting Services; or (b) (i) being, on the first day of December 1968 or at any subsequent date the occupant of, or being employed in, an office or position having a designation specified in paragraph 3 (a) above, or such other office or position as the Board considers equivalent; and (ii) immediately prior to employment in such office or position, being an officer of the Commonwealth Service; and (iii) being an officer to whom the <i>Officers' Rights Declaration Act 1928-1969</i> applies; or (c) (i) immediately prior to the thirtieth day of June 1970, performing temporarily the duties of an office specified in paragraph 3 (a) above; and (ii) from and including the thirtieth day of June 1970, continuing to perform temporarily the duties of one of the following offices: - Technical Officer (Buildings), Grade 1, 2 - Senior Technical Officer (Buildings), Grade 1, 2, 3. - Chief Technical Officer (Buildings), Grade 1, 2, 3 - Controller (Buildings); or if the designation of any of these offices is altered that office as redesignated; or
	4. Being the occupant of an office included in a technical sub-professional structure of the Australian Public Service for which a determination under section 53 of the <i>Public Service Act 1922-1973</i> has been made; or
	5. (a) Being eligible to be transferred or promoted to an office included in one of the following technical sub-professional structures by virtue of paragraph 3 (c) of the relevant determination under section 53 of the <i>Public Service Act 1922-1973</i> for offices in these structures: - Draftsman - Technical Officer (Buildings) - Technical Officer (Engineering) - Technical Officer (Meteorology) - Technical Officer (Science) - Technical Officer (Surveying); or (b) being eligible to be transferred or promoted to an office included in the Technical Officer (Engineering) structure by virtue of paragraph 3 (d) of the determination under section 53 of the <i>Public Service Act 1922-1973</i> for offices in that structure.

APPOINTMENT, RECRUITMENT AND EXAMINATION NOTICES

DEPARTMENT OF CUSTOMS AND EXCISE VICTORIA

Selection for Training in Senior Preventive Officer,
Grade 2 Course.

H. C. L. Benson 69/40609C

A. G. Freckleton 70/39231F

K. J. Lovell 70/42797M

Conditions governing selection for the attendance
of Senior Preventive Officer, Grade 2, Training
Course were notified in *Periodic Gazette* No. 25 A of
22 March 1974.

Any permanent officer not selected may, within 21
days of the date of this notification, lodge with the
Public Service Inspector, Australian Government
Centre, cnr Spring and Latrobe Streets, Melbourne,
Victoria 3000, an appeal against his non-selection.

Protective appeals are not necessary as the case of
a selected officer will be considered as a matter of
course against all appellants and against each of the
officers selected for training.

The Training Course will not commence until the
results of all appeals are determined by the Board.

EXAMINATION No. 6674

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

This examination will be held on Saturday, 19
October 1974, in accordance with the conditions
notified on page 26 of *Periodic Gazette* No. 25 A of
22 March 1974.

Examination centre Adelaide

Persons eligible to enter

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

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

Applications close 18 October 1974.

EXAMINATION No. 6675

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

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

Examination centre Melbourne

Persons eligible to enter

- (i) For Appointment—Persons who are not per-
manent officers of the Australian Public Ser-
vice.

Appointment, recruitment and examination notices 9

- (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 Gov-
ernment Centre, cnr Spring and Latrobe Streets, Mel-
bourne, Victoria 3000.

Applications close 3 October 1974.

EXAMINATION RESULTS

Results of the following examinations have been finalised:

Exam. No.	Title (and date notified where applicable)	Date held
6593	Entry into Data Processing Opera- tor-in-training Class, Adelaide (2.5.74)	11.5.74
NP3097	Appointment or Transfer as Assist- ant Postal Officer (Telegraph Deliv- ery Duties), New South Wales	24.8.74
NP3098	Appointment or Transfer as Assist- ant Postal Officer (Postman Duties), New South Wales	24.8.74
NP3099	Appointment or Transfer as Assist- ant Postal Officer (Postal Officer, Grade 1), New South Wales	24.8.74
VP4309	Appointment or Transfer as Assist- ant Postal Officer (Telegraph Deliv- ery Duties), Victoria	31.8.74

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 Tele-
graphs, with which applications were lodged.

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

K. F. FAUL
Acting 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:

Librarian, Class 2 \$9262-10299, Third Division, Legis-
lative Reference Service

Applications close: 3 October 1974.

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

Duties: No. 115—Second in charge General Reference
Section, discuss information needs with Senators and
Members, undertake comprehensive inquiries, develop
specialist services using political party publications.

Qualifications: University degree in a discipline rele-
vant to the interests of Parliament. Professional quali-
fications in librarianship and suitable experience.

Statutory authorities

SOCIAL WELFARE COMMISSION

DEPUTY CHAIRMAN

The Australian Government has established the Social Welfare Commission to identify, report, and recommend on community needs in the development of social welfare programmes and make recommendations consistent with the development of a nationally integrated social welfare plan. The Commission will:

- Establish priorities based on community need;
- Emphasise regional development;
- Provide for consumer representation in programme administration;
- Keep up-to-date with, and adjust to, changing community circumstances and attitudes;
- Encourage maximum State, local Government, and voluntary agency co-ordination; and
- Maximise the efficiency and effectiveness of the total community welfare effort.

The Commission consists of: a full-time Chairman; a full-time Deputy Chairman; and nine part-time members.

It is served by a Secretariat and has access to technical research, administrative and library resources of the Department of Social Security.

Applications are invited for the position of full-time Deputy Chairman.

Location: Queanbeyan, New South Wales (close to Canberra, Australian Capital Territory).

Period of Appointment: The appointment, within the terms of the *Social Welfare Commission Act 1973*, will be initially for up to five years but the person selected will be eligible for re-appointment for second and subsequent terms. Applications will be considered from persons seeking appointment for a lesser period than five years but the minimum appointment will not be less than two years.

Qualifications: Practical experience in the planning and development of social welfare policies and the administration of social welfare programmes. Academic qualifications in the relevant social sciences are desirable.

Removal expenses: Married appointees may be paid removal and transfer expenses and, in certain circumstances, a living allowance until permanently accommodated. In the case of single officers, fares from the place of recruitment may be paid.

Salary: The position of Deputy Chairman, Social Welfare Commission, carries the status equal to that of Level 4 Second Division of the Australian Public Service. The current salary of the position is \$18995; however this is under review by the Remuneration Tribunal.

Applications close on Saturday, 12 October 1974 and should be forwarded to: The Chairman, Social Welfare Commission, P.O. Box 732, Queanbeyan, N.S.W. 2620.

COMMONWEALTH SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANIZATION

Head Office

CANBERRA, A.C.T.

STAFF TRAINING AND DEVELOPMENT, ADMINISTRATIVE OFFICER

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

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

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

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

Applications stating full personal and professional details, the names of at least two referees, and quoting reference number 110/1466 should reach: The Secretary (Administration), Head Office, CSIRO, P.O. Box 225, Dickson, A.C.T. 2601 by 27 September 1974.

CITIES COMMISSION

Head Office

CANBERRA, A.C.T.

The Commission has the following vacancy in the Regional Planning and Development Branch of the Planning Division and invites applications from suitably qualified persons.

Senior Research Officer, Grade 2 \$11039-11714

Undertake investigations and research studies of regional planning and development, including population growth studies, in the context of growth centre policy. Critically analyse and evaluate data and prepare associated reports and make recommendations where appropriate. Applicants should have acquired a basis working knowledge of computer operation and experience in urban research is desirable. A recognised degree or diploma in planning, geography, economics or other relevant fields is required.

Appointment will be made within the salary range set out above dependent on experience and qualifications.

The position is located in Canberra. The appointee may be eligible to contribute to the Superannuation Fund. In certain cases superannuation and leave credits are transferable.

Applications in writing and other details of qualifications and experience should be submitted to the Personnel Manager, Cities Commission, P.O. Box 1661, Canberra City, A.C.T. 2601 by 28 September 1974.

HEALTH INSURANCE COMMISSION

VACANCIES

The Health Insurance Commission, which is a Statutory Authority of the Australian Government, is seeking key personnel for the Personnel and Training Sections of its Central Administration, which is located in Canberra.

Personnel Section

The Commission is looking for people with appropriate qualifications and background experience to fill the following positions:

Principal Executive Officer, Class 1 \$13224-13725

Duties: Supervise and control unit dealing with Industrial Relations and Terms and Conditions of Employment for Commission staff.

Executive Officer, Class 1 \$10029-10704

Duties: Provide assistance to the Principal Executive Officer in the Industrial Relations area.

Principal Executive Officer, Class 1 \$13224-13725

Duties: Responsible for the supervision and control of the Recruitment and Appointments area; formulate policies, organise recruitment campaigns etc.

Executive Officer, Class 1 \$10029-10704

Duties: Provide assistance to the Principal Executive Officer on recruitment and appointment matters.

Executive Officer, Class 1 \$10029-10704

Duties: Personnel Officer for the Commission's Central Administration.

Further information can be obtained by telephoning Miss Cain, Canberra 822311, extension 364.

Training Section

Training Officers required for: Administrative training, Audio visual training, Health insurance assessor training, Data processing operator training.

Executive Officer, Class 3 \$12218-12721

Responsibilities: Administrative training—direct and conduct general introductory training for all central administration staff—management training programmes—customer relations training for Commission staff throughout Australia—undertake other general training duties as required.

Qualifications: The successful applicant will need to possess considerable drive and initiative—proven administrative ability and have demonstrated above average ability in the training field.

Executive Officer, Class 2 \$11039-11714

Responsibilities: Audio visual training—with the assistance of subject matter specialists undertake the preparation of audio-visual training aids and related documentation to be used as an integral part of the Commission's training programme. Evaluate the effectiveness of training aids in use.

Qualifications: We are seeking a person who has demonstrated a flair for the production of audio visual training aids—preferably with experience in the production of synchronised 35 mm slide/cassette tape presentations employing some programmed learning techniques.

Administrative Officer, Class 4 \$9022-9777

Responsibilities: Health Insurance assessor training—provide expert advice and assistance in the preparation of material to be used in the training of health insurance assessors. Oversight the conduct of assessor training for appropriate Commission staff.

Qualifications: The person required will need to be an expert in the field of assessing health insurance claims and have a detailed knowledge of assessing rules and procedures. We are particularly interested in persons who have been or are presently engaged in the training of health insurance assessors.

Administrative Officer, Class 3 \$8015-8770

Responsibilities: Training of data processing operators—provide advice and assistance in arranging programmes of training to educate keyboard operators in the use of direct data entry terminals. Oversight the conduct of such training programmes—and evaluate their effectiveness.

Qualifications: The person we are seeking should have considerable experience in the training of keyboard operators either at a tertiary institution or with a large scale commercial or Government organisation. Experience in the training of operators to use direct data entry terminals utilising visual display screens would be an advantage.

Further information can be obtained by telephoning Mr. G. Kelly 822311 Ext. 370. All applications should be forwarded to The General Manager, Interim Executive, Australian Health Insurance Commission, P.O. Box 40, Woden, A.C.T. 2606.

Successful applicants for any of these positions will be entitled, where applicable, to assistance with expenses involved in moving to Canberra.

Closing date for applications October 8, 1974.

Applications will be treated in strict confidence.

PAPUA NEW GUINEA

LAW

Legal Officers

Barristers and solicitors are required in various branches of the Papua New Guinea Department of Law. These positions offer experience in a variety of legal fields with prospect of advancement.

Salary \$9539-13430 per annum.

PUBLIC SERVICE BOARD

Assistant Public Service Inspector (Methods)

Applicants must have proven ability to carry out independent methods reviews preferably in a Public Service environment. Sound administrative ability and a knowledge of modern management techniques are essential. Familiarity with office machine systems and procedure is desirable.

Salary \$13518-14021 per annum.

BUSINESS DEVELOPMENT

Senior Research Officer

A graduate with a major in mathematics is required to collect and analyse data relating to business ventures. He will be required to liaise with international organisations, investigate business promotion policy and techniques and prepare submission on those most suitable for Papua New Guinea.

Salary \$11329-12004.

FINANCE

Assistant Secretary (General Economic Policy)

The appointee will initiate and supervise economic research and prepare proposals for Government policies. He will be required to advise the Secretary and Minister for Finance on all general economic matters and liaise with other government departments and the private business sector.

Salary \$16536-17039.

Investigation Officer, Grade 3 (Loans and International Finance)

A university graduate or accountant who will be responsible for research into and administration of loans from international finance agencies. Proven capacity for research, critical analysis and clear, concise reporting are essential.

Salary \$13518-14021 per annum.

Investigation Officer, Grade 2 (General Economic Policy)

A university graduate in economics, commerce or arts (economics) with a capacity for critical analysis and preparation of policy submissions is sought for this position.

Salary \$12339-13014 per annum.

FORESTS**First Assistant Director (Operations)**

The successful applicant will be responsible for the control, direction and administration of the **Operations Division including implementation of forest policy** and liaison with overseas organisations. A sound knowledge of general forest law, experience in preparation of work plans and demonstrated technical and executive ability are essential.

Salary \$19076 per annum.

TRANSPORT**Executive Officer (Transport Studies)**

Applicants should have tertiary qualifications in Economics or a related field with wide experience in research preferably in the transport industry. Ability to initiate, coordinate supervise and participate in studies of transport economics, management and regulations is essential.

Salary \$15529-16033 per annum.

Executive Officer (Statistics)

Applicants must have tertiary qualifications in the statistical field. Extensive experience in the compilation and analysis of statistics relating to the transport industry.

Salary \$15529-16033 per annum.

PUBLIC WORKS**Senior Technical Officers, Grade 1**

Extensive practical experience in construction of secondary roads, bridges, small wharves etc. Ability to read plans, take levels and measurements, assess workmanship and prepare reports. Applicants must be willing to undertake extensive travel in remote locations.

Salary \$10201-10715 per annum.

Works Supervisors

Qualified tradesmen with wide trade experience are required to carry out technical supervision of works construction. Ability to direct and supervise technical staff efficiently is essential.

Salary \$9578-9908 per annum.

LANDS SURVEYS AND MINES**Engineer, Class 2 (Water Resources)**

Applicants must be eligible for graduate membership of the Institution of Engineers, Australia or equivalent. Previous experience in hydrology and the evaluation of hydrometeorological data is required.

Salary \$11203-12346 per annum.

Supervising Draftsman

Someone with wide experience in all phases of survey drafting and the ability to supervise and assist in training of junior staff.

Salary \$10997-11561 per annum.

Geologist, Class 4

Applicants should have comprehensive knowledge of mineral and/or petroleum exploration and regional geological mapping together with the ability to direct a programme of work.

Salary \$14599-15502 per annum.

Geologist, Class 2 (Engineering)

The appointee will be required to lead or carry out geological surveys, investigations and testing programmes in connection with constructions, drainage and excavations of ground water.

Salary \$11015-12161 per annum.

Conditions of Service:

2 year engagement.

6 weeks leave per annum with assisted leave fares.

generous child and education allowances.

married men receive an additional \$1000 per annum.

income tax at present 2/3 Australian rate.

government employees may be considered for secondment.

FURTHER DETAILS

Application forms and further information available from Mrs Eade, A.D.A.A. P.O. Box 887, Canberra City 2601, Phone 48 6644, extension 556, quote Ad 840. Closing date 14 October.

COMMISSIONER FOR EMPLOYEES' COMPENSATION

Applications are invited from suitably qualified persons for appointment to the position of Commissioner for Employees' Compensation, located in Canberra.

Duties: The successful applicant will be responsible for the determination of all matters and questions arising under the *Compensation (Australian Government Employees) Act 1971-1973*.

Remuneration: \$17043 per annum (present salary).

Duration: Appointment would normally be for seven years unless maximum age for retirement (65 years) should occur sooner.

Conditions: Benefits include: superannuation (subject to medical examination), cumulative sick leave, four weeks annual leave and long service leave. If the appointee is a permanent officer of the Australian Public Service and is contributing to superannuation, there will be no requirement to pass a medical examination. The appointee will be placed on the 'Unattached List' of the Australian Public Service and will preserve all existing rights under the Officers' Rights Declaration Act.

Applications: Giving full details of qualifications and experience, should be forwarded to the Secretary, Repatriation Commission, P.O. Box 21, Woden, A.C.T. 2606 by 4 October 1974.

International organisations

INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 26/74

Title: Language Officer (Translator), French Section, Language Branch, Bureau of Administration and Services, Headquarters, Montreal.

Level: P-2.

Post No.: 7330.18.

Salary: Net (free of tax): US\$11346 increasing by ten annual increments to US\$14722 per annum, plus allowances.

Duties: Write French translations of documentation, correspondence and other material which may involve the use of technical and scientific terminology. Assist in keeping current a multi-language lexicon of aviation terminology. Perform other related duties as assigned.

Closing date for the receipt of applications: 1 November 1974.

Departmental reference: 40.2.423.

VACANCY NOTICE PC 27/74

Title: Language Officer (Interpreter/Translator), French Section, Language Branch, Bureau of Administration and Services, Headquarters, Montreal.

Level: P-2.

Post No.: 7330.17.

Salary: Net (free of tax): US\$11346 increasing by ten annual increments to US\$14722 per annum, plus allowances.

Duties: Interpret at meetings of the organisation. Write French translations of documentation, correspondence and other material which may involve the use of technical and scientific terminology. Assist in keeping current a multi-language lexicon of aviation terminology. Perform other related duties as assigned.

Closing date for the receipt of applications: 1 November 1974.

Departmental reference: 40.2.424.

VACANCY NOTICE PC 28/74

Title: Language Officer (Interpreter/Translator), Spanish Section, Language Branch, Bureau of Administration and Services, Headquarters, Montreal.

Level: P-2.

Post No.: 7340.14.

Salary: Net (free of tax): US\$11346 increasing by ten annual increments to US\$14722 per annum, plus allowances.

Duties: Interpret at meetings of the Organisation. Write Spanish translations of documentation, correspondence and other material which may involve the use of technical and scientific terminology. Assist in keeping current a multi language lexicon of aviation terminology. Perform other related duties as assigned.

Closing date for the receipt of applications: 1 November 1974.

Departmental reference: 40.2.422.

VACANCY NOTICE PC 29/74

Title: Language Officer (Interpreter/Translator), Spanish Section, Language Branch, Bureau of Administration and Services, Headquarters, Montreal.

Level: P-4.

Post No.: 7340.24.

Salary: Net (free of tax): US\$16542 increasing by eleven annual increments to US\$21294 per annum, plus allowances.

Duties: Interpret at meetings of the Organisation. Write Spanish translations of documentation, correspondence and other material frequently involving the use of technical and scientific terminology. Guide junior interpretation staff, and assist in co-ordinating the work of the Section. Assist in keeping current a multi-language lexicon of aviation terminology. Assist in organising, holding and assessing language examinations, especially in the interpretation area. Undertake supervisory assignments in language services at meetings away from Headquarters. Advise on Spanish language matters. Perform other related duties as assigned, including acting, when required, as Chief of the Spanish Section.

Closing date for the receipt of applications: 8 November 1974.

Departmental Reference: 40.2.425.

VACANCY NOTICE PC 30/74

Title: Language Officer (Interpreter/Translator), French Section, Language Branch, Bureau of Administration and Services, Headquarters, Montreal.

Level: P-3.

Post No.: 7330.24.

Salary: Net (free of tax): US\$13766 increasing by twelve annual increments to US\$18366 per annum, plus allowances.

Duties: Interpret at meetings of the Organisations. Revise or write French translations of documentation, correspondence and other material frequently involving the use of technical and scientific terminology, and assume responsibility for the release of such material. Guide junior language staff, and assist in co-ordinating the work of the Section. Assist in keeping current a multi-language lexicon of aviation terminology. Assist in organising, holding and assessing language examinations. Undertake supervisory assignments in language services at meetings away from Headquarters. Advise on French language matters. Perform other related duties as assigned, including acting, when required, as Chief of the Interpretation, Terminology and Reference Section, or as Chief of the French Section.

Closing date for the receipt of applications: 8 November 1974.

Departmental Reference: 40.2.427.

VACANCY NOTICE PC 31/74

Title: Language Officer (Interpreter/Reviser), French Section, Language Branch, Bureau of Administration and Services, Headquarters, Montreal.

Level: P-4.

Post No.: 7330.23.

Salary: Net (free of tax): US\$16542 increasing by eleven annual increments to US\$21294 per annum, plus allowances.

Duties: Interpret at meetings of the Organisation. Revise or write French translations of documentation, correspondence and other material frequently involving the use of technical and scientific terminology,

and assume responsibility for the release of such material. Guide junior language staff, and assist in co-ordinating the work of the Section. Assist in keeping current a multi-language lexicon of aviation terminology. Assist in organising, holding and assessing language examinations. Undertake supervisory assignments in language services at meetings away from Headquarters. Advise on French language matters. Perform other related duties as assigned, including acting, when required, as Chief of the Interpretation, Terminology and Reference Section, or as Chief of the French Section.

Closing date for the receipt of applications: 8 November 1974.

Departmental Reference: 40.2.426.

Note: For the above six positions—Please quote Vacancy Notice number, full title of post and Departmental Reference when making application or enquiries.

Copies of the full ICAO vacancy notice are available from:

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

AUSTRALIAN GOVERNMENT FOREIGN AID PROGRAM

VOCATIONAL TRAINING OFFICERS, FIJI

THE Office of the Australian Development Assistance Agency intends to appoint five vocational Training Officers as Aid Experts for assignments of two years duration with the Fiji National Training Council.

The Agency is seeking applications from qualified technical teachers for one post in each of the following fields:

- (a) Automotive Mechanics (Light Vehicles)
- (b) Automotive (Heavy Equipment/Diesel)
- (c) Joinery
- (d) Commercial Occupations
- (e) Sales and Marketing

Conditions: Salaries will be subject to negotiation. Terms and conditions will be determined by the Office of the Australian Development Assistance Agency but include tax free living and child allowances, furnished housing, paid leave fares, assistance with children's education etc. Dependent family may accompany the expert. Salary is subject to Australian taxation. Subject to the agreement of their Chief Officers and the Public Service Board, officers of the Australian Government Service will be seconded to the Agency without prejudice to their present substantive positions, long service leave entitlements and sick leave credits. Officers will be based in Suva, but should be prepared to travel to the main population centres of Fiji to conduct investigations and courses.

Duties:

- (a) Assist with training needs surveys
- (b) Develop suitable modular training courses including all necessary training manuals and aids and participate in the conduct of such courses at suitable locations in Fiji
- (c) Undertake follow-up visits to trainees during planned experience periods and examine the effectiveness of courses and carry out modifications to courses as necessary

- (d) Train locally appointed counterparts in all aspects of position.

Applications should be addressed to: The Officer in Charge, Expert Recruitment OADA/A, P.O. Box 887, Canberra City, A.C.T. 2601.

Closing date: 3 October 1974.

TEACHER EDUCATOR, LAOS

The Office of the Australian Development Assistance Agency is seeking the services of a qualified teacher educator to undertake an assignment of two years duration at the Teacher's Training College, Vientiane, Laos.

Conditions: Salary will be subject to negotiation. Terms and conditions will be determined by the Office of the Australian Development Assistance Agency, but include tax free living and child allowances, furnished housing, paid leave fares, assistance with children's education etc. Dependent family may accompany the expert. Salary is subject to Australian tax. Subject to the agreement of the Chief Officer and the Public Service Board, an Officer of the Australian Government Service would be seconded to the Office of the Australian Development Assistance Agency without prejudice to present substantive position, long service leave entitlement and sick leave credits.

Duties: The appointee will be Head of the Social Studies Department of the Teacher's Training College and will be involved in the teaching of social studies to student teachers; supervision of student teachers during practise teaching periods; development of social studies courses at tertiary level.

Qualifications: Applicant should be graduates in Geography and/or Economics, with teaching qualifications and have experience in Curriculum development and teacher training.

Applications should be addressed to: The Officer in Charge, Expert Recruitment OADA/A, P.O. Box 887, Canberra City, A.C.T. 2601.

Closing date: 3 October 1974.

VACANCIES—PUBLIC SERVICE

General information

VACANCIES OPEN TO PERMANENT OFFICERS

Applications are invited from officers of the Public Service for promotion or transfer to the positions advertised below. Applicants should state fully their qualifications when applying for a position. 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 53B of the *Public Service Act* 1922-1973'.

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

SUBMISSION OF APPLICATIONS

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

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

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

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

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

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

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

Departmental vacancies

DEPARTMENT OF AGRICULTURE

CENTRAL OFFICE

Management Services Branch

*Investigation Officer (Primary Industry) \$9022-9777 (Class 5), Third Division, Finance and General Services Section, Finance and Accounts Sub-section, Investigation Unit, Sydney

Duties: No. 31—Carry out audits and investigations concerning bounties, subsidies, levies and other schemes administered by the Department.

Qualifications: Accountancy qualifications together with auditing and investigation experience desirable or other approved qualifications.

Note: Some inter and intra-state travel is involved.

Apply: X1

Clerk \$6887-7764 (Class 2/3), Third Division, Finance and General Services Section, Finance and Accounts Sub-section, Accounts Unit, Canberra

Duties: No. 1860—Sundry Debtors and Recoveries Clerk. Maintain Sundry Debtors Ledgers. Raise debit notes for recoverable expenditure and prepare monthly statements of outstanding debts.

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

Apply: X1

Agriculture and Food Services Division, Institutions and Farm Services Branch

Clerk \$11039-11714 (Class 7), Third Division, Farm Services Section, Canberra

Duties: No. 741—Prepare briefs, submissions and ministerial correspondence relevant to the work of the Section. Perform secretarial duties particularly for the Standing Committee on Soil Conservation. Represent the Department at meetings, conferences, technical committees, etc.

Qualifications: Ability to prepare reports and submissions desirable. Academic qualifications to be stated.

Apply: X1

Bureau of Agricultural Economics, Technical and Administrative Services Branch

Clerk \$10029-10704 (Class 6), Third Division, Planning and Services Section, Publications Management Sub-section, Canberra

Duties: No. 575—Sub-editor. Examine manuscripts of agricultural economic research reports to ensure their conformity and consistency with economic principles and consistency of statistical material, tables, graphs, etc., with the manuscript. Consult with research staff on the preparation of manuscripts for publication.

Qualifications: Experience in editorial work desirable. Academic qualifications to be stated.

Apply: X1

Industry No. 5 (Fisheries) Division, Operations Branch

*Biologist, Class 3 \$12151-13491, Third Division, Resource Management Section, Canberra

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

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

Apply: X1

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Australian Legal Aid Office, General Administration Branch

*Librarian, Class 2 \$9262-10299, Third Division, Library Section, Canberra

Duties: Plan and develop library services to provide reference and research material on all aspects of law including environmental and trade practices matters and Aboriginal law and customs. Develop library collection and establish and develop reference and information services. Supervise subordinate staff.

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

Apply: D1

AUSTRALIAN CAPITAL TERRITORY

Commonwealth Police Service

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

Duties: No. 18—Provide secretarial assistance to the Commissioner.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D20

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

Duties: No. 54—Take and transcribe shorthand notes as required. Perform general typing duties.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D20

Operations Branch

*Assistant Commissioner \$17256, Third Division, Canberra

Duties: Direct and control the activities of the Branch which concerns uniformed members of the Force, the provision of escorts for persons, currency and bullion and the combat of acts of terrorism.

Qualifications: Management ability of a high degree and appropriate tertiary qualifications desirable.

Apply: D20

TRADE PRACTICES COMMISSION

AUSTRALIAN CAPITAL TERRITORY

Secretary's Branch

Secretary \$17776, Second Division, Canberra

Duties: Secretary to the Commission; head of Secretary's Branch with responsibility for public records and information services of the Commis-

sion, including statutory registers of clearances and authorisations for certain restrictive trade practices and mergers, and for management services in the Commission's Central and State Offices.

Qualifications: Appropriate academic qualifications in economics, commerce, accounting or law desirable, together with relevant management experience.

Apply: D24

Mergers and Policy Planning Division, Mergers Branch

*Assistant Commissioner \$17776, Second Division, Canberra

Duties: Head of Branch concerned with investigations and recommendations to the Commission regarding action against anti-competitive mergers. Assistance to the Commission on applications to clear mergers as not being anti-competitive, and on applications to authorise mergers (which may involve public hearings) as being in the public interest, and in drafting reports.

Qualifications: Appropriate academic qualifications in economics, commerce, accounting and/or law desirable, together with relevant management experience and/or experience in the supervision of industry and financial research and investigation.

Apply: D24

Restrictive Trade Practices Division

*Assistant Commissioner \$17776, Second Division, Canberra

Duties: Head one of three Branches in the Division concerned with investigations and recommendations to the Commission regarding action against price agreements and other arrangements in restraint of trade, monopolisation, exclusive dealing, resale price maintenance and price discrimination. Assistance to the Commission on applications to clear agreements, etc., as not being anti-competitive, and on applications to authorise (which may involve public hearings) restraint of trade, etc., as being in the public interest, and in drafting reports.

Qualifications: Appropriate academic qualifications in economics, commerce and/or law desirable, together with relevant management experience and/or experience in the supervision of industry research and investigation.

Apply: D24

Consumer Protection Division

*First Assistant Commissioner \$21417, Second Division, Canberra

Duties: Head of Division; responsible for developing policy and advising the Commission on consumer protection matters generally and for implementing its decisions.

Apply: D24

*Assistant Commissioner \$17776, Second Division, Canberra

Duties: Head of Branch concerned with day to day operations in consumer protection, in liaison with State and other authorities.

Apply: D24

*Assistant Commissioner \$17776, Second Division, Canberra

Duties: Head of Branch concerned with research and development in matters affecting the interests of consumers and in making available to the public general information for the guidance of consumers.

Qualifications: Above three positions: Appropriate academic qualifications in law and/or economics or commerce desirable, together with relevant experience and ability to manage the work of the Branch(es) concerned.

Apply: D24

NEW SOUTH WALES

Deputy Crown Solicitor's Office

Library Officer, Grade 1 \$6532-7231, Third Division, Sydney

Duties: No. 149—Control the receipt and issue of library books, operate subscriber service and obtain and issue books to other libraries as necessary. Assist with the provision of an information, bibliographical, reference and user advisory service. Note up Commonwealth and State Law Reports and English Reports.

Apply: D2

Australian Legal Aid Office

Typist Supervisor, Grade 1 \$6562-6741, Fourth Division, Sydney

Duties: Direct and supervise the work of the typing unit.

Apply: D2

NORTHERN TERRITORY

Registration Offices Branch

Clerk \$11039-11714 (Class 7), Third Division, Darwin

Duties: No. 2—Direct and supervise the work of the Public Trustee Section. Hold and discharge the powers and functions of the offices of Public Trustee and Curator of Estates of Deceased Persons.

Qualifications: Knowledge of the relevant legislation desirable.

Apply: D1

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

*Journalist, Grade A \$10558-11058, Third Division, Public Relations Section, Canberra

Duties: No. 13—Prepare information for feature articles, draft feature articles, replies to Press queries and ministerial and Departmental news releases.

Qualifications: Broad journalistic experience. Thorough knowledge of printing and production techniques. High level of news gathering ability desirable.

Apply: G1

Inland and Special Services Division, Inland Services Branch

*Senior Technical Advisor \$12218-12721 (Class 8), Third Division, Prevention, Detection and Services Section, Canberra

Duties: No. 75—Provide expert technical advice on law enforcement techniques generally and in relation to the work of the Department. Assess the

application of law enforcement techniques in the Special Services Branch and undertake specialist research and projects (including training projects) as required.

Qualifications: Extensive relevant experience in law enforcement work. Academic qualifications should be stated.

Apply: G1

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

National Disaster Organisation

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

Duties: No. 2371—Staff Officer (Communications). Plan, establish and co-ordinate communications systems between the National Emergency Operations Centre, States and Territories and other government and non-government agencies. Carry out communications studies and prepare documentation for communications equipment. Develop and direct communications training and prepare handbooks.

Qualifications: Experience at senior level in the Defence Forces or Civil Defence organisations and appropriate tertiary or military qualifications desirable.

Apply: H1

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Air Member for Personnel, Director-General of Personnel Services

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

Duties: No. 15—Assistant Reserve Clerk. Maintain records of RAAF Reservists; raise cards and Personal files of members of Reserve. Provide advice on records of former RAAF members being considered for Reserve or Air Training Corp.

Note: This position is located at Fyshwick.

Apply: H1

Branch of the Air Member for Technical Services

Technical Assistant, Grade 2 \$6923-7427, Fourth Division, Directorate of Aeronautical Equipment Engineering, Canberra

Duties: No. 30—Assist RAAF Engineer Officers in analysis of specific defects in, and maintenance of, aircraft instruments and navigation equipment. Research, as directed, technical standards and specifications, and, under supervision, prepare technical reports on these subjects.

Qualifications: Considerable experience in the maintenance of aircraft instruments and navigational systems with some experience with RAAF maintenance management systems desirable.

Apply: H1

Establishments and General Division, General Services Branch

*Clerk \$9876-10538 (Class 7), Third Division, Legal and Orders Section, Canberra

Duties: No. 37—As directed, advise on and prepare contracts and agreements. Advise on general legal matters and necessary variations of legal

policy and procedure. Examine Departmental aspects of claims arising from Air Force activities. Represent the Branch and Department at committees dealing with legal matters.

Qualifications: Legal qualifications or experience desirable. Administrative experience should be stated.

Apply: H1

Branch of the Air Member for Supply and Equipment

*Senior Technical Officer (Buildings), Grade 2 \$10495-11059, Fourth Division, Directorate of Air Force Works, Canberra

Duties: No. 69—With limited guidance prepare design briefs for controversial and unusual complex building construction. Undertake building planning work of a complex nature. Prepare submissions and correspondence of a high order pertaining to architectural matters.

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

Apply: H1

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Finance and Logistics Division, Financial Policy and Accounting Branch

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

Duties: No. 13—Develop plans for provision of staff for finance and pay services for forces overseas and expansion of pay, cash offices, etc., in the event of general mobilisation.

Apply: H1

Finance Branch

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

Duties: No. 8—Check interpretation and consolidation of programme and estimates bids and review of expenditure on items under control of the Quartermaster-General's maintenance of updated schedules of capital requirements for inclusion in the Works Acquisitions Programmes compilation of statistics and preparation of reports.

Apply: H1

Establishments and General Division, General Services Branch

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

Duties: No. 54—Supervise activities of the general office including pay arrangements. Maintain petty cash advance. Account for moneys in connection with tea services. Control issue, approval and promulgation of Executive Council Minutes. Draft correspondence as required.

Apply: H1

EDP Branch

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

Duties: No. 2543—Receipt and distribution of files and correspondence.

Apply: H1

Royal Military College, Duntroon

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

Duties: No. 58—Maintain internal filing system and other records for the office of the Academic Registrar. Receive/direct incoming correspondence and files to academic areas and return to Registry.

Apply: H1

NEW SOUTH WALES

Logistic Command, 232 Supply Company

Accounting Machinist, Grade 2 \$6233, Fourth Division, Supply Control Section, Control Sub-section, Randwick

Duties: Machine post to stock control cards and simultaneously produce on stock control sheets entries arising from (a) receipt vouchers; (b) issues vouchers; (c) transfer vouchers; (d) adjusting vouchers; (e) stocktaking adjusting vouchers; (f) cancellation of 'dues in'; (g) cancellation of 'dues out'. From vouchers posted, produce tapes listing all transactions sorted and reconcile totals with totals shown on relevant stock control sheets.

Qualifications: Successful completion of an approved test to qualify for the appropriate proficiency allowance.

Apply: H7

Regional Secretariat

Typist, Grade 3 \$6441, Fourth Division, Personnel and Establishments Section, Typing Sub-section, Paddington

Duties: No. 62—General secretarial duties relating to the administration of Courts Martial.

Apply: H7

VICTORIA

Logistic Command, Melbourne Workshop Company

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

Duties: No. 8—Responsible to the Officer in charge Production Control Section to check all workshop documentation for completion, the transcription of job details to computer input forms, and the call in/call out of equipment and vehicles for repairs.

Apply: H8

Technical Services Unit

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

Duties: No. 14—Investigate and establish the physical electrical characteristics of electronic components for inter-changeability in service equipment. Verify and formally report on this aspect and on procurement data. Design modifications to rectify defects. Carry out studies into rationalisation and standardisation of specific electronic components.

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

Note: It is anticipated that the above position will be moved to Broadmeadows in late 1974.

Apply: H8

Training Command, School of Signals

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Watsonia

Duties: No. 5—Perform the duties of internal checker and stocktaker and as required carry out particular tasks in this field. Prepare documentation for stocktaking as directed and ensure all items are verified at required levels. Carry out physical stocktakes. Investigate discrepancies.

Apply: H8

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

Duties: No. 22—Prepare register indents for clothing equipment and prepare for signature, post and maintain Unit Ledger and sub-account distribution. Prepare and register vouchers.

Apply: H8

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

Clerk \$9022-9777 (Class 5), Methods Section, Canberra

Duties: No. 94—Prepare and review disposal schedules/agreements throughout Department of Defence—Navy Office. Assist Registrar with minor registry investigation as required.

Apply: H1

VICTORIA

Establishments and General Division, Personnel and Services Branch

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

Duties: No. 9—General assistance in the Office Services Section.

Apply: H1

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Management Services Branch

Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Personnel and Services Section, Office Services Sub-section, Canberra

Duties: No. 170—Supervise the work of staff engaged in providing services relating to office requisites, travel and accommodation, car bookings, tea services, removal of furniture, etc.

Qualifications: Experience in office services and a knowledge of the Audit Act, Treasury Regulations and Directions desirable.

Apply: I1

Territorial and Facilities Division, Territorial Liaison Branch

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

Duties: No. 671—In conjunction with teachers in the Schools of Applied Electricity and Electrical Engineering, develop specialised class aid prototypes. Supervise the equipment complement, its maintenance, calibration and operation. Provide technical service and advice.

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

Apply: I1

Facilities Branch

Clerk \$9022-9777 (Class 5), Third Division, Library Facilities Section, Canberra

Duties: No. 725—Draft ministerial and departmental correspondence on matters connected with grants for school library buildings, equipment and books. Conduct investigations and prepare correspondence on matters relevant to the operation of the libraries program in schools.

Qualifications: Academic qualifications to be stated.

Apply: I1

AUSTRALIAN CAPITAL TERRITORY

Commission on Advanced Education

Clerk \$10029-10704 (Class 6), Third Division, Programs and Administrative Services Section, Building, Sites and Equipment Sub-section, Canberra

Duties: No. 28—Assist with the preparations for meetings of the Building and Sites Committee. Prepare correspondence and undertake research in connection with matters raised by the Commission or the Committee.

Qualifications: Academic qualifications and experience in examining and appraising building plans an advantage.

Apply: I10

Australian Commission on Technical and Further Education

*Principal Executive Officer \$15236-15739 (Class 11), Third Division, Operations and Secretariat Section (two positions), Canberra

Duties: NP—Initiate appropriate streams of inquiry into technological, occupational, educational, social and labour market trends. Formulate proposals in these streams and serve as team leader for specific projects. Initiate working papers for Standing Committees or prepare such papers at their request. Serve as Secretary to Standing Committees as required.

Qualifications: Extensive experience in a project/research environment. Academic qualifications to be stated.

Apply: I1

*Executive Officer \$13224-13725 (Class 9), Third Division, Operations and Secretariat Section (six positions), Canberra

Duties: NP—Plan and carry out research into technological, occupational, educational, social and labour market trends. Prepare working papers for Committees and meetings as required. Serve as minute secretary of meetings of working parties.

Qualifications: Experience in a project/research environment. Academic qualifications to be stated.

Apply: I1

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

Duties: NP—Direct and control the day to day administrative procedures of the Commission. Handle general correspondence including replies and generally perform the role office manager. Over-sight the administration of grants. Liaise with employer bodies, trade union organisations, profes-

sional institutes and other bodies at State and Federal levels. Advise the Commission on industrial and manpower policies.

Qualifications: Relevant administrative experience.

Apply: I1

NEW SOUTH WALES

Branch Office

Clerk \$12218-12721 (Class 8), Third Division, Private Overseas Students Section, Sydney

Duties: No. 283—Section Head. Direct the professional and clerical activities of the Private Overseas Students Section. Liaise with associated Government departments and educational institutions on matters concerning private overseas students.

Qualifications: Knowledge of official requirements relating to study in Australia by private overseas students an advantage. Administrative ability and tertiary qualifications highly desirable.

Apply: I2

DEPARTMENT OF FOREIGN AFFAIRS

OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

AUSTRALIAN CAPITAL TERRITORY

Bilateral Programmes and Operations Division and Secretariat Division

Clerk \$14229-14733 (Class 10), Third Division (several positions), Canberra

Duties: NP—Take charge of a section concerned with planning, organising, directing and overseeing an aspect of Australia's bilateral assistance programmes to developing countries

Qualifications: Proven administrative capacity of a high order, relevant knowledge and experience. Applicants should indicate any relevant academic qualifications.

Apply: K1

Clerk \$14229-14733 (Class 10), Third Division (several positions), Canberra

Duties: NP—Take charge of a section concerned in research, investigation or other work related to policy formulation, co-ordination and review in respect of Australia's overseas development assistance activities.

Qualifications: Proven policy and administrative capability; relevant academic qualifications desirable.

Apply: K1

Training and Personnel Division, Liaison and Services Branch

Clerk \$10029-10704 (Class 6), Third Division, Management Services Section, Registry Sub-section, Canberra

Duties: No. 924—Supervise and direct the operations of the Central and Sub-registries. Regularly review procedures and practices, and control the storage, preservation and destruction of records in accordance with archival requirements.

Qualifications: Extensive experience in registry procedures and staff control desirable.

Apply: K1

PAPUA NEW GUINEA

Bilateral Programmes and Operations Division

*Clerk \$10029-10704 (Class 6), Third Division, Port Moresby

Duties: Carry out analysis and research. Prepare papers and correspondence and assist in liaison with Papua New Guinea officials on development assistance to Papua New Guinea.

Qualifications: Aptitude for duties and relevant experience. Academic qualifications.

Note: This position is located in Port Moresby.

Apply: K1

DEPARTMENT OF HEALTH

CENTRAL STAFF

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

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

Qualifications: Shorthand, 100 words per minute.

Apply: M1

National Acoustic Laboratories

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

Duties: No. 716—Carry out minor repairs to electronic instruments, equipment and systems.

Qualifications: Applicants should indicate progress in a relevant technical college certificate course.

Apply: M10

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

Duties: No. 540—Carry out small production runs of prototype hearing aids and specialised electronic equipment.

Qualifications: Experience in electronic work desirable. Applicants should state progress with relevant technical college certificate course.

Apply: M10

AUSTRALIAN CAPITAL TERRITORY

Office of the Interim Committee of the Proposed Capital Territory Health Commission, Services Branch

*Director \$14229-14733 (Class 10), Third Division, Canberra

Duties: NP—Control, direct and co-ordinate the staff and activities of the Personnel Management Section. Provide advice and formulate policies in regard to the Commission's personnel practices, staff development, recruitment, industrial and staff welfare matters. Confer with Public Service Board, employee organisations and other relevant authorities in respect of personnel and industrial matters.

Qualifications: Management ability of a high degree and extensive experience in personnel administration.

Apply: M14

*Director \$14229-14733 (Class 10), Third Division, Canberra

Duties: NP—Direct, control and co-ordinate the activities of the Management Consultancy Section, comprising organisation and classification and methods functions. Assist commission management

on the more important matters of functional, organisational and procedural matters. Plan and direct a programme of continual review of organisation, functions, methods and procedures for the Commission's various establishments.

Qualifications: Extensive experience in establishments and methods work together with a comprehensive knowledge of the application of organisation and classification principles and practices.

Apply: M14

*Director \$14229-14733 (Class 10), Third Division, Canberra

Duties: NP—Control and direct the operations of Finance Section. Advise Management on the financial and revenue aspects of Commission activities. Develop policy proposals. Represent the Commission at Treasury discussions, and Parliamentary debates and hearings.

Qualifications: Appropriate accounting qualifications and extensive experience in financial management desirable.

Apply: M14

NEW SOUTH WALES

Executive Services Branch

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

Duties: No. 69—Estimates Officer

Qualifications: Accountancy qualifications desirable

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

Apply: M2

Pharmaceutical

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

Duties: No. 368—Provide technical advice on prescriptions submitted under the Pharmaceutical Benefits Scheme

Qualifications: Higher School Certificate or equivalent with extensive retail pharmacy experience.

Apply: M2

Health Laboratories

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

Duties: No. 878—Perform diagnostic and other technical tests and procedures of a complex type in Histopathology. Supervise the performance of technical work and assist in the training of subordinate staff.

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

Apply: M2

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Overseas Works Branch

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

Duties: No. R9—General stenographic/typing and reception duties including the operation of a telex machine.

Apply: AK1

22 *Vacancies—Public Service*

Engineering Division, Engineering Design Branch

Engineer, Class 3 \$12455-13797, Third Division, Electrical Section, Hawthorn

Duties: No. E4—With respect to the planning, design maintenance and operation of works, be responsible for the management of a part section, reviewing the Department's electrical engineering effort and provision of technical specialist advice within and without the Department.

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. Training and wide experience in electrical engineering for airports and armed services installations is desirable.

Apply: AK1

Experimental Building Station

***Architect, Class 2 \$10598-11766, Third Division, North Ryde**

Duties: No. 49—Under direction, undertake field and experimental investigations into building practice and the predominantly architectural aspects of building. Prepare research reports and drafts of official Station publications.

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

Apply: AK1

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

Duties: No. 41—Receive stores for traders, bulk stores and projects, check stores inwards, prepare and acquit relevant stores documents and insert transactional sequences and stores stock balance. Stow and secure stores. Prepare store outward for issue and assist in conduct of stores stocktaking.

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

Apply: AK1

AUSTRALIAN CAPITAL TERRITORY

Technical Division

***Draftsman, Grade 2 \$8929-9443, Third or Fourth Division, Major Development Section, Canberra**

Duties: No. 9—Under supervision, prepare designs, working drawings and estimates for water supply projects. Liaise with officers of other sections concerning planning and programming of work. Co-ordinate design components of projects and maintain records of water statistics.

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

Apply: AK2

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

Duties: No. 41—Under supervision prepare designs, estimates, specifications and schedule of quantities for projects involving highways, sub-divisional roads, including kerb and channel, footpaths and associated work.

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

Apply: AK2

VICTORIA AND TASMANIA

Technical Services Division, Advisory Services Branch

***Engineer, Class 3 \$12455-13797, Third Division, Engineering Section, Structural Sub-section, Melbourne**

Duties: No. 17—Supervise assigned subordinate staff. Carry out feasibility studies for structural engineering works. Investigate and make recommendations relating to foundation investigation and foundation design. Investigate and report on related foundation problems and failures. Review and keep abreast of developments concerning structural and foundation engineering.

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. Experience in the design of building structures in steel and reinforced concrete desirable and substantial foundation design experience essential.

Apply: AK4

VICTORIA AND TASMANIA

Management Services Division

Assistant Director \$17776, Second Division, Melbourne

Duties: No. 1—Responsible for the efficient management and functioning of the division which through its several Branches, provides a wide range of common and specialised administrative and financial support and services necessary for the operation of the Region.

Qualifications: Proven administrative ability of a high order and an understanding and appreciation of management principles. Tertiary qualifications to be stated.

In lieu of notification appearing in *Gazette* No. 75 of 12.9.74.

Apply: AK4

NORTHERN TERRITORY

Management Services Division, Finance Branch

Assistant Accountant \$11039-11714 (Class 7), Third Division, Budget and Costs Section, Darwin

Duties: No. 9—Plan, organise and direct the management accounting activities (including economic studies, cost comparisons, statistical and trend analysis, special costing), works budgeting and administrative budgets, etc.

Qualifications: Tertiary qualifications desirable.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

Personnel Services Branch

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

Duties: No. 71—Check salary and deduction variations and the processing of furlough, increments, higher duties allowance, district allowance, etc., for departmental staff. Prepare all Treasury Forms relating to the ADF salary system. Prepare correspondence.

Qualifications: Knowledge of Australian Public Service Act and Regulations, General Orders and Superannuation Act.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

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

Duties: No. 72—Staff Clerk. Check salary and deductions variations and the processing of furlough, increment, higher duties allowance, district allowance, etc., for departmental staff. Prepare all Treasury Forms relating to the ADP salary system. Prepare correspondence.

Qualifications: Knowledge of Australian Public Service Act and Regulations, General Orders and Superannuation Act.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

DEPARTMENT OF LABOR AND IMMIGRATION

VICTORIA

Employment, Training and Industrial Services
Division, Industrial Services Branch

*Food Services Adviser, Grade 1 \$5760-6311, Fourth Division, Food Services Section, Melbourne

Duties: No. 13—Assist with the operation of food services managed by the Department, staff training and the conduct of surveys in Australian Government establishments; demonstrate improved catering practices.

Qualifications: Practical knowledge of large scale catering and a Diploma of Institutional Management (or equivalent) would be an advantage.

Apply: P3

DEPARTMENT OF MANUFACTURING INDUSTRY

CENTRAL OFFICE

Aircraft Gunned Weapons and Electronics Supply
Division

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

Duties: No. 3—Assist in the preparation of Divisional statements of estimates and expenditure phasing. Draft procedures for statistical estimating of manhours and expenditure. Prepare submissions on financial/development programmes.

Qualifications: Experience relevant to the duties.

Apply: AF1

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

Duties: No. 12—Undertake general administrative duties for the Division with particular emphasis on the preparation of staff returns and the maintenance of appropriate Divisional records.

Apply: AF1

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

Duties: No. 5—Prepare correspondence and maintain records of estimated and actual expenditure for Divisional equipment, property and projects.

Qualifications: Experience in the preparation of financial estimates would be an advantage.

Apply: AF1

Munitions Supply Division

Engineer, Class 4 \$13718-14623, Third Division, Canberra

Duties: No. 19—Plan, direct and co-ordinate ground activities with respect to development of production techniques and processes, assessment of machine tools capabilities and oversight of inspection practices. Examine major proposals and prepare recommendations and reports.

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

Apply: AF1

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

Duties: No. 10—Assist in the preparation of estimates, budgets and programmes for the Division. Prepare financial information and statistics for periodic reports. Maintain authorisation allotments with expenditure limits for Departmental Votes operated on by the Division.

Apply: AF1

Planning and Procurement Division, Stores and Transport Branch

Clerk \$11039-11714 (Class 7), Third Division, Canberra

Duties: No. 2039—Undertake or direct periodic surveys of state branch automotive spare parts supplies relative to inventory investment levels, operational costs and adequacy of service. Review returns submitted by State branches, investigate adverse trends and determine remedial action.

Qualifications: Considerable knowledge of the supply function including spart parts, inventories; investigatory and report writing ability desirable.

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

Apply: AF1

Finance and Management Services Division,
Technical Services Branch

Assistant Inspector \$10029-10704 (Class 6), Third Division, Canberra

Duties: No. 9—Undertake assignments involving reviews of methods and procedures including the application of clerical work measurements, control systems and office machines.

Qualifications: Ability to analyse and critically examine complex procedures and situations. Experience in the preparation of written reports.

Apply: AF1

NEW SOUTH WALES**Finance Branch**

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

Duties: No. 49—Carry out complex cost investigations. Determine overhead costs applicable to Australian Government contracts. Undertake special investigations.

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

Note: The successful applicant may be required to travel and to undertake investigations away from head station for periods up to 2 weeks at a time.

Apply: AF2

VICTORIA**Ordinance Factory**

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

Duties: No. 132—Undertake detailed work associated with budget preparation. Analyse achievement against estimates, report on variations and recommend remedial action.

Qualifications: Appropriate management accounting experience. Some progress towards completion of accounting qualifications is desirable.

Apply: AF15

Finance Branch

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

Duties: No. 74—Carry out minor investigations into orders placed with contractors. Assist in more important investigations.

Qualifications: Progress in accountancy study desirable.

Note: Previous applicants need not re-apply.

Apply: AF3

Chief Cost Investigator \$14229-14733 (Class 10), Third Division, Melbourne

Duties: No. 54—Responsible for the planning, supervision and control of the Cost Investigation Section.

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

Apply: AF3

Government Aircraft Factories

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

Duties: No. 198—Undertake general clerical duties.

Apply: AF20

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Engineering Section, Fishermen's Bend

Duties: No. 58—Supervise staff on duties associated with the receipt, registration and distribution of files, drawings, technical documents and correspondence. Maintain statistical records.

Apply: AF20

DEPARTMENT OF THE NORTHERN TERRITORY**NORTHERN TERRITORY**

Officers promoted to Northern Territory vacancies receive the following additional benefits:

*District Allowance: Darwin—Married \$850 a year; single \$490 a year. Alice Springs—Married \$500 a year; single \$270 a year.

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

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

*Recreation Leave: Darwin 6 weeks a year; Alice Springs 4 weeks 4 days a year.

*Leave Fares: Fares provided every two years after initial credit.

Management, Legislation and Planning Division, Establishments and ADP Branch

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

Duties: No. 41—Revision of administrative procedure and instruction manuals. Assist with the collation of Branch estimates of expenditure.

Qualifications: Previous experience not essential. Evidence of analytical ability desirable.

Note: See Departmental preamble for special benefits.

Apply: U1

Clerk \$9022-9777 (Class 5), Third Division, Parliamentary Liaison Section, Darwin

Duties: No. 2—Assist in editing and where necessary revision of ministerial correspondence. Co-ordinate and control the receipt, distribution and dispatch of cabinet submissions and decisions, ministerial correspondence, Parliamentary questions and answers and Executive Council minutes and decisions.

Qualifications: Considerable experience in report and correspondence writing together with a broad knowledge of the Department's functions desirable.

Note: See Departmental preamble for special benefits.

Apply: U1

Social and Commercial Affairs Division, Commercial and Industrial Affairs Branch

Administrative Officer \$11039-11714 (Class 7), Third Division, Darwin

Duties: NP—Provide assistance to the Assistant Secretary and the Executive Officers of the Sections in the full range of personnel and financial matters.

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.

Note: See Departmental preamble for special benefits.

Apply: U1

Project Officer \$11039-11714 (Class 7), Third Division, Secondary Industry and Tourism Section, Darwin

Duties: NP—Undertake economic investment feasibility investigation of applicants for direct grants of land as provided for in Darwin Town Area Leases Ordinance. Collect and analyse information on cost conditions in industry both in the Territory and throughout Australia. Supply information and undertake feasibility studies on secondary industries to be established in the Northern Territory. Prepare information required for replies to Ministerial, Legislative Council and press questions.

Qualifications: Relevant experience. Tertiary qualifications an advantage.

Note: See Departmental preamble for special benefits.

Apply: U1

Industrial Relations Officer \$10029-10704 (Class 6), Third Division, Industrial Relations and Legislation Section, Darwin

Duties: NP—Establish and maintain an effective industrial intelligence service in the Northern Territory and report on industrial disputes and other significant industrial relations matters. Prepare assessments of trends and effects of arbitration and industrial decisions.

Qualifications: Experience in industrial relations work. Ability to establish and maintain contact with trade unions, employers and Chambers of Industry and Commerce at a senior level.

Note: See Departmental preamble for special benefits.

Apply: U1

Clerk \$9022-9777 (Class 5), Third Division, Industrial Relations and Legislation Section, Darwin

Duties: No. 17—Carry out activities and functions associated with the administration of Workmen's Compensation, Long Service Leave, Holidays, Annual Holidays and other relevant legislation. Undertake continuous review of legislative provisions of Ordinances. Carry out secretarial duties to certain Arbitral Tribunals.

Qualifications: Ability to organise inspectorial staff. Experience and ability to construe, review and make recommendations concerning relevant legislation.

Note: See Departmental preamble for special benefits.

Apply: U1

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Engineering Works Division, Telegraphs and Data Equipment Branch

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

Duties: No. 12—Customer liaison and project control on development of switching and signalling systems for telegraph and data purposes. General system provision control.

Qualifications: Educational qualifications admitting to Grad.I.E.E.Aust. or other qualifications recognised by the board as appropriate to the efficient discharge of the duties. Knowledge of switching design principles particularly in telegraphs and data operations desirable.

Apply: W1

Postal Services Division, Postal Planning and Engineering Sub-Division

Assistant Controller \$12218-12721 (Class 8), Third Division, Postal Planning Branch, Facilities Planning Section, Melbourne

Duties: No. 70—Develop and maintain policies and plans for the functional requirements of facilities used in Post Offices covering such aspects as accommodation, furniture and non technical equipment. Prepare the implementation of the capital works programmes for Post Offices Branch. Over-see the acquisition and disposal of Post Office sites and buildings.

Qualifications: Appropriate tertiary qualifications desirable.

Apply: W1

NEW SOUTH WALES

Director's Staff

Projectionist \$5635-6070, Fourth Division, Public Relations Section, Sydney

Duties: No. 11—Operate 16mm film projection equipment and ancillary equipment. Screen to business organisations, clubs, schools, colleges for public relations purposes. Also screen customer education films to business firms and colleges as well as films for staff entertainment within the Department. Ensure the safe custody and proper performance of equipment and perform minor maintenance and repairs. Collect, pack and dispatch films and undertake repairs of broken films, splice, reel and rewind films.

Note: Driver's licence essential.

Apply: W2

Engineering Division, Administrative Branch

Clerical Assistant, Grade 7 \$8194-8442, Fourth Division, General Services Section, Sydney

Duties: No. 333—Classifying Officer.

Apply: W2

Clerical Assistant, Grade 6 \$7552-7949, Fourth Division, General Services Section, Sydney

Duties: No. 347—File Examiner.

Qualifications above two positions: Knowledge of Registry practices and Engineering Division organisations desirable.

Apply: W2

Metropolitan Operations Branch

Clerk \$6887-7764 (Class 2/3), Third Division, City Operations Section, Sydney

Duties: No. 11—Assist in the preparation of Sectional returns, office and accommodation requirements.

Apply: W2

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, City Operations Section, Sydney

Duties: No. 410—Records and Statistical Clerical Assistant.

Apply: W2

Senior Storeman \$5747-6005, Fourth Division, City Operations Section, Haymarket

Apply: W2

Senior Storeman \$5747-6005, Fourth Division, City Operations Section, Sydney

Duties above two positions: Control of an engineer's store.

Qualifications above two positions: Knowledge of telephone equipment, sub-station and maintenance parts, stores procedures and associated documents desirable.

Apply: W2

Lines Supervisor, Grade 3 \$8033, Fourth Division, Metropolitan Operations No. 5 Section, Liverpool

Duties: Area Supervisor.

Apply: W2

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 8 Section, Newtown

Duties: No. 334—Dispatcher.

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

Apply: W2

Regional Operations Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Trunk Services Section, Sydney

Duties: No. 583—Responsible to the Telecommunications Technical Officer, Grade 2, Dalley Trunk Exchange, for the preparation and transmission of teleprinter advices re faults, compilation of graphs and statistics and preparation of working reports.

Apply: W2

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

Duties: Estimating.

Apply: W2

Lines Supervisor, Grade 1 \$6710, Fourth Division, North Coast Section, Macksville

Duties: Party Leader.

Apply: W2

Inspector (Automotive) \$6757-7009, Fourth Division, Northern Section, Tamworth

Duties: No. 284—Perform inspections and arrange repairs of motor vehicles, mechanical aids, trailers and emergency plant.

Qualifications: Applicants should be qualified motor mechanic.

Apply: W2

Lines Supervisor, Grade 3 \$8033, Fourth Division, Outer Sydney Section, Erina

Duties: Area supervision.

Apply: W2

Support Services Branch

Technical Instructor \$8038-8769, Fourth Division, Industrial Engineering and Training Section (five positions), North Strathfield

Duties above five positions: Responsible to a Senior Technical Instructor for the preparation and imparting of theoretical and practical instructions, including lectures and field supervision and work associated therewith on at least two of the following: Cable Jointing, Aerial Lines or Conduit Construction.

Qualifications above five positions: Must have occupied the office of Lineman, Grade 2, Lines Supervisor, or 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.

Apply: W2

Postal Services Division, Post Offices Branch

Postmaster, Grade 3 \$9231-10091, Third Division, Warilla

Quarters: Nil.

Apply: W2

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

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, Balgowlah (Relief)

Apply: W2

Postal Clerk \$5662-6824, Fourth Division, Inverell

Note: Postal Officers Grade 3 may apply for transfer to this position at their existing classification.

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

Apply: W2

Postal Engineering Branch

Engineer, Class 2 \$10653-11796, Third Division, Redfern

Duties: No. 148—Responsible to Senior Engineer for the oversight of mail handling projects of a mechanical nature from concept through development and design to prototype manufacture. Evaluate and report on technical and economic feasibility of mail handling techniques and maintenance procedures.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Experience of a mechanical nature associated with special purpose machines desirable.

Apply: W2

Transport Branch

Assistant Superintendent \$11039-11714 (Class 7),
Third Division, North Sydney

Duties: No. 2—Manage the large motor transport fleet operations, including staff, vehicle fleet, depots and depot facilities:

Qualifications: A sound knowledge of transport operations, vehicles and equipment desirable.

Apply: W2

Clerk \$10029-10704 (Class 6), Third Division, Contracts and Administration Section, North Sydney

Duties: No. 95—Provide high level administrative assistance to the Superintendent.

Apply: W2

Transport Officer, Grade 2 \$8349-8551, Fourth Division, Chippendale

Duties: No. 90—In charge of the motor vehicle equipment depot. Responsible for maintenance of the transport fleet and oversight of the equipment function throughout the State.

Qualifications: A sound knowledge of motor vehicles and equipment desirable.

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. 427—File and collect telegrams and endorse appropriate Tress routing code on telegrams for onward transmission; decode coded address on telegrams.

Apply: W2

Supervisor (Telegraph) \$7327-7764, Third or Fourth Division, South Section, Dubbo District Telephone Office Sub-section, Dubbo

Qualifications: No. 255—Applicants must be qualified in accordance with conditions notified in *Gazette* No. 9 of 30.1.73.

Apply: W2

Metropolitan Region, Sales Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Directory and Sales Checks Section, North Sydney

Duties: No. 217—Maintenance of records for the delivery of telephone directories.

Qualifications: A knowledge of directory procedures is desirable.

Apply: W2

Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Survey Section, Sydney

Duties: No. 621—Control of Customer Demand Sub-section. Analyse development statistics, review economic environment and prepare short-term estimates of network growth and demand for telephone subscribers services.

Apply: W2

Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Survey Section, Sydney

Duties: No. 622—Analyse customer demand statistics and prepare estimates of miscellaneous telephone facilities.

Apply: W2

Research Officer, Grade 1 \$8015-8770 (Class 4), Third Division, Survey Section, Sydney

Duties: No. 623—Collate and examine development statistics. Analyse seasonably adjusted data and participate in assignments relating to predictions of growth in telephone subscribers services.

Qualifications above three positions: Appropriate University degree or equivalent and relevant experience.

Apply: W2

Assistant Survey Officer \$8015-8770 (Class 4), Third Division, Survey Section, Conventional Survey Sub-section, Sydney

Duties: No. 147—Undertake field surveys throughout New South Wales and forecast subscribers telephone and telegraph development. Duties involve some country assignments and absence from headquarters as required on personal projects or as a member of a team.

Qualifications: Ability to undertake field investigations, conduct interviews, prepare reports and capacity for detail and analytical ability an advantage.

Apply: W2

Service Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Service Standards Section, Sydney

Duties: No. 11—Recording of plant interruptions and preparation of telephonists' observation schedules.

Qualifications: Experience in Telecommunications Division procedures would be an advantage.

Apply: W2

Personnel and Industrial Relations Branch

Clerk \$8015-8770 (Class 4), Third Division, Establishments and Management Advisory Services Section, Milsons Point

Duties: No. 564—Assist with investigations in establishment and methods assignments.

Apply: W2

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Industrial Relations Section, Assessing and Compensation Sub-section, Sydney

Duties: No. 88—Maintain records of personal injury cases in respect of departmental employees.

Apply: W2

VICTORIA

Engineering Division, Construction Branch

Clerk \$8015-8770 (Class 4), Third Division, Country Installations No. 2 (East) Section, Melbourne

Duties: No. 136—Works Officer.

Apply: W3

Clerk \$8015-8770 (Class 4), Third Division, Primary Works (Country) Section, St Kilda

Duties: No. 15—Personnel Officer.

Apply: W3

Typist, Grade 2 \$5791-6101, Fourth Division, Primary Works (Metropolitan) Section, St Kilda

Duties: No. 89—Stenographic assistance.

Apply: W3

Metropolitan Operations Branch

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

Duties: Officer-in-charge of a city crossbar exchange plus ELSA and originating trunk tandem exchanges.

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

In lieu of notification appearing in *Gazette* No. 71 of 29.8.74, previous applicants must re-apply.

Apply: W3

Clerk \$6887-7764 (Class 2/3), Third Division, Metropolitan Operations No. 6 (South East) Section, Hawthorn East.

Duties: No. 24—Assistant Personnel Officer.

Apply: W3

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 5 (East) Section, Hartwell

Apply: W3

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 6 (South East) Section, Oakleigh

Duties: No. 154 (Hartwell) and No. 136 (Oakleigh)—General clerical assistance to the Senior Telecommunications Technical Officer-in-charge of the telephone exchange.

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

Apply: W3

Planning and Programming Branch

Technical Officer (Engineering), Grade 1 \$7052-8694, Third or Fourth Division, Transmission and Line Planning (Country) Section, Melbourne

Duties: No. 96—Compile and maintain technical records and plans and statistical summaries associated with the development of the country trunk and junction telecommunications network.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. A knowledge of telecommunications circuit provisioning methods is desirable.

Apply: W3

Regional Operations Branch

Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Third or Fourth Division, North Western Section (two positions), Kerang and Maryborough

Duties: Kerang—Officer-in-charge of country district comprising of ARF, ARK, long line equipment, subscribers equipment and radio repeater.

Duties: Maryborough—Officer-in-charge of country district comprising ARF, ARK, RAX manual, radio telephone equipment, long line equipment and subscribers equipment.

Apply: W3

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

Duties: Officer-in-charge of country district comprising RAX, ARK manual, long line equipment and subscribers equipment.

Apply: W3

Technical Officer (Engineering), Grade 2 \$8929-9443, Third or Fourth Division, Radio Section (two positions), Richmond

Duties: Nos 254 and 255—Regulatory and Licensing. Investigate all forms of interference to radiocommunication reception and inspect radio communications stations.

Telecommunications Technical Officer, Grade 1 \$7756-8694, Third or Fourth Division, Radio Section, Richmond

Duties: Maintenance and upgrading of television translators throughout the State.

Apply: W3

Telecommunications Technical Officer, Grade 2 \$8929-9443, Third or Fourth Division, Radio Section, Goschen

Duties: Shift Leader at a shared national and commercial television transmitting station.

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

Apply: W3

Lines Supervisor, Grade 3 \$8033, Fourth Division, Central Western Section, Ballarat

Duties: Estimating Supervisor.

Apply: W3

Lines Supervisor, Grade 3 \$8033, Fourth Division, South East Central Section, Frankston

Duties: Fault Analysis.

In lieu of notification appearing in *Gazette* No. 71 of 29.8.74. Previous applicants must re-apply.

Apply: W3

Lines Supervisor, Grade 2 \$7312, Fourth Division, Gippsland Section, Sale

Duties: Pole Inspector.

Note: Duties will involve considerable absences from Head Station.

Apply: W3

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

Apply: W3

Lines Supervisor, Grade 1 \$6710, Fourth Division, North Eastern Section, Seymour

Duties above two positions: Party Leader.

Apply: W3

Support Services Branch

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

Duties: No. 26—Design and drafting work in the Exchange Installation No. 1 Sub-section.

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

Apply: W3

Plan Records Officer \$7052-8694, Third or Fourth Division, Drafting Section, Melbourne

Duties: No. 213—Prepare and amend plan records of reticulation of cables and conduits in the metropolitan Cable and Conduit, North East Sub-section.

Qualifications: Appropriate drafting experience and a sound knowledge of cable and conduit reticulation is desirable.

Apply: W3

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

Duties: No. 102—Perform less involved drafting work in the Buildings Sub-section.

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

Apply: W3

***Senior Labourer, Grade 1 \$4633, Fourth Division, Industrial Engineering and Training Section, Melbourne**

Duties: Nos 98, 99—Supervise and direct the work of a group of labourers. Train staff in cleaning technique and the maintenance of satisfactory cleaning standards and procure cleaning supplies.

Qualifications: Relevant experience desirable.

Apply: W3

Postal Services Division, Mail Exchange Branch

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

Duties: Responsible for acceptance and processing of bulk postings, calculations of postage, acceptance of moneys, issue of receipts and preparation of other relevant documents. Occupant may be required to rotate with other Senior Mail Officers on all shifts in the Inland Section.

Qualifications: A sound knowledge of Inland Section Bulk Postage procedures. Postal Regulations and postage rates is essential. Ability to control staff and to deal effectively with the public is desirable. Applicants must be qualified in accordance with conditions notified in *Gazette* No. 25 A of 22.3.74.

Apply: W3

Postal Planning Branch

Project Officer \$10029-10704 (Class 6), Third Division, Long Range and Network Planning Section, Melbourne

Duties: No. 30—Conduct investigations and undertake research into the provision of the most efficient transport system for the State Mail Network.

Qualifications: Tertiary qualifications are desirable. Ability to apply computer techniques to network design an advantage.

Apply: W3

Post Offices Branch

Postmaster, Grade 2 \$8150-8943, Third Division, Windsor

Quarters: Nil.

Apply: W3

Senior Postal Clerk, Grade 2 \$7883-8413, Third Division, South Melbourne

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

Apply: W3

Postal Clerk \$3662-6824, Fourth Division (four positions), Chadstone, Dandenong, Merbein and Ringwood

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

Qualifications: above six 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, Bendigo

Duties: No. 165—Process applications for the provision of telecommunications facilities.

Qualifications: A comprehensive knowledge of Telephone Regulations and Sales Branch practices and procedures is desirable.

Apply: W3

Metropolitan Region, Sales Branch

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

Duties: No. 416—Receive applications for data services and check availability of cable terminations and functions.

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

Apply: W3

Service Branch

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

Duties: No. 294—Direct and control the staff in a group of metering districts.

Apply: W3

Traffic Officer \$8015-8770 (Class 4), Third Division, Chief Telegraph Office (four positions), Melbourne

Duties: Nos 89, 90, 91 and 207—Responsible for the oversight of the activities of the traffic division and Tress Reperforator Section.

Qualifications: above four positions: A good knowledge of telegraph operating procedures is desirable.

Apply: W3

Personnel and Industrial Relations Branch

Methods Officer \$10029-10704 (Class 6), Third Division, Establishment and Management Advisory Services Section, Melbourne

Duties: No. 217—Control of Office Mechanisation Unit. Investigate more important proposals for machine purchases.

Qualifications: Applications should state studies completed or being undertaken.

Apply: W3

QUEENSLAND

Engineering Division, Metropolitan Operations Branch

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

Duties: No. 1646—Works Officer.

Apply: W4

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Outer Metropolitan Operations No. 2 Section, Brisbane

Duties: No. 1647—Maintain and check stores and tool registers.

Apply: W4

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Outer Metropolitan Operations No. 2 Section, Brisbane

Duties: No. 1648—Transport and General Clerk.
Apply: W4

Planning and Programming Branch

Lines Supervisor, Grade 3 \$8033, Fourth Division, Transmission and Line Planning Section, Brisbane

Duties: Estimating Supervisor.
Apply: W4

Support Services Branch

Technical Instructor, Grade 2 \$9085-9639, Third or Fourth Division, Industrial Engineering and Training Section, Brisbane

Duties: 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: 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.

Apply: W4

Postal Services Division, Post Offices Branch

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

District Allowance: Grade 1.

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

Apply: W4

Postal Clerk \$5662-6824, Fourth Division, Home Hill

District Allowance: Grade 1.

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.

Qualifications above two 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

Personnel and Industrial Relations Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Postal Investigation Section, Brisbane

Duties: No. 223—General clerical assistance in the Postal Investigation Section.

Apply: W4

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

Duties: No. 241—Provide relief within the Branch at Clerical Assistant Grade 2 level and above.

Apply: W4

Supply Branch

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

Duties: No. 31—Examine and certify as correct for payment Traders Invoices relating to Collective Schedule Contracts.

Qualifications: Knowledge of invoice examining and payment of traders accounts functions desirable.

Apply: W4

SOUTH AUSTRALIA

Engineering Division, Metropolitan Operations Branch

Engineer, Class 3 \$11705-13047, Third Division, Metropolitan Operations Section, Adelaide

Duties: No. 1720—Undertake co-ordination of external plant works programme and studies of practices and procedures to improve productivity.

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

Apply: W5

Postal Services Division, Mail Exchange Branch

Supervisor (Postal), Grade 1 \$8150-8943, Third Division, Adelaide

Duties: No. 51—Supervisor in Charge of the Ship Sub-section. Supervise, direct and co-ordinate the work of subordinate staff and ensure the efficient functioning of the Section.

Qualifications: A thorough knowledge of the administration and traffic functions of the Sub-section and ability to control and lead staff desirable.

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. Day work only.

Apply: W5

Post Offices Branch

Senior Postal Officer, Grade 1 \$7087-7651, Third or Fourth Division, Marden

Duties: No. 368—Supervisor of Postmen in Metropolitan No. 1 District.

Qualifications: Knowledge of all phases of outdoor letter delivery desirable.

Apply: W5

WESTERN AUSTRALIA

Engineering Division, Country Branch

Clerk \$8015-8770 (Class 4), Third Division, North West Section (HO), Perth

Duties: Officer-in-charge Works and General Sub-section. Responsible for administrative and costing procedures associated with engineering works, material and incidental charges and for special investigations as required.

Qualifications: Knowledge of engineering practices, Audit Act, Treasury Instructions and Works procedure and Cost Account Instructions.

Note: This position may be transferred to the country at a later date.

Apply: W6

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, North West Section (HO), Perth

Duties: Preparation of statistical data in the form of summaries and graphs and special projects as directed.

Note: This position may be transferred to the country at a later date.

Apply: W6

Line Inspector \$8694-9193, Fourth Division, South West and Great Southern Section, Busseton

Duties: Line Inspector (Service) for a District.

Apply: W6

Telecommunications Division, Country Region

Clerk \$8015-8770 (Class 4), Third Division, DTO, North West, Geraldton

Duties: Responsible to the Senior Sales Officer for the processing of applications for telephone services of the more complex type and for supervising the Sales Section.

Note: The present locality of this position is tentative only, pending the determination of the actual location of the Sectional Headquarters which could later be transferred to a North West Centre.

Apply: W6

TASMANIA

Engineering Division

Technical Officer (Engineering), Grade 2 \$8929-9443, Third or Fourth Division, Planning and Programming Section, Hobart

Duties: No. 373—Under general direction check traffic measurements and data for consistency, validity and accuracy. Prepare complex traffic reports (including PABX's) using manual and computer methods.

Qualifications: An approved technical college certificate or other approved qualifications. Knowledge of traffic trends, dimensioning and switching techniques and established practices in a traffic engineering group desirable.

Apply: W7

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

Duties: No. 357—Check, extend, issue and close major and minor works authorities. Maintain expenditure control of Works Authorities. Perform costing function associated with Works Authorities for the Installation Section.

Qualifications: Knowledge of Engineering practices and procedures, plus knowledge of works procedures and Cost Accounts instruction desirable.

Apply: W7

Telecommunications Division

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, District Telephone Office, Burnie

Duties: No. 121—Provide leave relief for clerical positions in Burnie District.

Qualifications: Knowledge of Telecommunications practices and procedures desirable.

Apply: W7

Finance and Accounting Branch

Accounting Machinist, Grade 2 \$6233, Fourth Division, Finance Section, Hobart

Duties: No. 39—Prepare summary of expenditure authorised on the days Forms 18 and 22. Prepare by machine process from particulars on draft pay-sheets, payroll sheets for non-official staff and mail contractors. Other machinist duties as required.

Qualifications: Applicants must be a qualified Accounting Machinist, Grade 1 and must have passed a prescribed proficiency test.

Apply: W7

DEPARTMENT OF THE PRIME MINISTER AND CABINET

CENTRAL OFFICE

Operations Division, Prime Minister's Branch

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

Duties: No. 240—Assistant Classifier.

Qualifications: Previous Registry experience, preferably in classifying/indexing functions.

Apply: Y1

Services Branch

Typist Supervisor, Grade 1 \$6562-6741, Fourth Division, Office Services Sub-section, Canberra

Duties: No. 177—Assist in the control of typing pools and allocation of stenographic services throughout the Department.

Apply: Y1

Clerical Assistant, Grade 4, \$6471-6765, Fourth Division, Special Services Section, Office Services Sub-section, Canberra

Duties: No. 277—Arrange travel and accommodation bookings, freight and heavy transport services, maintain travel timetables, and vehicle running records. Assist with stores handling and stock taking.

Note: Heavy lifting involved.

Apply: Y1

THE OFFICE OF THE PUBLIC SERVICE BOARD CENTRAL OFFICE

Organisation Division

Assistant Inspector, \$11039-11714 (Class 7), Third Division, Canberra

Duties (several positions): Investigate and report on departmental organisation, establishment and classification matters.

Apply: Y4

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

Assistance Evaluation and Development Division, Industry Performance Branch

*Project Officer \$12218-12721 (Class 8), Third Division, Economic Performance Section, Canberra

Duties: No. 505—Assist with studies of the structure and performance of industries in all sectors of the economy.

Qualifications: Appropriate academic qualifications, preferably at honours standard. Training in econometrics and statistics an advantage.

Apply: Y23

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

Duties: No. 507—As directed, assist with studies of the structure and performance of industry in all sectors of the economy.

Qualifications: Appropriate academic qualifications, preferably at honours standard. Some training in econometrics and statistics an advantage, together with experience in relevant fields of work or research.

Apply: Y23

***Principal Research Officer \$13224-13725 (Class 9), Third Division, Assistance Effects Section, Canberra**

Duties: No. 111—Supervise and undertake studies to develop methods of analysing the effects of assistance on the Australian economy.

Apply: Y23

***Principal Research Officer \$13224-13725 (Class 9), Third Division, Assistance Effects Section, Canberra**

Duties: No. 154—Supervise and undertake projects relating to particular aspects of industrial development in Australia, in particular, demand for Australia's exports and imports and developments in the criteria for infant industry assistance.

Qualifications above two positions: University degree in econometrics preferably at honours standard. Experience in the application of mathematics and statistical methods to economic problems an advantage, together with experience in relevant fields of work or research.

Apply: Y23

***Principal Research Officer \$13224-13725 (Class 9), Third Division, Economic Performance Section, Canberra**

Duties: Nos 502, 503—Supervise and undertake studies concerning the structure and performance of industries in all sectors of the economy.

Qualifications: Appropriate academic qualifications, preferably at honours standard. Training in econometrics and statistics an advantage, together with experience in relevant fields of work or research.

Apply: Y23

Assistance Evaluation and Review Planning Branch

***Principal Research Officer \$13224-13725 (Class 9), Third Division, Assistance Evaluation Section, Canberra**

Duties: No. 495—Prepare request for the Commission on measurement of assistance for industries under review. Supervise measurement of assistance for industries referred to the Commission, with particular reference to primary industries.

Qualifications: University degree in economics, preferably at honours standard. Some training in statistics an advantage, together with experience in relevant fields of work or research.

Apply: Y23

***Project Officer \$12218-12721 (Class 8), Third Division, Assistance Evaluation Section, Canberra**

Duties: No. 497—Undertake studies of the assistance afforded industries referred to the Commission, with particular reference to primary industries.

Qualifications: University degree in economics, preferably at honours standard. Some training in statistics an advantage, together with experience in relevant fields of work or research.

Apply: Y23

***Senior Research Officer, Grade 1 \$11039-11714 (Class 7), Third Division, Assistance Evaluation Section, Canberra**

Duties: No. 45—Assist in studies of the measurement of assistance afforded different industries.

Qualifications: University degree in economics, preferably at honours standard. Some training in statistics an advantage, together with experience in relevant fields of work or research.

Apply: Y23

***Senior Research Officer, Grade 2 \$11039-11714 (Class 7), Third Division, Assistance Evaluation Section, Canberra**

Duties: No. 499—Assist in studies of assistance afforded industries in Australia, including studies of the general structure of assistance in the primary, secondary and tertiary sectors.

Qualifications: University degree in economics, preferably at honours standard. Some training in statistics an advantage, together with experience in relevant fields of work or research.

Apply: Y23

***Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Assistance Evaluation Section (several positions), Canberra**

Duties: Assist in the preparation of a detailed plan for the systematic review of protected industries in Australia.

Qualifications: Appropriate university degree. Some knowledge of statistical methods an advantage, together with experience in relevant fields of work or research.

Apply: Y23

Development Branch

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

Duties: Prepare submissions and reports on policy matters of general concern to the Commission, including the criteria used for assisting industries and the implication for the Commission of important changes in Government policies.

Qualifications: Appropriate academic qualifications, preferably at honours standard. Experience in economic analysis, report writing and research supervision an advantage, together with experience in relevant fields of work or research.

Apply: Y23

Project Division No. 1, Project Branch No. 3

Clerk \$10029-10704 (Class 6), Third Division, Sydney

Duties: No. 363—As directed, assist in the preparation of material and drafting of submissions for use by the Commission in its inquiries.

Qualifications: Ability to collate and analyse information and prepare submissions, together with appropriate academic qualifications. Some knowledge of quantitative economics an advantage.

Apply: Y23

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

Duties: No. 275—Under direction, assist with the compilation and analysis of data for Commission inquiries.

Qualifications: Ability to collate and analyse information and prepare submissions. Appropriate academic qualifications including a study of economics desirable.

Apply: Y23

Project Division No. 2, Project Branch No. 5

Senior Project Officer \$13224-13725 (Class 9), Third Division, Canberra

Duties: No. 158—Collate and prepare material for use by the Commission in its inquiries. Prepare analyses of evidence and draft submissions.

Qualifications: Ability to collate and analyse information and prepare submissions. Appropriate academic qualifications desirable.

Apply: Y23

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

Duties: No. 161—Under direction, prepare material and draft submissions for use by the Commission in its inquiries.

Qualifications: Ability to collate and analyse information and prepare submissions together with appropriate academic qualifications desirable. Some knowledge of quantitative economics an advantage.

Apply: Y23

OFFICE OF THE PRICES JUSTIFICATION TRIBUNAL

NEW SOUTH WALES

Retail Industry Branch

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

Duties: NP—Stenographer.

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

Apply: Y24

DEPARTMENT OF REPATRIATION AND COMPENSATION

CENTRAL OFFICE

Compensation Operations Division

***First Assistant Secretary \$21417, Second Division, Canberra**

Duties: Responsible to the Permanent Head for the operation of the Division.

Qualifications: Wide experience in policy and operational planning, together with demonstrated management and analytical capacity. Academic qualifications should be stated.

Apply: Z1

***Assistant Secretary \$17776, Second Division, Canberra**

Duties: Control a group responsible for assessment of operational alternatives and means of implementing a National Compensation Scheme.

Qualifications: Demonstrated managerial capacity, together with wide experience in the development and introduction of new operations and an understanding of computer-based management systems. Academic qualifications should be stated.

Apply: Z1

***Senior Executive Officer \$14229-14733 (Class 10), Third Division (two positions), Canberra**

Duties: Positions A, B—Formulate and undertake studies into statistical and financial aspects of the National Compensation Scheme and other related schemes.

Qualifications: Extensive experience in statistical analysis and relevant investigation work. Academic qualifications to be stated.

Apply: Z1

***Senior Executive Officer \$14229-14733 (Class 10), Third Division, Canberra**

Duties: Position C—Formulate and undertake studies into means of implementing the National Compensation Scheme. Prepare reports and make recommendations in respect of the systems, procedures and other operational requirements.

Qualifications: Demonstrated experience in development and introduction of operational systems. Academic qualifications to be stated.

Apply: Z1

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

Duties: Prepare reports and make recommendations on the most appropriate and effective systems and procedures to be used for the implementation and operation of the National Compensation Scheme.

Qualifications: Experience in development and introduction of operational systems. Academic qualifications to be stated.

Apply: Z1

Clerk \$10029-10704 (Class 6), Third Division (two positions), Canberra

Duties: Assist in the review and assessment of efficient systems and procedures to be used for the implementation and operation of the National Compensation Scheme.

Apply: Z1

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

Duties: Provide investigation assistance and general clerical assistance in the Division. Control the flow of files and correspondence. Assist with the arranging of meetings and conferences.

Apply: Z1

Compensation Policy Division

***Assistant Secretary \$17776, Second Division, Canberra**

Duties: Control a group responsible for the development of Australian Government policies on National Compensation. Where necessary, assess and advise on the impact of the Compensation Scheme on associated welfare schemes.

Qualifications: Wide experience in policy development in related fields, together with demonstrated managerial capacity. Academic qualifications to be stated.

Apply: Z1

***Senior Executive Officer \$14229-14733 (Class 10), Third Division, Canberra**

Duties: (Position A) Plan and direct investigations and research related to Australian Government policies on National Compensation. Undertake the more complex investigations and research and prepare associated reports and recommendations.

Qualifications: Wide experience in investigation and policy formulation, preferably with some experience in compensation work. Academic qualifications to be stated.

Apply: Z1

***Senior Executive Officer \$14229-14733 (Class 10), Third Division (two positions), Canberra**

Duties: (Positions B, C) Plan and develop the legislative framework for the Scheme. Prepare necessary documentation for passage of the legislation. Develop proposals for the determination and appeals systems.

Qualifications: Experience relevant to the duties together with an understanding of legislative and administrative processes. Qualifications to be stated.

Apply: Z1

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

Duties: (Position A) Conduct investigations related to National Compensation policies. Prepare reports and recommendations.

Qualifications: Relevant experience and academic qualifications to be stated.

Apply: Z1

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

Duties: (Position B) Prepare submissions dealing with proposed legislative changes. Draft speeches, committee notes and other papers.

Qualifications: Academic qualifications to be stated. Experience relevant to the duties.

Apply: Z1

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

Duties: Undertake investigations and assist with the review and development of National Compensation policies and procedures. Prepare reports and recommendations.

Qualifications: Experience relevant to the duties. Academic qualifications to be stated.

Apply: Z1

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

Duties: Provide investigations assistance and general clerical assistance in the Division. Control the flow of files and correspondence. Assist with the arranging of meetings and conferences.

Apply: Z1

Treatment Services Division, General Treatment Branch**Executive Officer \$12218-12721 (Class 8), Third Division, Canberra**

Duties: No. 6—Responsible for the investigation and review of established policies, and for advice on procedural aspect in the general treatment area.

Qualifications: Proven administrative ability. Academic qualifications to be stated. Related knowledge and experience would be an advantage.

Apply: Z1

Management Services Division, Methods and Services Branch**Senior Inspector \$13224-13725 (Class 9), Third Division, Personnel, Establishments and Training Section, Canberra**

Duties: No. 140—Control and co-ordinate the Personnel, Industrial and Office Service functions. Participate in the more important arbitration and industrial proceedings and conferences.

Qualifications: Proven administrative ability. Sound experience in the field of personnel and industrial relations.

Apply: Z1

NEW SOUTH WALES**Repatriation General Hospital****Clerk \$6887-7764 (Class 2/3), Third Division, Administrative Services Section, Concord**

Duties: No. 175—Supervise a Standard Personnel Records Group. Take action in regard to increments, cessations, higher duties allowances, leave, superannuation, etc. Exercise appropriate delegations.

Qualifications: Knowledge of Public Service Act, Regulations and General Orders. Experience in personnel work desirable.

Apply: Z2

***Assistant Supervisor (Gardens and Grounds) \$5297-5566, Fourth Division, General Services Section, Concord**

Duties: No. 147—Assist in the supervision of gardeners. Supervise nursery plant propagation, pruning, tree lopping, etc. Maintain and sharpen gardening tools.

Qualifications: Relevant experience desirable.

Apply: Z2

Lady Davidson Hospital**Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Administrative Services Section, Turrumurra**

Duties: No. 224—Rehabilitation Assistant. Provide general clerical assistance to the Rehabilitation Officer, this includes preparation of Order Forms 50 and Treasury Forms 12 for Aids to Daily Living, processing of requests for surgical aids, maintaining home visits register and attending to telephone inquiries.

Apply: Z2

Branch Office**Clerk \$6887-7764 (Class 2/3), Third Division, Accounts Section, Sydney**

Duties: No. 204—Compute arrears and adjustments of pensions and code input data to computer.

Qualifications: Knowledge of Pension Payment procedures and Automatic Data Processing coding experience desirable.

Apply: Z2

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

Duties: No. 168—Provide relief throughout Accounts Section.

Qualifications: Knowledge of Audit Act, Treasury Regulations and Directions and appropriate Accounts procedures desirable.

Apply: Z2

VICTORIA

Repatriation General Hospital

*Bacteriologist, Class 2 \$10465-11611, Third Division, Technical Services, Heidelberg

Duties: No. 130—Supervise and direct the activities of the virology/bacteriology section.

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

Apply: Z3

QUEENSLAND

Rosemount Repatriation Hospital

Occupational Therapist, Class 2 \$8987-9876, Third Division, Technical Services Section, Windsor

Duties: No. 112—Control occupational therapy service at Rosemount Repatriation Hospital.

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

Apply: Z4

SOUTH AUSTRALIA

Repatriation General Hospital

*Hospital Patrolman \$4934-5130, Fourth Division, General Services (Orderlies), Daw Park

Duties: No. 125—Patrol hospital grounds to ensure security of the hospital grounds and property. Exercise authority under the Crimes Act as required.

Qualifications: Relevant experience appropriate to the duties.

Apply: Z5

DEPARTMENT OF SCIENCE

VICTORIA

Antarctic Division, Administrative Branch

Clerk, Class 8 \$11383-11886, Third Division, Administrative Branch, Melbourne

Duties: No. 4—Administrative Officer. Responsible for the administrative functions of the Division including personnel, finance and supply activities. Plan and direct the implementation of new or revised administrative procedures. Direct the movement of expedition personnel whilst in Australia. Must be prepared to accompany relief voyages to Antarctica when required.

Qualifications: Wide experience in administration in scientific, technical and administrative areas. Sound knowledge of Government procurement, financial and personnel procedures.

Note: The Antarctic Division Headquarters will be relocated to Hobart in approximately 1977-78.

Apply: AA15

BUREAU OF METEOROLOGY

HEAD OFFICE

Facilities Branch

Technical Officer (Science), Grade 1 \$7052-8694, Third or Fourth Division, Observations and Traffic Section, Melbourne

Duties: No. 43—Assist in the development of techniques of measuring rain and other weather parameters by radar, and draft handbooks covering the making and recording of radar observations.

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

Apply: AA3

Automatic Data Processing Branch

Programmer, Class 6 \$10029-10704, Third Division, Applications Section, Melbourne

Duties: No. 83—Assist in the analysis and design of ADP projects and possible Bureau applications.

Qualifications: Commensurate experience in programming for a large computer installation. Tertiary level education with mathematics desirable.

Apply: AA3

Programmer, Class 8 \$12218-12721, Third Division, Applications Section, Melbourne

Duties: No. 82—Participate in the analysis, design and implementation of ADP systems.

Qualifications: Experience in the design and application of ADP systems and a good knowledge of computer operating systems. Tertiary education with mathematics desirable.

Apply: AA3

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

Duties: No. 25—Formulate and optimise computer production schedules and accounting procedures for a large scale dual-processor installation.

Qualifications: Considerable experience in scheduling for a major computer installation utilising multi-programming. Familiarity with a high level language and IBM JCL desirable.

Apply: AA3

Senior Computer Operator, Grade 2 \$8132-8402, Fourth Division, Operations Section, Melbourne

Duties: No. 17—Operate the console of an IBM 360/65 computer oriented to batch processing. Direct the operation of associated peripheral equipment.

Qualifications: Considerable experience in operation of a major computer system and staff direction and control.

Note: Shift work is involved.

Apply: AA3

Computer Operator, Grade 2 \$6977-7281, Fourth Division, Operations Section, Melbourne

Duties: No. 21—As directed, operate full range of peripheral equipment, particularly equipment associated with a real-time orientated computer system. Provide relief at computer console.

Qualifications: Experience in operating in a major computer installation.

Apply: AA3

Senior Computer Operator, Grade 1 \$7583-7784, Fourth Division, Operations Section, Melbourne

Duties: No. 108—Operate the console of an IBM 360/65 computer orientated to real-time system processing. Direct the operation of associated peripheral equipment.

Qualifications: Considerable experience in operation of a major computer system and staff direction and control.

Note: Shift work is involved.

Apply: AA3

WESTERN AUSTRALIA

Regional Office

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, APT Section, Perth

Duties: No. 38—Operate manual and remote control satellite tracking and picture receiving equipment. Produce photographic negatives and positives. Twenty-four hour shift involved.

Qualifications: Experience in operating more advanced electronic communication or similar equipment.

Apply: AA9

Field Offices Pool

Observer, Grade 3 \$7947-8396, Fourth Division, Broome, Derby, Meekatharra

Duties: Nos 75, 112, 98—May include one or more of the following: (a) Officer-in-charge of a field station. (b) Senior Observer in the Regional Office, Forecasting and Warning Section. (c) Senior Observer in an Aviation Office. (d) Inspector of allowance observing stations. (e) Quality Control, processing and analysis of meteorological data. Initial duty will be Officer-in-charge, Broome, Derby or Meekatharra.

Qualifications: Considerable experience and proven performance as an Observer. Demonstrated capacity for supervision of staff together with management ability.

Apply: AA9

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Management Services Branch

Clerk \$11039-11714 (Class 7), Third Division, Finance Section, Canberra

Duties: No. 802—Assistant Accountant. Alternate Authorising Officer.

Qualifications: Sound knowledge of the Treasury Regulations, Audit Act and the Treasury computer based Appropriation Ledger System. Accountancy qualifications should be stated.

Apply: AC1

QUEENSLAND

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

Duties: No. 92—Senior Examiner of Accounts and Appropriation Ledgerkeeper.

Qualifications: Sound knowledge of Audit Act, Treasury Regulations and Directions required.

Apply: AC4

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

Duties: No. 17—Maintain Rents Payable Ledgers, prepare associated correspondence; examine Rents Receivable, Sales on Time Payment and Sundry Debtors Ledgers.

Apply: AC4

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

Duties: No. 206—Recruitments and Establishment Clerk. Maintain Organisation and Establishment Records. Deal with inquiries for employment. Advertise vacancies, take Gazette Action for promotions, transfers, etc. Supervise the General Services and Personnel Assistants.

Apply: AC4

DEPARTMENT OF SOCIAL SECURITY

CENTRAL OFFICE

Management Division, Establishments and Finance Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Finance Section, Executive Sub-section, Canberra

Duties: NP—Provide essential assistance to the Director and to the Section. Maintain accurate and up to date records including statistical and financial records.

Qualifications: A knowledge of office procedures and filing would be an advantage.

Apply: AD1

Assistant Director \$13224-13725 (Class 9), Third Division, Finance Section, Financial Management and Planning Sub-section, Canberra

Duties: NP—Control and direct the activities of the Financial Management and Planning Sub-section, in particular provide financial advice to management and liaise with Treasury on policy and procedures. Develop and review financial procedures and liaise with, and advise, the States and various organisations on financial policy and requirements.

Qualifications: Appropriate qualifications and relevant experience.

Apply: AD1

Assistant Director \$13224-13725 (Class 9), Third Division, Finance Section, Budgeting and Estimating Sub-section, Canberra

Duties: NP—Control and direct the activities of the Budgeting and Estimating Sub-section and assist in concluding important financial decisions at Treasury and interdepartmental level. Advise and support State Headquarters on financial policy and requirements.

Qualifications: Appropriate qualifications and relevant experience.

Apply: AD1

Inspector \$12218-12721 (Class 8), Third Division, Finance Section, Budgeting and Estimating Sub-section, Canberra

Duties: NP—Undertake responsibility for preparation of departmental Civil Works Programme and Design list proposals; review of and reporting

on expenditure against budget; appropriations for research grants and grants for the Australian Assistance Plan, etc.

Qualifications: Experience in civil works budgeting desirable.

Apply: AD1

Inspector \$12218-12721 (Class 8), Third Division, Finance Section, Supply and Accounting Sub-section, Canberra

Duties: NP—Control and direct the activities of the Supply and Accounting Sub-section relating to (a) estimating of stockholdings for, and procurement of, all centrally procured forms and supplies for Central Office; (b) functions necessary for payment of accounts for Central Office, and pensions for overseas authorities. Act as Authorising Officer.

Qualifications: The position demands considerable knowledge of Australian Government procurement requirements and management ability. Sound knowledge of the Audit Act and Treasury Regulations and Directions desirable.

Apply: AD1

Clerk \$8015-8770 (Class 4), Third Division, Finance Section, Budgeting and Supply Sub-section, Canberra

Duties: NP—As Supply Officer (Cheques), arrange the supply of continuous stationery, cheque forms and other printing requirements for all offices of the Department.

Qualifications: The position requires constant attention to detail and ability to liaise with technical officers.

Apply: AD1

Clerk \$6887-7764 (Class 2/3), Third Division, Finance Section, Supply and Accounting Sub-section, Canberra

Duties: NP—Act as Departmental Collector of Public Moneys, maintain and control security of cash advances, undertake responsibility for control and payment of salaries for Central Administration personnel, prepare and action correspondence.

Apply: AD1

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Finance Section, Supply and Accounting Sub-section, Canberra

Duties: NP—Maintain Register of Accounts in accordance with Treasury Regulation 56A. Prepare Treasury Forms 12 and undertake responsibility for the filing of paid accounts.

Qualifications: This position demands consistent application and attention to detail.

Apply: AD1

Clerk \$6887-7764 (Class 2/3), Third Division, Finance Section, Budgeting and Estimating Sub-section, Canberra

Duties: No. 138—Record expenditure under appropriate headings, collate and review expenditure returns from State Branches, assist with analysis of expenditure trends.

Apply: AD1

Hospital Insurance and Nursing Division, Hospital Insurance Branch

Assistant Director \$13224-13725 (Class 9), Third Division, Private Hospitals Section, Canberra

Duties: No. 523—Undertake the investigation and development of proposals for existing and new hospital insurance schemes. Liaise with Government agencies, hospital and medical organisations. Prepare more involved briefs.

Apply: AD1

Clerk \$10029-10704 (Class 6), Third Division, Private Hospitals Sub-section, Canberra

Duties: No. 525—Undertake investigations into the development proposals in respect of private hospital insurance and benefits.

Apply: AD1

AUSTRALIAN CAPITAL TERRITORY

Regional Offices

Determining Officer \$10029-10704 (Class 6), Third Division, Regional Office, Canberra

Duties: No. 512—Exercise delegated authority to determine claims for age, invalid, wife's and widow's pensions and supporting mother's benefit. Assist the Registrar in the administration of the Office. Undertake management exercises and projects in relation to particular functions.

Qualifications: Administrative ability and a sound knowledge of the Social Services Act.

Apply: AD2

NEW SOUTH WALES

Regional Offices

Pensions Officer \$9022-9777 (Class 5), Third Division, Griffith District Office, Griffith

Duties: No. 2288—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,

Apply: AD2

QUEENSLAND

Management Branch

Clerk \$6887-7764 (Class 2/3), Third Division, Establishments Section, Brisbane (fifteen positions), Brisbane

Duties: Nos 1079-1093—Undertake the Departmental Instructional Course for Pensions Examiners-in-training.

Note: Selected applicants will undertake a training course for Pensions Examiners, Grade 3 (Class 4). On successful completion of the course trainees will be eligible for promotion to positions of Examiner, Grade 3, or transfer to positions within the Department at the Class 2/3 level.

Apply: AD4

NORTHERN TERRITORY

Regional Offices

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

Duties: No. 758—Represent the Department and provide advice on all facets of its functions.

Qualifications: Knowledge of the Social Services and related Acts. Ability to conduct high level interviews and actively promote departmental activities. Familiarity with conditions in Northern Territory desirable.

Apply: AD5

**DEPARTMENT OF THE
SPECIAL MINISTER OF STATE****AUSTRALIAN CAPITAL TERRITORY****Division No. 2, Island Territories Branch**

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

Duties: No. 220—Carry out research and investigations on matters coming within the functional responsibilities of the Branch.

Qualifications: Tertiary qualifications to be stated.

Apply: AE1

Division No. 3, Remuneration Tribunal Secretariat

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

Duties: No. 288—Assemble background material relevant to the work of the Tribunal. Assist with analysis of submissions and background material and assist with meetings of the Tribunal.

Qualifications: Tertiary qualifications should be stated.

Apply: AE1

NATIONAL LIBRARY OF AUSTRALIA**AUSTRALIAN CAPITAL TERRITORY****Australian National Scientific and Technology Library**

*Assistant Director-General \$21417, Second Division, Canberra

Duties: NP—Director, Australian National Scientific and Technological Library (ANSTEL). Develop a comprehensive national library and information service in science and technology by ensuring maximum utilisation of the National Library's extensive collections and by encouraging maximum co-operation between the National Library and other interested bodies.

Apply: AE3

*Assistant Director \$17776, Second Division, Canberra

Duties: NP—Assistant Director, Australian National Scientific and Technological Library (ANSTEL). Assist in the development and administration of the Australian National Scientific and Technological Library.

Qualifications for both positions: Successful operational experience at appropriate level in managing and developing a broad range of industrial, scientific and technological library and information services. Tertiary qualifications in science or technology and professional qualifications in librarianship or information science desirable.

Apply: AE3

DEPARTMENT OF THE TREASURY**CENTRAL STAFF****General Financial and Economic Policy Division,
Taxation Policy Branch**

Chief Finance Officer, Grade 2 \$15236-15739 (Class 11), Third Division, Review Section, Canberra

Duties: No. 15—Oversight the work of the Section. Responsible for directing research and investigation relating to the general structure and incidence of the tax system and elements thereof.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours level desirable, together with extensive relevant experience.

Apply: AI1

Defence and Works Division, Defence Branch

Senior Research Officer, Grade 2 \$11039-11714 (Class 7), Third Division, Defence Policy (General) Section, Canberra

Duties: No. 56—Undertake research and assist with analysis of defence policy issues including proposals relating to defence manpower and defence equipment.

Qualifications: Degree in Economics, Commerce or Arts (Economics), and research experience or equivalent approved qualifications.

Apply: AI1

Management Services Branch

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

Duties: No. 214—Control the work of the staff engaged on the preparation of salaries, allowances, extra duty and leave, etc. Sign Treasury Forms 28.

Qualifications: Sound practical experience in general personnel functions, especially ADP payroll operations and provisions of the Public Service Act, Regulations, General Orders, Determinations, etc., desirable.

Apply: AI1

**Social Security Division, Education, Science and
General Branch**

*Chief Finance Officer, Grade 2 \$15236-15739 (Class 11), Third Division, Science and Culture Section, Canberra

Duties: No. 9—Direct the work of the Section responsible for advice on policy issues, proposed legislation and administrative matters in the fields of science and research, conservation and protection of the environment and Aboriginal advancement.

Qualifications: Degree in Economics, Commerce or Arts (Economics) or other appropriate tertiary qualifications. Experience in dealing with policy issues desirable, but previous experience in the above fields not essential.

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

Apply: AI1

Finance Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Education Section, Canberra

Duties: No. 28—Assist as directed in the investigation of policy proposals concerning educational services, Student Assistance Programmes, and in examination of annual estimates in relation to these fields.

Qualifications: Tertiary qualifications desirable.

Apply: AI1

Financial Institutions Division

*Senior Finance Officer, Grade 2 \$13224-13725 (Class 9), Third Division, Special Projects Section, Canberra

Duties: No. 1013—Formulate policy proposals relating to the activities of non-bank financial institutions. Provide advice on policy matters relating to the Financial Corporations Act, and regulations made thereunder.

Qualifications: Degree in Economics, Commerce or Arts (Economics), or other appropriate tertiary qualifications desirable. Experience in policy formulation would be an advantage.

Apply: A11

OFFICE OF THE AUSTRALIAN TREASURY

NORTHERN TERRITORY

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

Duties: No. 17—Receiver of Public Moneys and Signing Officer.

Qualifications: Sound knowledge of Treasury Accounting procedures. Sub-Treasury experience an advantage.

Apply: A18

AUSTRALIAN CAPITAL TERRITORY

Royal Australian Mint

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

Duties: No. 149—Maintain register of accounts, responsible for payment of tea money and petty cash advances, assist in payment of salaries and wages.

Apply: A19

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

Duties: No. 169—Provide relief in General Services, Finance, Numismatic and Personnel, Industrial and Relief Sections.

Apply: A19

AUSTRALIAN BUREAU OF STATISTICS

AUSTRALIAN CAPITAL TERRITORY

Management Services Branch, Personnel Management Section

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

Duties: No. 24—Head a team engaged on the maintenance of standard personnel records and preparation of salaries.

Qualifications: Sound knowledge of the Public Service Act, Regulations and General orders and the Treasury ADP Salaries System desirable.

Apply: A110

QUEENSLAND

Population and Employment Branch, Demography and Social Section

Clerk \$6887-7764 (Class 2/3), Third Division, Employment and Labour Sub-section, Brisbane

Duties: No. 53—Apply quality control to the coding of industrial accident or labour survey statistics; collect, examine and edit labour survey returns.

Qualifications: Previous statistical experience and/or tertiary studies an advantage.

Apply: A113

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

AUSTRALIAN CAPITAL TERRITORY

Management Division

Senior Project Officer \$13224-13725 (Class 9), Third Division, Project Pool, Canberra

Duties: No. 54—Responsible to a Director for the control, direction and management of a small

project team responsible for the development and implementation of policies for the preservation and enhancement of the National Estate.

Qualifications: Experience in policy development, interdepartmental co-ordination and demonstrated interest in community issues.

Apply: AJ1

Senior Investigation Officer, Grade 1 \$11039-11714 (Class 7), Third Division, Canberra

Duties: NP (P)—As a member of a project team provide secretarial and executive services to the Interim Committee on the National Estate, responsible for final drafting of minutes of meetings for presentation to Chairman, effect decisions for grants of financial assistance and other matters related to National Estate policies, assemble information required by the Committee and prepare reports on committee activities and recommendations.

Qualifications: Ability to prepare reports. Experience in providing secretarial and executive services to a committee desirable.

Apply: AJ1

*Director \$15236-15379 (Class 11), Third Division, Project Pool, Canberra

Duties: NP (Q)—Direct the work of a project team responsible for implementing and administering the Australian Government's programmes for improving urban services in the water supply, sewerage, drainage and flood mitigation fields.

Apply: AJ1

*Senior Project Officer \$13224-13725 (Class 9), Third Division, Project Pool, Canberra

Duties: NP (R)—Responsible to a Director for the control, direction and management of a small project team responsible for implementing and administering the Australian Government's programmes for improving urban services in the water supply, sewerage, drainage and flood mitigation fields.

Apply: AJ1

*Senior Investigation Officer, Grade 1 \$11039-11714 (Class 7), Third Division, Project Pool, Canberra

Duties: No. 221—As a member of a project team undertake detailed investigations and inquiries into matters related to the implementation and administration of the Australian Government's programmes for improving urban services in the water supply, sewerage, drainage and flood mitigation fields.

Qualifications above three positions: Proven administrative ability together with demonstrated interest in solving urban and regional problems. Tertiary qualifications in the fields of economics and/or engineering, desirable

Apply: AJ1

Development, Projects and Task Forces Division

*First Assistant Secretary \$21417, Second Division, Canberra

Duties: No. 99—In consultation with States to develop, implement and monitor land development programs through Land Commissions and new city development corporations and to formulate policy in relation to the urban development process.

Qualifications: Experience in policy formulation and statistical analysis. Skill in negotiation and ability to work with a wide range of disciplines is essential. Experience in project control would be an asset.

Apply: AJ1

Index of addresses

- A1 The Secretary, Department of Aboriginal Affairs, P.O. Box 17, Woden, A.C.T. 2606
- A2 The Department of Aboriginal Affairs, Box 5025, Darwin, N.T. 5794
- 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 1408R, Brisbane, Qld 4001
- D5 The Administrative Officer, Attorney-General's Department, G.P.O. Box 2150, Adelaide, S.A. 5001
- D6 The Administrative Officer, Attorney-General's Department, G.P.O. Box U1994, Perth W.A. 6001
- D7 The Administrative Officer, Attorney-General's Department, G.P.O. Box 3660, Hobart, Tas. 7001
- D8 The Administrative Officer, Attorney-General's Department, P.O. Box 382, Darwin, N.T. 5794
- D9 The Principal Legal Officer, Courts Offices Branch, P.O. Box 370, Canberra, A.C.T. 2601
- D10 The Principal Legal Officer, Courts and Registration Offices, P.O. Box 1281, Darwin, N.T. 5790
- D11 The Crown Law Officer, Crown Law Office, P.O. Box 1281, Darwin, N.T. 5790
- D12 The Deputy Crown Solicitor, P.O. Box 448, Canberra City, A.C.T. 2601
- D13 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 2727, Sydney, N.S.W. 2001
- D14 The Deputy Crown Solicitor, Crown Solicitor's Office, 99 Queen Street, Melbourne, Vic. 3000
- D15 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1408R, Brisbane, Qld 4001
- D16 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1362H, Adelaide, S.A. 5001
- D17 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box U1994, Perth, W.A. 6001
- D18 The Deputy Crown Solicitor, C.M.L. Building, 18 Elizabeth Street, Hobart, Tas. 7000
- D19 The Inspector-General in Bankruptcy, Attorney-General's Department, Canberra, A.C.T. 2600
- D20 The Commissioner of Police, Commonwealth Police Service, P.O. Box 339, Kingston, A.C.T. 2604
- D21 The Principal Registrar, Registry of the High Court of Australia, 450 Law Courts Place, Melbourne, Vic. 3000
- D22 The Industrial Registrar, 451 Little Bourke Street, Melbourne, Vic. 3000
- D23 The Chief Reporter, Commonwealth Reporting Service, 451 Little Bourke Street, Melbourne, Vic. 3000
- D24 The Chairman, Trade Practices Commission, P.O. Box 1851, 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 393, 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 22212, Perth, W.A. 6001
- F7 The Director, Civil Aviation Agency, P.O. 2087, Konedobu, P.N.G.
- G1 The Comptroller-General, Department of Customs and Excise, Canberra, A.C.T. 2600
- G2 The Collector of Customs, G.P.O. Box 8, Sydney, N.S.W. 2001
- G3 The Collector of Customs, 11 William Street, Melbourne, Vic. 3000
- G4 The Collector of Customs, G.P.O. Box 1464T, Brisbane, Qld 4001
- G5 The Collector of Customs, P.O. Box 50, Port Adelaide, S.A. 5015
- G6 The Collector of Customs, G.P.O. Box A9, Perth, W.A. 6001
- G7 The Collector of Customs, G.P.O. Box 148B, Hobart, Tas. 7000
- G8 The Collector of Customs, P.O. Box 210, Darwin, N.T. 5794
- H1 The Secretary, Department of Defence, P.O. Box 33, Canberra, A.C.T. 2600
- H2 The Secretary, Department of Defence, 'A' Block, Victoria Barracks, St Kilda Road, Melbourne, Vic. 3004
- H3 Department of Defence, Area Finance Officer (Air), G.P.O. Box 4131, Sydney, N.S.W. 2001
- H4 The Chief Executive Officer (Air), Headquarters Support Command, R.A.A.F. Victoria Barracks, Melbourne, Vic. 3004
- H5 Department of Defence, Area Finance Officer (Air), P.O. Box 537, Fortitude Valley, Qld 4006
- H6 Department of Defence, Area Finance Officer (Air), London House, 214 St George's Terrace, Perth, W.A. 6000
- H7 Department of Defence, Regional Secretary (Army), N.S.W.
- H8 Department of Defence, Regional Secretary (Army), Vic.
- H9 Department of Defence, Regional Secretary (Army), Qld
- H10 Department of Defence, Regional Secretary (Army), S.A.
- H11 Department of Defence, Regional Secretary (Army), W.A.
- H12 Department of Defence, Regional Secretary (Army), Tas.
- H13 Force Secretary, Headquarters, P.N.G. Defence Force
- H14 Department of Defence, Deputy Assistant Secretary (Army Office) HQ ANZUK Support Group, Singapore
- H15 The Area Secretary, H.M.A. Naval Establishments, Garden Island, N.S.W. 2000
- H16 The Personnel Manager, H.M.A. Naval Dockyard, Garden Island, N.S.W. 2000
- H17 The Executive Officer, Victoria Administration, Department of Defence (Navy Office), Victoria Barracks, Melbourne, Vic. 3004
- H18 The Assistant Manager, H.M.A. Naval Dockyard, c/o Private Bag No. 4, P.O., Williamstown, Vic. 3016
- H19 The Civil Secretary and Accountant, Naval Staff Office, Edward Street, Brisbane, Qld 4000
- H20 The Civil Secretary and Accountant, Naval Staff Office, P.O. Box 58, Fremantle, W.A. 6160
- H21 The 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, car Spring and Latrobe Streets, Melbourne, Vic. 3000
- M4 The Director of Health, G.P.O. Box 567, Brisbane, Qld 4001
- M5 The Director of Health, G.P.O. Box 2219, Adelaide, S.A. 5001
- M6 The Director of Health, G.P.O. Box M970, Perth, W.A. 6001
- M7 The Director of Health, G.P.O. Box 919J, Hobart, Tas. 7001
- M8 The Director of Health, Department of Health, P.O. Box 147, Darwin, N.T. 5794
- M9 The Director, National Biological Standards Laboratories, P.O. Box 462, Canberra City, A.C.T. 2601

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- M10 The Director, National Acoustic Laboratories, 5 Hickson Road, Miller's Point, N.S.W. 2000
- M11 The Director, School of Public Health and Tropical Medicine, University of Sydney, N.S.W. 2006
- M12 The Director, Institute of Child Health, Royal Alexandra Hospital for Children, Camperdown, N.S.W. 2050
- M13 The Director, Commonwealth X-ray and Radium Laboratories, Surry Place, Melbourne, Vic. 3000
- M14 The Director of Health, P.O. Box 825, Canberra City, A.C.T. 2601
- N1 The Secretary, Department of Housing and Construction, P.O. Box 690, Canberra City, A.C.T. 2601
- N2 The Regional Director, Department of Housing and Construction, Westfield Towers, 100 William Street, Potts Point, N.S.W. 2011
- N3 The Regional Director, Department of Housing and Construction, E.S. & A. Bank Building, 460 Bourke Street, Melbourne, Vic. 3000
- N4 The Regional Director, Department of Housing and Construction, G.P.O. Box 498H, Brisbane, Qld 4001
- N5 The Regional Director, Department of Housing and Construction, G.P.O. Box 319, Adelaide, S.A. 5001
- N6 The Regional Director, Department of Housing and Construction, G.P.O. Box L885, Perth, W.A. 6001
- N7 The Regional Director, Department of Housing and Construction, G.P.O. Box 772H, Hobart, Tas. 7001
- O1 The Secretary, Department of Labor and Immigration, Canberra 2600
- O2 The Regional Director of Migration, Department of Labor and Immigration, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- O3 The Regional Director of Migration, Department of Labor and Immigration, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- O4 The Regional Director of Migration, Department of Labor and Immigration, G.P.O. Box 1115, Brisbane, Qld 4001
- O5 The Regional Director of Migration, Department of Labor and Immigration, G.P.O. Box 2399, Adelaide, S.A. 5001
- O6 The Regional Director of Migration, Department of Labor and Immigration, P.O. Box 963M, Perth, W.A. 6001
- O7 The Regional Director of Migration, Department of Labor and Immigration, G.P.O. Box 794H, Hobart, Tas. 7001
- O8 The Regional Director of Migration, Department of Labor and Immigration, Box 864, Darwin, N.T. 5794
- P1 The Secretary, Department of Labor and Immigration, G.P.O. Box 2817A, 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 Assistant Secretary, 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 1063N, Brisbane, Qld 4001 Telegraph Code: COMPSI Telex: 41589
- Y9 The Public Service Inspector, G.P.O. Box 1167, Adelaide, S.A. 5001 Telegraph Code: COMPSI Telex: 82728
- Y10 The Public Service Inspector, G.P.O. Box P1238, Perth, W.A. 6001 Telegraph Code: COMPSI Telex: 92705
- Y11 The Public Service Inspector, G.P.O. Box 607F, Hobart, Tas. 7001 Telegraph Code: PSI Telex: 58118
- Y12 The Public Service Inspector, P.O. Box 1806, Darwin, N.T. 5794 Telegraph Code: SUBTRES Telex: 85014
- Y13 The First Assistant Commissioner (Arbitration), Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y14 The Australian Public Service Board Representative, P.O. Box 76, Port Moresby, P.N.G.
- Y15 The First Assistant Auditor-General, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y16 The Chief Auditor, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y17 The Chief Auditor, Auditor-General's Office, G.P.O. Box 24, Sydney, N.S.W. 2001
- Y18 The Chief Auditor, Auditor-General's Office, G.P.O. Box 1715, Melbourne, Vic. 3001
- Y19 The Chief Auditor, Auditor-General's Office, G.P.O. Box 106A, Brisbane, Qld 4001
- Y20 The Chief Auditor, Auditor-General's Office, G.P.O. Box 837, Adelaide, S.A. 5001
- Y21 The Chief Auditor, Auditor-General's Office, G.P.O. Box L913, Perth, W.A. 6001
- Y22 The Chief Auditor, Auditor-General's Office, G.P.O. Box 415D, Hobart, Tas. 7001
- Y23 The Secretary, Office of the Industries Assistance Commission, P.O. Box 80, Canberra, A.C.T. 2600
- Y24 The Director, Office of the Prices Justification Tribunal, 10 Queens Road, Melbourne, Vic. 3004
- Z1 The Secretary, Repatriation and Compensation, P.O. Box 21, Woden, A.C.T. 2606
- Z2 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 3994, Sydney, N.S.W. 2001
- Z3 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 87A, Melbourne, Vic. 3001
- Z4 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 651, Brisbane, Qld 4001
- Z5 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 1652, Adelaide, S.A. 5001
- Z6 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box F352, Perth, W.A. 6001
- Z7 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 481E, Hobart, Tas. 7001
- AA1 The Secretary, Department of Science, P.O. Box 449, Woden, A.C.T. 2606
- AA2 The Chairman, Metric Conversion Board, 18-24 Chandos Street, St Leonards, N.S.W. 2065
- AA3 The Director of Meteorology, Bureau of Meteorology, P.O. Box 1289K, Melbourne, Vic. 3001
- AA4 The Regional Director, Bureau of Meteorology, P.O. 797, Canberra City, A.C.T. 2601
- AA5 The Regional Director, Bureau of Meteorology, P.O. Box 413, Darlinghurst, N.S.W. 2010
- AA6 The Regional Director, Bureau of Meteorology, P.O. Box 1636M, Melbourne, Vic. 3001
- AA7 The Regional Director, Bureau of Meteorology, P.O. Box 413F, Brisbane, Qld 4001
- AA8 The Regional Director, Bureau of Meteorology, West Terrace, Adelaide, S.A. 5000

- AA9 The Regional Director, Bureau of Meteorology, 127 Wellington Street, Perth, W.A. 6000
- AA10 The Regional Director, Bureau of Meteorology, P.O. Box 727G, Hobart, Tas. 7001
- AA11 The Regional Director, Bureau of Meteorology, P.O. Box 948, Darwin, N.T. 5794
- AA12 The Officer in Charge, Meteorology Research Centre, G.P.O. Box 5089AA, Melbourne, Vic. 3001
- AA13 The Assistant Secretary, Ionospheric Prediction Service Division, Department of Science, P.O. Box 702, Darlinghurst, N.S.W. 2010
- AA14 The Commissioner, Patents Trade Marks and Designs Offices, Woden, A.C.T. 2606
- AA15 The Director, Antarctic Division, 568 St Kilda Road, Melbourne, Vic. 3004
- AA16 The Director, Regional Laboratories, Australian Government Analytical Laboratories, 344 Tapleys Hill Road, Seaton, S.A. 5023
- AB1 The Secretary, Department of Manufacturing Industry, Canberra, A.C.T. 2600
- AC1 The Secretary, Department of Services and Property, P.O. Box 1920, Canberra City, A.C.T. 2601
- AC2 The Chief Property Officer, Department of Services and Property, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- AC3 The Chief Property Officer, Department of Services and Property, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC4 The Chief Property Officer, Department of Services and Property, G.P.O. Box 920M, Brisbane, Qld 4001
- AC5 The Chief Property Officer, Department of Services and Property, G.P.O. Box 1263, Adelaide, S.A. 5001
- AC6 The Chief Property Officer, Department of Services and Property, G.P.O. Box P1233, Perth, W.A. 6001
- AC7 The Chief Property Officer, Department of Services and Property, G.P.O. Box 519E, Hobart, Tas. 7001
- AC8 The Chief Property Officer, Department of Services and Property, Darwin, N.T. 5790 (Airmail)
- AC9 The Chief Australian Electoral Officer, P.O. Box 291, Civic Square, A.C.T. 2608
- AC10 The Australian Electoral Officer for New South Wales, P.O. Box 694, Darlinghurst, N.S.W. 2010
- AC11 The Australian Electoral Officer for Victoria, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC12 The Australian Electoral Officer for Queensland, G.P.O. Box 2426, Brisbane, Qld 4001
- AC13 The Australian Electoral Officer for South Australia, G.P.O. Box 344C, Adelaide, S.A. 5001
- AC14 The Australian Electoral Officer for Western Australia, G.P.O. Box N1048, Perth, W.A. 6001
- AC15 The Australian Electoral Officer for Tasmania, G.P.O. Box 519, Hobart, Tas. 7000
- AD1 The Director-General, Department of Social Security, P.O. Box 1, Woden, A.C.T. 2606
- AD2 The Director, Department of Social Security, G.P.O. Box 4158, Sydney, N.S.W. 2001
- AD3 The Director, Department of Social Security, G.P.O. Box 1797G, Melbourne, Vic. 3001
- AD4 The Director, Department of Social Security, G.P.O. Box 1088, Brisbane, Qld 4001
- AD5 The Director, Department of Social Security, G.P.O. Box 481, Adelaide, S.A. 5001
- AD6 The Director, Department of Social Security, G.P.O. Box P1187, Perth, W.A. 6001
- AD7 The Director, Department of Social Security, G.P.O. Box 356D, Hobart, Tas. 7001
- AD8 The General Manager, Interim Executive, Office of the Australian Health Insurance Committee, P.O. Box 40, Woden, A.C.T. 2606
- AE1 The Secretary, Department of the Special Minister of State, Canberra, A.C.T. 2600
- AE2 The Director, Archives Office, Canberra, A.C.T. 2600
- AE3 The Director-General, National Library of Australia, Parkes, A.C.T. 2600
- AF1 The Secretary, Department of Manufacturing Industry, Canberra, A.C.T. 2600
- AF2 The Regional Director, Department of Manufacturing Industry, P.O. Box J1, Brickfield Hill, N.S.W. 2000
- AF3 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 2288U, Melbourne, Vic. 3001
- AF4 The Regional Director, Department of Manufacturing Industry, G.P.O. Box I391R, Brisbane, Qld 4001
- AF5 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 2339, Adelaide, S.A. 5001
- AF6 The Regional Director, Department of Manufacturing Industry, G.P.O. Box P1237, Perth, W.A. 6001
- AF7 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 771H, Hobart, Tas. 7001
- AF8 The Chief Superintendent, Aeronautical Research Laboratories, G.P.O. Box 4331, Melbourne, Vic. 3001
- AF9 The Chief Superintendent, Defence Standards Laboratories, P.O. Box 50, Ascot Vale, Vic. 3032
- AF10 The Manager, Stores and Transport Branch, Private Bag No. 6, P.O. Ascot Vale, Vic. 3032
- AF11 The Manager, Australian Government (Clothing) Factory, P.O. Box 175, Coburg, Vic. 3058
- AF12 The Manager, Explosives Factory, Private Bag No. 2 P.O. Ascot Vale, Vic. 3032
- AF13 The Manager, Albion Explosives Factory, Private Bag No. 2 P.O., Sunshine, Vic. 3020
- AF14 The Manager, Explosives Factory, Private Bag No. 8 P.O., Yarrowonga, Vic. 3032
- AF15 The Manager, Ordnance Factory, Private Bag No. 1 P.O., Ascot Vale, Vic. 3032
- AF16 The Manager, Ordnance Factory, P.O. Box 147, Bendigo, Vic. 3550
- AF17 The Manager, Central Drawing Office, Private Bag No. 5 P.O., Ascot Vale, Vic. 3032
- AF18 The Manager, Ammunition Factory, Private Bag No. 1 P.O., Footscray, Vic. 3011
- AF19 The Manager, Engine Works, P.O. Box 51, Port Melbourne, Vic. 3207
- AF20 The Personnel Manager, Government Aircraft Factories, Private Bag No. 4, Post Office, Port Melbourne, Vic. 3207
- AF21 The Director, Weapons Research Establishment, G.P.O. Box 2151, Adelaide, S.A. 5001
- AF22 The Manager, Defence Printing Establishment, P.O. Box 263, Brunswick, Vic. 3056
- AG1 The Secretary, Department of Tourism and Recreation, Box 264, Civic Square, P.O., Canberra City, A.C.T. 2608
- AH1 The Assistant Secretary, Management Services Branch, Surface Transport Group, Department of Transport, P.O. Box 367, Canberra City, A.C.T. 2601
- AH2 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 308, Milsons Point, N.S.W. 2061
- AH3 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 4317, Melbourne, Vic. 3001
- AH4 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 779L, Brisbane, Qld 4001
- AH5 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 1799, Adelaide, S.A. 5001
- AH6 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 7162, P.O. Cloisters Square, Perth, W.A. 6001
- AH7 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 854I, Hobart Tas. 7001
- AH8 The Controller, Establishments Section, Surface Transport Group, Department of Transport, G.P.O. Box 2111s, Melbourne, Vic. 3001
- AI1 The Secretary, Department of the Treasury, Canberra, A.C.T. 2600
- AI2 The Director, 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 138, 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 712O, 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

44 *Transfers to advertised vacancies*

AI28	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 3911, Sydney, N.S.W. 2001	AK3	The Director of Works, Tower Building, Australia Square, Sydney, N.S.W. 2000
AI29	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1973R, Melbourne, Vic. 3001	AK4	The Director of Works, Department of Housing and Construction, Tivoli Court Buildings, 239-241 Bourke Street, Melbourne, Vic. 3000
AI30	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 511H, Brisbane, Qld 4001	AK5	The Director of Works, Department of Housing and Construction, G.P.O. Box 1381 Brisbane, Qld 4001
AI31	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1946, Adelaide, S.A. 5001	AK6	The Director of Works, G.P.O. Box 2052, Adelaide, S.A. 5001
AI32	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1230, Perth, W.A. 6001	AK7	The Director of Works, Department of Housing and Construction, G.P.O. Box C115, Perth, W.A. 6000
AI33	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 533F, Hobart, Tas. 7001	AK8	The Controller of Works, G.P.O. Box 813H, Hobart, Tas. 7001
AI34	The Secretary, Australian Government Retirement Benefits Office, P.O. Box 1031, Canberra City, A.C.T. 2601	AK9	The Director of Works, Department of Housing and Construction, Darwin, N.T. 5790
AJ1	The Secretary, Department of Urban and Regional Development, P.O. Box 1890, Canberra City, A.C.T. 2601	AK10	The Director of Works, Department of Housing and Construction, P.O. Box 335, Port Moresby, P.N.G.
AK1	The Director-General, Department of Housing and Construction, G.P.O. Box 2807AA, Melbourne, Vic. 3001	AK11	The Assistant Director-General, Department of Housing and Construction, G.P.O. Box 3917 Sydney, N.S.W. 2000
AK2	The Director of Works, Department of Housing and Construction, Melrose Drive, Phillip, A.C.T. 2606		

TRANSFERS TO ADVERTISED VACANCIES

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
ATTORNEY-GENERAL'S DEPARTMENT			
CENTRAL OFFICE			
J. M. Cole 66/66490E	Clerk (Class 6), Third Division, Department of the Special Minister of State, National Library of Australia, Canberra	Registrar (Class 6), Third Division, Management and Special Services Division, Establishments and Planning, Branch, Canberra (No. 111)	28.2.74
DEPARTMENT OF DEFENCE—AIR OFFICE			
AUSTRALIAN CAPITAL TERRITORY			
D. Robinson 59/45100E	Senior Telecommunications Technical Officer, Grade 2, Third Division	Assistant Inspector, Class 6, Third Division, Establishments Branch, Directorate of Organisation and Methods (No. 51)	18.4.74
DEPARTMENT OF EDUCATION			
CENTRAL OFFICE			
J. Stewart 67/87180X	Draftsman, Grade 2, Third Division, Department of Minerals and Energy, Canberra	Clerk (Class 5), Third Division, Territorial Planning and Building Branch (No. 742)	21.3.74
NORTHERN TERRITORY			
A. E. Treloar 62/37142	Personal Secretary, Fourth Division, Department of Labor and Immigration, Melbourne	Steno-secretary, Grade 2, Fourth Division, Darwin (No. 322)	27.6.74
DEPARTMENT OF MANUFACTURING INDUSTRY			
VICTORIA			
T. Lillis 73/37170C	Clerk (Class 2/3), Third Division, Melbourne	Clerk (Class 2/3), Third Division, Administrative Section, Aeronautical Research Laboratories, Fishermen's Bend (No. 36)	30.5.74
DEPARTMENT OF THE NORTHERN TERRITORY			
NORTHERN TERRITORY			
F. R. Davies 66/39456W	Stores Supervisor, Fourth Division, Department of Housing and Construction, Alice Springs	Stores Supervisor, Fourth Division, Finance, Supply and Transport Branch, Supply Section, Darwin (No. 86)	31.1.74
DEPARTMENT OF OVERSEAS TRADE			
VICTORIA			
F. A. Ross 237-26656	Clerk \$6887-7764 (Class 2/3), Third Division, Department of Defence, Melbourne	Clerk \$6887-7764 (Class 2/3), Third Division, Trade Promotions Division, Advertising and Services Section, Melbourne (No. 434)	9.5.74

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
POSTMASTER-GENERAL'S DEPARTMENT			
CENTRAL OFFICE			
E. F. C. Draper 59/54753K	Clerk (Class 6), Third Division, Management Services Division	Clerk (Class 6), Third Division, Management Services Division, Finance and Accounting Branch, Accounting Section, Expenditure Sub-section, Melbourne (No. 87)	18.10.73
R. A. Garland 66/37126A	Senior Finance Officer (Class 8), Third Division, Management Services Division	Senior Finance Officer (Class 8), Third Division, Management Services Division, Finance and Accounting Branch, Accounting Section, Revenue Accounting Sub-section, Melbourne (No. 7)	29.11.73
J. I. Hattam 59/54610K	Controller (Class 10), Third Division, Postal Services Division	Controller (Class 10), Third Division, Postal Services Division, Postal Planning and Engineering Sub-division, Postal Planning Branch, Network Planning Section, Melbourne (No. 65)	13.6.74
NEW SOUTH WALES			
S. J. Cousins 70/11259W	Draftsman, Grade 2, Third Division, Engineering Division, Sydney	Draftsman, Grade 2, Third Division, Engineering Division, Support Services Branch, Drafting Section, Redfern (No. 553)	16.5.74
M. G. Cassoff 65/12098X	Clerk (Class 2/3), Third Division, unattached	Clerk (Class 2/3), Third Division, Engineering Division, Construction Branch, Metropolitan Installation No. 1 section, Sydney (No. 60)	23.5.75
B. L. Campbell 59/45772R	Clerk (Class 4), Third Division, Telecommunications Division, Sydney	Clerk (Class 4), Third Division, Telecommunications Division, Administration Section, Office Services Sub-section, Sydney (No. 162)	30.5.74
G. B. Davey 72/22521X	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Toukley	27.6.74
S. J. Burns 73/23428X	Postal Clerk, Third Division, unattached	Postal Clerk, Third Division, Postal Services Division, Post Offices Branch, St. Ives	27.6.74
G. C. Groth 73/23429C	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Turrumurra	11.7.74
VICTORIA			
T. A. Bohn 70/66422M	Clerical Assistant, Grade 2, Fourth Division, Engineering Division, South Australia	Clerical Assistant, Grade 2, Fourth Division, Engineering Division, Support Services Branch, Workshops Section, South Melbourne (No. 25)	20.6.74
QUEENSLAND			
T. McLennan 59/22819E	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Telecommunications Division, Administration Section, Brisbane (No. 31)	13.6.74
N. A. Stephenson 68/61551P	Postal Clerk, Fourth Division, Red Hill	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Wynnum Central	27.6.74
N. J. Lingard 68/62018K	Postal Clerk, Fourth Division, Roma	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Toowoomba	27.6.74
G. A. Oakley 71/40798K	Clerk (Class 2/3), Third Division, Accounting Section, Central Office, Victoria	Clerk (Class 2/3), Third Division, Finance and Accounting Branch, Finance Section, Brisbane (No. 68)	16.8.73
PRIME MINISTER AND CABINET			
CENTRAL OFFICE			
W. J. Ammon 219-18427	Senior Adviser (Class 11), Third Division, Government Division, Parliamentary Branch (No. 498)	Senior Adviser (Class 11), Third Division, Development Division, Regional Development Branch (No. 494)	25.7.74
DEPARTMENT OF SERVICES AND PROPERTY			
CENTRAL STAFF			
P. R. Huntley 72/88752R	Clerk (Class 7), Third Division	Clerk (Class 7), Third Division, Management Services Branch, Finance Section (No. 791)	8.8.74

PROMOTIONS

Corrigenda—provisional promotions

The undermentioned provisional promotions, notified on the dates and page numbers indicated, have been amended as follows:

ATTORNEY-GENERAL'S DEPARTMENT

Trade Practices Commission

QUEENSLAND

J. M. Lish, 5.9.74 (p. 46) Salary scale of position promoted from should read \$5791-6101 in lieu of that shown.

DEPARTMENT OF CUSTOMS AND EXCISE

NEW SOUTH WALES

F. J. Chalmers, 2.5.74 (p. 68) Lapsed.

QUEENSLAND

E. J. Dallow, 5.9.74 (p. 47) Classification should read (Class 4).

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

H. L. Brunoro, 13.6.74 (p. 91) Lapsed.

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

C. R. Mahr, 22.8.74 (p. 58) Surname should read Mohr.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

A. M. Cantwell, 12.9.74 (p. 116) Position promoted to should read 'Internal Auditor, Grade 2 \$9022-9777 (Class 5), Third Division, Internal Audit Section, Sydney, vice J. A. Tolley, prov. prom. 29.8.74 (No. 160).

S. Black, 11.7.74 (p. 76) Lapsed.

AUSTRALIAN CAPITAL TERRITORY

D. W. Weeden, 11.7.74 (p. 76) Cancelled.

VICTORIA

G. M. Warman, 22.8.74 (p. 74) Lapsed.

DEPARTMENT OF LABOR AND IMMIGRATION

VICTORIA

F. V. Kolosowski, 4.7.74 (p. 91) Withdrawn.

DEPARTMENT OF MANUFACTURING

INDUSTRY

CENTRAL OFFICE

C. E. Druitt, 11.7.74 (p. 87) Lapsed.

S. J. Turvey, 22.8.74 (p. 83) Lapsed.

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

B. S. Fenby, 8.8.74 (p. 73) Promoted from should read 'Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Department of Manufacturing Industry, Victoria'.

NEW SOUTH WALES

L. Madden, 8.11.73 (p. 118) Lapsed.

R. J. McCathie, 31.1.74 (p. 67) Division promoted from and to should read Third.

I. B. Newstead, 31.1.74 (p. 67) Division promoted from and to should read Third.

R. S. Wagstaff, 4.4.74 (p. 97) Lapsed.

M. J. Mingonie, 4.7.74 (p. 127) Position promoted from should read Phonogram Operator \$2191-4740, Fourth Division.

B. R. Johnson, 5.9.74 (p. 76) Personnel number should read 68/11288W and position promoted from should read Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Engineering Division, Sydney.

WESTERN AUSTRALIA

K. J. Carmody, 11.4.74 (p. 97) Lapsed.

TASMANIA

M. D. Undy, 29.8.74 (p. 116) Personnel number should read 59/48632P.

DEPARTMENT OF REPATRIATION AND COMPENSATION

NEW SOUTH WALES

R. J. Semeniuk, 22.8.74 (p. 106) Lapsed.

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

W. R. MacNamara, 5.9.74 (p. 98) Personnel number should read 58/47579M.

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

P. B. Daly, 25.7.74 (p. 109) Withdrawn.

NORTHERN TERRITORY

P. B. Best, 1.8.74 (p. 49) Withdrawn.

Australian Electoral Office

WESTERN AUSTRALIA

J. B. Manders, 15.8.74 (p. 101) Delete Allowances, Joint Rolls Allowance \$120 per annum.

DEPARTMENT OF SOCIAL SECURITY

VICTORIA

C. D. Norman, 5.9.74 (p. 104) Position promoted to should read Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Regional Office, Wangaratta (No. 461).

J. A. Carnie, 29.8.74 (p. 123) Provisional promotion withdrawn.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

Australian Archives

VICTORIA

P. Burke, 29.8.74 (p. 127) Personnel number should read 73/37037X

DEPARTMENT OF TRANSPORT

Air Transport Group

SOUTH AUSTRALIA/NORTHERN TERRITORY REGION

W. C. Van Dieman, 29.8.74 (p. 73) Surname should read 'Van Diemen'.

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

R. H. Tonkin, 9.5.74 (p. 121) Lapsed.

Australian Taxation Office

AUSTRALIAN CAPITAL TERRITORY

G. L. Ward, 5.9.74 (p. 111) Treaties and International Branch should read 'Treaties and Projects Branch'. Assessor, Grade 1 \$6887-7764 (Class 2/3), Third Division, New South Wales, should read Assessor, Grade 3 \$8015-8770 (Class 4), New South Wales.

TASMANIA

S. J. Bailey, 22.8.74 (p. 123) Name should read S. A. Bailey.

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT**AUSTRALIAN CAPITAL TERRITORY**

S. J. Arnaudon, 15.8.74 (p. 121) Lapsed.

Confirmation of provisional promotions

The following provisional promotions, notified on the dates indicated, have been confirmed:

DEPARTMENT OF ABORIGINAL AFFAIRS

S. M. Hudspeth, M. D. Palmer, H. J. Ogden, E. Minchin, 2.5.74.

DEPARTMENT OF AGRICULTURE

C. F. Powell, W. R. Bates, J. L. Sault, D. P. Davies, T. W. Francis, 22.8.74.

ATTORNEY-GENERAL'S DEPARTMENT

J. A. Afford, P. T. Myers, 4.4.74; C. S. Lawson, R. M. Brown, M. P. M. Le Guen, J. W. McCluskey, 2.5.74; T. R. Taylforth, 13.6.74; M. Ryan, J. B. O'Donovan, 20.6.74; V. M. Ramsey, 15.8.74.

DEPARTMENT OF THE CAPITAL TERRITORY

J. Wilson, A. M. Johnston, D. L. Townsend, J. J. Hutchison, W. Mundy, F. Truesdale, J. R. Cornish, V. J. Morris, L. V. Turner, 22.8.74.

DEPARTMENT OF CUSTOMS AND EXCISE

A. C. Eliason, 28.2.74; J. K. Hodges, G. J. Ryley, N. J. Sinclair, P. A. Bretherton, J. A. Sheedy, M. J. Murray, A. F. Addicoat, M. R. Leeson, G. L. Stubbs, P. A. Lavars, P. Kriksciunas, J. I. O'Brien, I. A. Langford, R. B. Whatman, R. R. Hill, A. Crommie, K. C. Rogers, J. P. Kellett, N. A. Graetzer, C. Mitsopoulos, J. G. Lewis, T. P. Breen, J. V. Aidone, D. A. Carr, R. Dawes, J. A. Wood, A. L. Pilkington, B. A. Lankford, 30.5.74; F. Simpson, 1.8.74; P. M. Cook, G. M. Burke, S. M. Jackson, L. W. Litherland, G. D. Burford, M. C. Miteff, 8.8.74.

DEPARTMENT OF DEFENCE

M. L. L. Thompson, 7.3.74; L. E. Ellis, E. E. Falvey, D. A. Neville, B. A. Cutting, M. E. C. Biffin, A. B. McDonald, P. Buchanan, 22.8.74.

DEPARTMENT OF DEFENCE—AIR OFFICE

C. F. Abela, 25.7.74; C. R. Lovell, P. L. Lovett, B. R. Hill, J. O'Hagan, P. W. McAllister, 8.8.74; J. A. Smith, J. R. Cody, J. I. Young, S. Maly, 22.8.74.

DEPARTMENT OF DEFENCE—ARMY OFFICE

K. W. Walton, 21.3.74; R. T. Ryan, 30.5.74; J. M. Egan, 25.7.74; S. J. Bradford, B. C. Pattie, I. D. Mayers, H. Oropesa, G. M. Beard, N. E. Lunn, P. M. Burdeley, T. Riley, M. M. Rose, D. M. Hall, L. D. McCallum, J. M. Impagnatiello, R. A. Morton, G. D. Goodman, 1.8.74; D. J. Rahe, M. N. Bailey, B. H. Guest, J. Dingwall, D. M. Jones, 15.8.74; J. H. Leenders, R. A. King, P. B. Burnes, D. M. Pearse, I. Bowman, M. L. Hasler, M. D. High, K. E. Watson, A. E. Clayton, C. J. Christina, 22.8.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

K. Cameron, L. J. Olsen, S. L. Fantom, P. V. Fleming, A. Ventouris, D. M. Bezzina, A. M. Taylor, L. J. O'Neill, S. J. McCloskey, R. J. Genford, K. Larkam, V. L. Landrey, P. J. Ward, D. M. Kelly, R. Pidgeon, A. J. Ackroyd, 25.7.74; P. J. Kirk, G. Short, 1.8.74; D. W. Wheeler, 22.8.74.

DEPARTMENT OF EDUCATION

K. H. Beatty, T. F. Moustaka, 9.5.74; A. R. Craven, 30.5.74; R. J. Aston, P. A. Sawyer, 20.6.74; A. S. Nichols, A. M. Miller, 22.8.74.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

J. C. Starkey, 4.7.74.

DEPARTMENT OF FOREIGN AFFAIRS

K. P. Mongan, M. F. Thompson, J. A. Cochrane, 1.1.73; R. H. Wright, 30.5.74; L. Zollo, P. G. Furlonger, 15.8.74.

Office of the Australian Development Assistance Agency

S. P. Andrews, S. H. Angus, 22.8.74.

DEPARTMENT OF HEALTH

G. J. Kenny, 4.7.74; W. Osiczak, P. V. Loren, 8.8.74; J. M. Palmer, B. J. Foley, P. H. Lee, J. J. Clifford, P. N. Brown, W. L. Stuart, M. A. Cooke, 22.8.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

B. T. Armstrong, 24.4.74; D. Jackson, 16.5.74; J. E. B. Syme, B. N. Vukovich, T. J. Holton, B. G. Bate, P. V. Joseph, V. P. Cibulskis, W. Macauslane, 6.6.74; B. A. Dowd, 25.7.74; M. A. Diver, M. Fauzee, E. J. Johnson, L. G. Forceville, J. R. Hedditch, F. S. V. Thompson, 1.8.74; D. Habel, 8.8.74; R. A. Wilkinson, T. A. McGregor, P. W. North, A. J. Mambery, P. Gangur, J. D. Rogers, R. Smith, E. Traylor, G. S. M. Schokman, G. N. McColl, S. Parry, R. Foskey, P. F. McGuigan, 15.8.74; R. B. Rohrlach, 22.8.74.

DEPARTMENT OF LABOR AND IMMIGRATION

J. S. Burt, W. C. McMillan, J. C. Thompson, 23.5.74; A. W. Wonders, 30.5.74; B. Bullock, B. J. Hodgetts, J. A. Nicholson, 27.6.74; R. J. Moriarty, 4.7.74; D. G. Geerling, R. F. Bradley, J. A. Wright, 25.7.74; M. K. Farley, D. J. Lawson, M. H. Grogan, A. V. O'Sullivan, J. A. Chapman, E. A. Bishop, 8.8.74; J. E. Raymond, P. D. Mills, P. N. Crozier, M. C. Whittle, 15.8.74.

DEPARTMENT OF MANUFACTURING INDUSTRY

J. J. Nasinskas, 18.7.74; W. E. K. Gibbs, G. Shulkes, A. J. Bailey, S. P. Murphy, T. S. Oliver, P. E. Cockerill, B. J. Castle, L. J. Errington, E. A. Batchelor, M. Chambers, J. E. R. Dunkley, R. J. Cluse, H. M. Hakkennes, H. M. Buchanan, B. W. Finlayson, 8.8.74; P. G. Mahony, E. A. Kerr, K. A. Oldfield, 22.8.74.

DEPARTMENT OF THE MEDIA**Information Division, Australian Government Publishing Service**

D. A. Hill, 25.7.74.

DEPARTMENT OF MINERALS AND ENERGY

T. G. Mullholland, 1.8.74; J. A. Prymas, M. Legzde, 22.8.74.

DEPARTMENT OF NORTHERN DEVELOPMENT

J. S. Morlock, 15.8.74; L. R. Johnson, L. J. Tuohy, 22.8.74.

DEPARTMENT OF OVERSEAS TRADE

W. J. Tinney, E. W. Muir, P. L. Webb, 9.5.74; J. G. Duggan, 30.5.74; C. J. Williams, 27.6.74; C. J. Jorgensen, 8.8.74; P. F. Hogan, P. Crowe, J. Yates, P. A. Bowman, 22.8.74.

POSTMASTER-GENERAL'S DEPARTMENT

B. G. Webb, 24.1.74; K. G. Smith, 14.3.74; J. F. McCarthy, 28.3.74; A. S. Harris, L. A. Dunn, G. E. Camp, P. S. McKenna, R. G. Lee, M. J. Duncan, W. A. Jones, E. W. Hutchinson, C. M. Hewitt, 11.4.74; J. A. Caspersz, F. D. Mazzaferri, G. A. Benton, 16.5.74; R. A. Reed, D. J. Chapman, B. K. Vane, E. F. Rowston, F. J. Wilkinson, S. J. Meier, L. E. Smith, 23.5.74; D. P. Carroll, F. X. Austin, 30.5.74; M. J. Hedges, D. Posterino, J. H. Hurdle, 6.6.74; F. H. H. Such, J. W. Bowman, 13.6.74; M. S. McNabb, A. Goff, A. R. Henderson, T. R. Bishop, J. L. Sullivan, J. A. Holt, 20.6.74; A. J. Bancroft, C. G. McPharlin, 27.6.74; P. H. Boyd, 4.7.74; D. G. Banks, 25.7.74; R. A. Woolley, K. R. Palmer, R. A. Harewood, S. M. Fernandez, K. L. Jackson, W. N. Harris, S. M. De Gois, B. W. Smedley, J. T. Harrop, 1.8.74; P. J. Mausolf, L. J. Hogan, K. G. Meade, R. J. Bridgman, G. J. Gates, K. W. Robinson, T. R. Bettessworth, A. J. Ross, S. Thorpe, H. B. Singe, R. M. Nott, A. Costa, J. Gill, R. H. Harding, M. Maloney, J. A. Olsson, G. F. Powell, E. J. Warren, A. F. Hall, J. K. Smith, C. S. Bond, A. I. Smith, J. E. Wall, G. W. Dryburgh, L. T. McNaughton, R. J. Parish, C. S. Prins, I. R. George, G. M. Booth, A. J. Schwinghammer, E. C. Nesbitt, E. A. Horton, Q. A. Durand, C. W. Smith, R. J. Eslick, G. R. Maddern, I. J. R. Massa, A. F. Steele, M. R. Beaulock, G. J. Presland, C. D. Devine, R. E. Redfern, P. C. Hill, D. E. O'Sullivan, R. C. Meadows, P. A. Lewis, L. F. James, G. A. Nixon, C. H. De La Motte, W. J. Belslaw, 8.8.74; R. A. Manos, P. Smith, B. R. Francis, D. M. Finch, J. D. Phillis, P. J. Hynes, J. L. Booker, G. J. Hill, G. M. Cameron, R. D. O'Reilly, H. M. Thomas, I. D. Goldie, K. J. Anderson, P. J. Hill, F. H. Hogarth, J. F. Ponsonby, C. J. Woods, H. J. Bird, B. A. Conlon, P. G. Herring, R. J. Turner, V. A. Furlan, D. L. Skews, T. D. W. Hewitt, A. R. Jenkins, L. G. Hodgson, P. J. Bourke, A. Boscariol, R. K. Ballard, A. Y. Curtis, J. S. Drake, L. J. Cammarota, S. M. Ellis, J. S. Brogan, K. G. Ind, R. W. Casley, C. A. Van Donkelaar, 15.8.74.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

L. G. Murray, P. W. B. Keily, 22.8.74.

The Office of the Public Service Board

B. J. Harper, 9.5.74; J. J. Holland, 30.5.74; W. Maddigan, 25.7.74; R. F. Hughes, 1.8.74; M. E. Long, 8.8.74; J. B. McLelland, T. F. Moran, 22.8.74.

Office of the Industries Assistance Commission

W. R. Price, 23.5.74.

DEPARTMENT OF REPATRIATION AND COMPENSATION

G. K. Stonehouse, R. K. Jackson, 4.4.74; G. E. Broadbridge, J. L. Keech, 4.7.74; N. V. Burton, 25.7.74; L. P. Scott, A. Van Reede, N. A. Hilditch, L. R. A. Fayd'Herbe, K. R. Fraser, J. Taylor, J. R. Huf, J. Pizzo, T. W. Purcell, J. L. White, R. M. Kenning, S. M. Bartsch, R. P. Luke, 8.8.74; L. R. Cunningham, 15.8.74.

DEPARTMENT OF SCIENCE

M. Fitzgerald, 25.7.74; B. S. King, A. G. Kerr, J. Kains, P. C. Van Wissen, 8.8.74; R. Plevcak, C. J. M. Hill, A. M. Herbert, D. J. L. Lackie, 15.8.74; J. McKenzie, C. M. Burrows, F. L. Ambrose, D. N. Meredith, 22.8.74.

Ionospheric Prediction Service

M. P. Bowles, J. I. Smith, 8.8.74.

DEPARTMENT OF SOCIAL SECURITY

J. M. M. Joscelyne, 10.1.74; B. J. Smart, 7.2.74; C. P. Schlesinger, 2.5.74; G. S. Bell, 16.5.74; R. W. D. Gower, G. C. McCaw, 30.5.74; J. L. House, 13.6.74; K. K. L. Kern, 18.7.74; P. E. Craven, 25.7.74; S. Gray, P. A. McColl, J. S. McVeigh, F. Monteleone, A. Grech, W. A. Buck, 8.8.74; C. Averay-Jones, E. Carrodus, J. Hodgson, A. W. Shakespeare, R. Whelpton, 22.8.74.

DEPARTMENT OF TRANSPORT

Air Transport Group

J. E. Collins, 11.7.74; G. F. Kleinhenz, W. P. Moynihan, 1.8.74.

Surface Transport Group

P. W. Raye, 15.8.74.

DEPARTMENT OF THE TREASURY

R. C. Montgomery, K. B. Moore, H. C. Campbell, 22.8.74.

Australian Bureau of Statistics

P. R. Mann, 25.7.74, A. D. Graham, 15.8.74; A. A. Carr, A. E. Bromwich, N. Crivelli, J. Watson, C. A. Mason, J. P. Ferrelley, C. G. McLeod, P. C. Murphy, S. M. Hodgson, A. K. Wojcik, 22.8.74.

Australian Taxation Office

L. G. C. Michel, 27.6.74; B. R. Cleland, D. R. Guy, S. J. Lampshire, M. Cock, V. J. Randall, B. J. Wright, L. Lavan, D. F. McEntee, I. C. Ferguson, R. M. Aspinall, B. L. Rouillon, H. C. Lenton, L. C. Porter, C. M. McDonald, E. J. Hudd, D. W. Leo, R. K. Riley, V. Kiddell, K. V. Hume, J. M. Allsopp, J. Prouse, F. Gulyas, 8.8.74.

Promotions—Section 50 (9)

Public Service Act 1922-1973

The Public Service Board has:

1. Cancelled the provisional promotions as in *Gazettes* indicated: A. J. Rolfe, R. J. Ackroyd, W. E. Henderson, T. F. B. Prober, A. X. Gassy, R. J. Peterson, R. G. Lloyd, T. N. Turner, 17.1.74; A. E. Doolan, 24.1.74; G. T. Murtagh, W. T. Dinys, 21.4.74; E. A. Galligan, K. G. Gardner, 11.4.74; M. J. Fairweather, R. E. Mason, C. J. Hunt, B. E. West, W. L. Kennedy, T. F. McDonnell, J. W. Sweeney, F. McMurtrie, L. Suine, M. E. Simpson, S. P. Thomlinson, P. W. Mihell, 2.5.74; R. A. McKenzie, R. C. Skinner, T. P. Moriarity, 9.5.74; P. J. Sullivan, 16.5.74; J. G. Kearney, I. T. York, 23.5.74; G. Moore, 30.5.74; R. F. Fewster, 6.6.74; N. W. McCay, L. J. Gleeson, 13.6.74; V. M. Power, M. J. Hogan, 4.7.74; J. W. Bamford, V. J. Evans, C. L. Fenton, 11.7.74; S. K. Evans, I. McI. Fry, 18.7.74; A. J. Bailey, A. S. Maurick, 25.7.74; M. T. Watson, 1.8.74; K. A. Bradshaw, 15.8.74.

2. Promoted the undermentioned officers as shown:

DEPARTMENT OF DEFENCE—ARMY OFFICE VICTORIA

A. Atkinson, 64/11527P, Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, as Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Regional Secretariat, General Services, Albert Park (No. 259), with effect from 16.5.74.

C. S. Cornelius, 66/38099P, Clerical Assistant, Grade 1 \$4126-4514, Fourth Division, as Clerical Assistant, Grade 5 \$5879-6263, Fourth Division, Training Command, School of Army Health, Healesville (No. 1), with effect from 6.6.74.

POSTMASTER-GENERAL'S DEPARTMENT NEW SOUTH WALES

A. A. Hyman, 59/33545E, Postal Clerk \$4605-5744, Fourth Division, as Senior Postal Clerk, Grade 1 \$6002-6555, Fourth Division, Postal Services Division, Post Officers Branch, Beverly Hills, with effect from 23.5.74.

VICTORIA

A. J. Laragy, 65/37909G, Clerk \$5806-6666 (Class 2/3), Third Division, as Clerk \$7180-7935 (Class 4), Third Division, Metropolitan Operations No. 6 (South East) Section, Hawthorn East, Engineering Division, Metropolitan Operations Branch (No. 122), with effect from 13.6.74.

L. E. Paine, 73/38125C, Clerk \$2845-5836 (Class 1), Third Division, as Clerk \$6052-6929 (Class 2/3), Third Division, Engineering Division, Support Services Branch, Workshops Section, South Melbourne (No. 2), with effect from 13.6.74.

P. Donald, 59/63234R, Clerk \$6052-6929 (Class 2/3) Third Division, as Clerk \$7180-7935 (Class 4), Third Division, Telecommunications Division, Service Branch, Melbourne (No. 205), with effect from 11.7.74.

WESTERN AUSTRALIA

A. A. Scott, 67/75257G, Clerk \$5806-6666 (Class 2/3), Third Division, as Clerk \$6912-7652 (Class 4), Third Division, Costing Section, Administrative Branch, Engineering Division, Western Australia, with effect from 11.4.74.

NORTHERN TERRITORY

D. C. Rossow, 59/19177P, Plans Record Assistant, Grade 1 \$4439-5468, Fourth Division, Postmaster-General's Department, Cairns, Queensland, as Plan Records Assistant, Grade 2 \$5681-6371, Fourth Division, Engineering Division, Support Services Branch, Drafting Section, Darwin (No. 965), with effect from 21.3.74.

DEPARTMENT OF SCIENCE

VICTORIA

R. J. Peterson, 58/11601E, Technical Officer (Meteorology), Grade 2 \$7843-8347, Third Division, Victoria, as Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Third Division, Field Offices Pool, Bureau of Meteorology, Victoria (No. 106), with effect from 17.1.74.

QUEENSLAND

A. W. Archer, 58/31335R, Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division, Western Australia, as Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Field Offices Pool, Bureau of Meteorology, Townsville (No. 84), with effect from 17.1.74.

R. S. Mauger, 67/39199A, Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division, Western Australia, as Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Field Offices Pool, Bureau of Meteorology, Cairns (No. 71), with effect from 17.1.74.

C. R. G. McIntyrne, 58/28998R, Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division, as Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Field Offices Pool, Bureau of Meteorology, Brisbane (No. 302), with effect from 17.1.74.

SOUTH AUSTRALIA

R. J. Houghton, 66/38670P, Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division, Mascot, New South Wales, as Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Field Offices Pool, Adelaide (No. 122), with effect from 17.1.74.

NORTHERN TERRITORY

D. W. Whitford, 67/39188P, Technical Officer, Grade 1 \$5558-6276, Fourth Division, Victoria, as Senior Technical Officer, Grade 1 \$8599-9103, Fourth Division, Field Offices Pool, Bureau of Meteorology, Darwin (No. 98), with effect from 17.1.74.

J. T. Arthur, 68/38119M, Meteorologist, Class 1 \$6000-8953, Third Division, Alice Springs, as Meteorologist, Class 2 \$9397-10521, Third Division, Regional Forecast Centre, Bureau of Meteorology, Darwin, with effect from 24.1.74.

TASMANIA

M. J. Forecast, 66/39840X, Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division, South Australia, as Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Field Offices Pool, Bureau of Meteorology, Launceston (No. 29), with effect from 17.1.74.

M. C. Armstrong, 65/38307E, Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division, Western Australia, as Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Field Offices Pool, Bureau of Meteorology, Launceston (No. 30), with effect from 17.1.74.

DEPARTMENT OF SOCIAL SECURITY

QUEENSLAND

A. C. Smith, 70/57031A, Clerk \$5806-6666 (Class 2/3), Third Division, as Internal Auditor, Grade 1 \$6912-7652, Third Division, Management Branch, Internal Audit Section, Brisbane (No. 155), with effect from 11.4.74.

SOUTH AUSTRALIA

J. Ralla, 58/24197T, Senior Computer Operator, Grade 1 \$6488-6685, Fourth Division, as Senior Computer Operator, Grade 2 \$7026-7291, Fourth Division, Management Branch, Operations Section, Adelaide (No. 850), with effect from 21.3.74.

K. F. FAUL

Acting Secretary
Public Service Board

Provisional promotions

The following promotions are provisional and are subject to appeal by officers to the Public Service Board, and where consequent upon another provisional promotion, are dependent upon the latter being confirmed. The date of promotion is the date of this *Gazette*, except where otherwise specifically indicated. Where an officer desires to appeal against two or more provisional promotions, a separate appeal should be lodged for each one, except where the provisional promotions have been notified in the one *Gazette* and the positions are of the same designation and classification, located in the same State, Department and Branch, when one statement listing the promotees appealed against will be accepted.

WHERE TO LODGE APPEALS

Appeals should be lodged either by letter or telegram so as to be received in the office of the appropriate officer by the close of business on the twenty-first day after the day of this notification. For this purpose the appropriate officer is—if the provisional promotion is made to an office physically located in:

- (a) a State, the Public Service Inspector in that State;
- (b) the Australian Capital Territory, the Chairman, Promotions Appeal Committee, 12th Floor, National Mutual Centre, Darwin Place, Canberra City 2601;
- (c) the Northern Territory, the Public Service Inspector, Darwin;
- (d) Norfolk Island, the Public Service Inspector, Sydney;
- (e) Papua New Guinea, The Principal Executive Officer, Australian Staffing Assistance Group, Australian Office, Port Moresby, P.N.G.;
- (f) the Territory of Cocos (Keeling) Islands, the Public Service Inspector, Perth;
- (g) any other place outside Australia, the Chairman, Promotions Appeal Committee, 12th Floor, National Mutual Centre, Darwin Place, Canberra City 2601.

Note: The addresses of Public Service Inspectors are included in the Index of Addresses at the end of the 'Notification of Vacancies' section of this *Gazette*.

Appeals not lodged with the appropriate officer within the prescribed period will not be accepted. Whenever circumstances which would delay the delivery of appeals, such as postal delays, are apparent from the media, it is expected that officers will arrange for the delivery of their appeals by hand or by telegram if it appears that postal services may not deliver an appeal by the due date.

GROUND OF APPEAL

The ground of appeal are:

- (i) (a) superior efficiency; or (b) equal efficiency combined with seniority.
- (ii) That the appellant is senior to the officer provisionally promoted and is efficient, where promotion is made to one of these positions, Assistant, Grade 1; Assistant, Grade 2; Clerical Assistant, Grade 1; Hospital Assistant, Grade 2; Labourer; Lift Attendant; Lineman, Grade 2; Mail Officer; Orderly, Grade 1; Postal Officer, Grade 1; Postman; Quarantine Assistant, Grade 1; Storeman; Stores Assistant, Telephonist.

FORM OF APPEAL

There is no standard form of appeal. However, the appeal must show:

Date of *Gazette*
Name of provisional promotee
Department in which promotion made
Ground of appeal

The following particulars of the appellant should appear at the foot of the appeal:

Full name (block letters).....
Date of birth.....
Designation and salary scale of permanent position...
Office or branch.....
Department.....
Seniority date or number.....

An appeal is acknowledged and the officer is invited to submit a supporting statement in triplicate which should contain:

Ref. No.
Full name.....
Date of birth.....
Date of permanent appointment.....
Educational qualifications (in detail).....
Statement of service.....
Experience.....
Summary of claims.....

DUAL STATUS POSITIONS CREATED IN THE FOURTH DIVISION

The positions listed below are created in the Fourth Division, but become Third Division positions when occupied by an officer of that Division, and revert to the Fourth Division when vacant. A full listing of all positions is to be found in Public Service (Salaries) Regulations 8.

For purpose of appeals against provisional promotions and 'temporary transfers' to these positions, seniority of Third Division officers, shall be determined in accordance with General Order 4/A/3, i.e., according to the earliest seniority date held by the officer whether in the Fourth or Third Division.

All positions in Technical Officer, Technical Cataloguer and Technical Assistant structures and Trainee Technical Officer positions.

All positions in the Draftsman, Drafting Assistant and Illustrator structures and Trainee Draftsman positions.

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>
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DEPARTMENT OF AGRICULTURE

CENTRAL OFFICE

Bureau of Agricultural Economics

L. P. Ooi 239-02605	Research Officer, Grade 1 \$7107-8770, Third Division, Canberra	Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Canberra, vice R. H. Blanks, prov. prom. 19.9.74 (No. 1248)
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Duties: Wide range of research activities including the collection and analysis of economic data. Assist in the preparation of research reports on a variety of topics with ample scope for the expression of personal initiative. The duties may include field work in the agricultural and pastoral areas of Australia.

Qualifications: University degree in Agricultural Economics, Economics, Commerce or Arts, preferably with a major in Economics, together with appropriate economic or other relevant research experience.

Pastoral Resources Economics Branch

C. Powell 242-09263	Research Officer, Grade 1 \$9022-9777 (Class 5), Third Division, Canberra	Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Cattle Production Research Section, Canberra (No. 1111)
R. H. Blanks 237-29259	Research Officer, Grade 1 \$9022-9777 (Class 5), Third Division, Canberra	Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Sheep Production Research Section, Canberra, vice C. D. Easter, prov. prom. 12.9.74 (No. 164)

Duties: Participate in and supervise the work of officers engaged in research projects in one of the following fields: commodity market analysis; economic evaluation of development projects; economic analysis of rural costs, prices and income; agricultural marketing; economic effects of current and prospective rural policies; production economics.

Qualifications: Experience in economic research together with the ability to direct the work of a group of project officers desirable. Appropriate university degree.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Agriculture and Food Services Division, Institutions and Farm Services Branch

A. K. Newell 230-14069	Clerk \$11039-11714 (Class 7), Third Division, Canberra	Executive Officer \$12218-12721 (Class 8), Third Division, Farm Services Section, Canberra, vice A. E. B. Wood, prov. prom. 20.6.74 (No. 2657)
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Duties: Act as Executive Officer and Secretary to the Australian and States Drought and other Natural Disasters Committee. Provide secretarial and technical services for subsidiary technical committees. Evaluate drought assistance proposals.

Qualifications: Demonstrated analytical ability and academic qualifications desirable.

REGIONAL OFFICE, VICTORIA/TASMANIA

C. I. Austin 237-60977	Clerk \$3346-6671 (Class 1), Third Division, Melbourne	Clerk \$6887-7764 (Class 2/3), Third Division, Management Services Section, Accounts Sub-section, Melbourne (No. 3389)
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Duties: 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.

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Justice and Family Law Division, Criminal Law Branch

J. McI. Hunter 236-15905	Senior Legal Officer \$12926-14038, Third Division	Principal Legal Officer \$15629-16741, Third Division, Canberra (No. 11)
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Duties: Supervise and direct the work of the International Relations Section and deal personally with the more important matters.

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

Business Affairs Division, Commercial Law Branch

G. J. Bellamy 242-18610	Legal Officer \$7097-12130, Third Division	Senior Legal Officer \$12926-14038, Third Division, Bankruptcy and Bills of Exchange Section, Canberra (No. 13)
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Duties: Deal with matters referred to him.

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

Management and Special Services Division, Operations Branch

K. A. Millar 236-06398	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division	Clerk \$6887-7764 (Class 2/3), Third Division, Finance Section, Canberra (No. 225)
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Duties: Examine claims in respect of travelling allowance including officers travelling overseas and from all Judges and their staff and claims for legal aid.

B. W. Mills 235-95764	Clerical Assistant, Grade 7 \$8194-8442, Fourth Division, Department of the Prime Minister and Cabinet, Industries Assistance Commission, Canberra	Clerical Assistant, Grade 8 \$8689-8937, Fourth Division, Finance Section, Registry Sub-section, Canberra (No. 336)
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Duties: Control and co-ordinate the operation of the central registry in accordance with approved procedures.

Qualifications: Experience in supervision and registry practices desirable.

A. Reed 221-02569	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Department of Housing and Construction, Canberra	Clerical Assistant, Grade 6 \$7552-7946, Fourth Division, Finance Section, Registry Sub-section, Canberra (No. 337)
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Duties: Classify inwards correspondence and direct file titling, indexing and registration activities. Assist the Officer-in-charge with the direction and supervision of registry staff.

AUSTRALIAN CAPITAL TERRITORY

Reporting Service

S. E. De Luca 241-80325	Typist, Grade 2 \$5791-6101, Fourth Division, Department of Manufacturing Industry, Canberra	Court Reporting Typist, Grade 1 \$6795, Fourth Division, Canberra (No. 18)
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Duties: Type transcripts of proceedings before the Supreme Court and Lower Courts of the Australian Capital Territory from tape records; monitor recording machines in the Supreme Court. Other typing duties as directed.

Qualifications: Officers are required to pass a typing test of sixty words per minute and a spelling and English comprehension test and the successful transcription of 500 words from a tape record in 15 minutes.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

ATTORNEY-GENERAL'S DEPARTMENT—continued

NEW SOUTH WALES

Establishments and General Services Branch

M. J. Paterson 229-00368	Internal Auditor, Grade 1 \$8015-8770 (Class 4), Third Division, Department of Manufacturing Industry, Sydney	Internal Auditor, Grade 2 \$9022-9777 (Class 5), Third Division, Sydney (No. 17)
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Duties: Direct internal audit of all branches in New South Wales.

NORTHERN TERRITORY

Registration Officers' Branch

R. T. P. Thompson 218-65644	Clerk \$11039-11714 (Class 7), Third Division	Clerk \$12218-12721 (Class 8), Third Division, Companies Section, Darwin (No. 7)
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Duties: Hold and exercise powers, duties and functions of the statutory office of Deputy Registrar of Companies; examine and register more difficult documents; oversee the more complex company investigations and undertake special investigations as directed.

Qualifications: A thorough knowledge of the relevant legislation. Accountancy qualifications desirable.

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

Establishments Branch

M. M. Prachar 241-94153	Typist Supervisor, Grade 2 \$7221-7400, Fourth Division	Typist Controller, Grade 2 \$8537, Fourth Division, Personnel and Services Section (No. 1532)
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Duties: General oversight of work of all typing staff and the co-ordination of work within departmental typing pools.

Qualifications: Extensive experience in the operation of departmental typing services desirable.

Finance and Supply Branch

R. L. Fittell 304-86339	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$9022-9777 (Class 5), Third Division, Expenditure and Costing Section (No. 1330)
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Duties: Officer in charge, Appropriation Ledger Review. Supervise the activities of the Cost Review cell including the responsibility for the maintenance and control of the Appropriation and Subsidiary cost ledgers and Treasurers' Advance ledger.

Qualifications: Accountancy qualifications desirable.

J. R. Andruska 238-99290	Clerk \$6887-7764 (Class 2/3), Third Division	Internal Auditor, Grade 1 \$8015-8770 (Class 4), Third Division, Internal Audit Section, vice P. J. Litchfield, prov. prom. 16.5.74 (No. 1417)
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B. J. Wilson 73/88320R	Clerk \$6887-7764 (Class 2/3), Third Division	Internal Auditor, Grade 1 \$8015-8770 (Class 4), Third Division, Internal Audit Section (No. 1416)
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Duties above two positions: Conduct audit investigations related to an allocated section of the Audit Programme and submit reports on the results.

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

Housing and Welfare Division, Housing Operations Branch

M. R. McDonald 217-53933	Clerk \$11039-11714 (Class 7), Third Division	Clerk \$13224-13725 (Class 9), Third Division, Government Housing Operations Section (No. 459)
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Duties: Direct and control the activities of the Housing Administration Sub-section. Consider reports and recommendations on matters which are associated with the Sub-section's activities, make final recommendations. Undertake the more complex investigations on housing administration matters.

Qualifications: Academic qualifications desirable.

H. E. J. Falvey 242-12921	Clerk \$9022-9777 (Class 5), Third Division	Assistant Accountant \$11039-11714 (Class 7), Third Division, Mortgages and Finance Section, vice L. Hales, prov. prom. 6.6.74 (No. 495)
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Duties: Direct and control the work of the Accounts Sub-section embracing all aspects of accounting in respect of: (a) A.C.T. Housing Trust Account; (b) tenant purchases, house mortgage accounts; (c) A.C.T. Housing Rental Accounts. Prepare estimates and financial statements.

Qualifications: Accountancy qualifications required.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

I. J. Kirkpatrick 225-99938	Housing Inspector \$7764-8274, Fourth Division	Senior Housing Inspector \$8630-8800, Fourth Division, vice G. Matthews, prov. prom. 8.8.74 (No. 470)
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Duties: Supervise, direct and co-ordinate the work of Housing Inspectors. Develop, implement and oversight the inspection programme. Undertake the more important inspections.

Qualifications: Knowledge of trades pertinent to the building industry. Knowledge of maintenance procedures. Ability to supervise staff.

L. D. Vecchi 230-25948	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Mortgages and Finance Section (No. 510)
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Duties: Allocate, control and check the work of Clerical Assistants, Grade 4, engaged on special collection duties arising from arrears in payments of Commonwealth Mortgages, Housing Trust Accounts Loans and cottage rentals.

P. T. Reid 304-56017	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Conveyancing Sub-Office (No. 1777)
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Duties: Establish and maintain filing, card index and associated recording systems of conveyancing clientele.

City Manager's Office, City Services Branch

C. A. Borghuis 230-17892	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, vice S. J. Finn, prov. prom. 9.5.74 (No. 882)
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Duties: Undertake responsibility for the maintenance and development of the Rating file. Provide assistance to the Officer in charge in the preparation of reports and correspondence relating to Sewerage and Water rate matters.

R. A. Brady 241-82718	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division (No. 25)
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Duties: Read water meters and note meter cards.

C. I. Peereboom 304-67324	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division (No. 29)
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Duties: Maintain meter card system relating to premises. Prepare and maintain alphabetical card system of consumers (counter cards). Record movement of cards.

Transport Branch

D. H. Hudd 242-19541	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Projects Section (No. 926)
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Duties: Compile maps and diagrams to be used in the work of the Branch. Maintain records including Branch Library and Legislation.

A.C.T. Government Division, Government Branch

Q. L. Sutherland 242-04454	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$9022-9777 (Class 5), Third Division, Legislation Section (No. 669)
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Duties: Assist in the preparation of Commonwealth and A.C.T. legislation within the Department's functions. Investigate and report upon such matters involving the laws of the A.C.T. as are required.

Qualifications: Tertiary qualifications desirable.

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

Management Services Division, Management Services Branch

N. J. Howard 238-94334	Typist Grade 2 \$5791-6101, Fourth Division	Steno-secretary, Grade 1 \$6382-6741, Fourth Division (No. 7)
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Duties: Perform stenographic and secretarial duties for senior Officers.

Qualifications: Shorthand, at least 100 words per minute.

NEW SOUTH WALES

Services Branch

I. B. Benter 300-23959	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Department of Services and Property, Sydney	Preventive Officer-in-training \$3690-5380, Fourth Division, Special Services Section
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Conditions governing recruitment, training and advancement of Preventive Officer-in-training are shown on page 66 of Gazette No. 25 A of 22.3.74.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF CUSTOMS AND EXCISE—continued

QUEENSLAND

F. W. Nilsson 58/12299A	Clerk \$6887-7764 (Class 2/3), Third Division	Investigation Officer, Grade 1 \$8015- 8770 (Class 4), Third Division, Inland Services Section (No. 159)
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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.

NORTHERN TERRITORY

Revenue and Inland Services

R. J. Dickhart 58/33328W	Inspector \$10029-10704 (Class 6), Third Division, unattached	Senior Inspector \$11039-11714 (Class 7), Third Division, Inland Services Section, Darwin (No. 3)
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Duties: Responsible for complete supervision of the Inland Services Section.

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

T. J. Burdack 242-07460	Library Officer, Grade 2 \$6629-7328, Third Division	Library Officer, Grade 3 \$7562-8260, Third Division (No. 1881)
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Duties: Supervise and co-ordinate the activities of the Technical Services and Acquisitions cells. Supervise the conduct of loans, inter-library loans and operation of the library sub-registry; control storage and issue of highly classified material.

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

A. J. Gee 241-95623	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division (No. 452)
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Duties: Supervise the maintenance of a Branch filing system. Check material against prescribed references and provide clerical assistance to a group of Research Officers.

Logistics Division, Logistics Management and Industry Policy Branch

R. P. Mere 228-66972	Assistant Director \$13224-13725 (Class 9), Third Division, Department of Manufacturing Industry	Principal Executive Officer \$14229-14733 (Class 10), Third Division, Industry Economics Section (No. 1956)
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Duties: Provide advice on economic aspects of defence industrial development. Establish quantitative methods for evaluating costs and benefits in defence procurement.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours level together with experience in tariff matters and knowledge of industry desirable.

Equipment Processing and Technical Branch

D. N. Biddle 220-39416	Engineer, Class 3 \$11705-13047, Third Division	Engineer, Class 4 \$13718-14623, Third Division, Technological Assessment Sec- tion (No. 1990)
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Duties: Develop and establish policy regarding the preferred development of selected technologies in Australian industry and for the application of the procurement bargaining powers of the Defence Department to promote this development.

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. Contractual experience with defence industries and some background in Economics or Commerce desirable.

Joint Staff Division, Joint Operations and Plans Branch

J. Sanderson 238-76910	Typist, Grade 2 \$5791-6101, Fourth Division	Steno-secretary, Grade 1 \$6382-6741, Fourth Division (No. 1581)
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Duties: Perform secretarial duties for a senior officer.

Qualifications: Shorthand, at least 100 words per minute.

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, General Services Branch

G. M. North 231-61042	Clerk \$8015-8770 (Class 4), Third Divi- sion	Clerk \$9022-9777 (Class 5), Third Divi- sion, Registrar's Section (No. 77)
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Duties: Archival Officer, assist the Registrar in the preparation, review and implementation of disposal schedules for Department of Defence—Air Office, RAAF Commands and Units—advise Commands and Units on the disposal programme; maintain liaison with Commonwealth Archives Office.

Qualifications: Experience in records disposal and preparation of disposal schedules.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Finance and Logistics Division, Budget and Costing Branch

A. F. Viney 217-32382	Executive Officer \$12218-12721 (Class 8), Third Division	Senior Executive Officer \$13224-13725 (Class 9), Third Division, Budget Authorisation and Expenditure (No. 2)
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Duties: Responsible for the general control and direction of the Directorate.

Qualifications: Sound knowledge of departmental accounting and budgeting procedures together with knowledge of Treasury ADP and Defence EDP systems desirable. Tertiary qualifications desirable.

G. J. Hansen 225-64018	Clerk \$11039-11714 (Class 7), Third Division	Executive Officer \$12218-12721 (Class 8), Third Division, Financial Programming Estimates and Costing, vice A. F. Viney, prov. prom. (No. 19)
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Duties: Responsible for the co-ordination of information relating to the Air Office section of the Defence Programme, Prepare, continuously review, and update Budget estimates of expenditure in respect of the Programme. Analyse achievements against Budget estimates.

Qualifications: Sound knowledge of Departmental Budgetary procedures. Tertiary qualifications desirable.

R. Weston 231-6421	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Financial Programming Estimates and Costing, vice G. A. Talyforth, prov. prom. (No. 26)
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Duties: Undertake detailed investigation incidental to costing tasks and obtain information necessary to enable assessment of charges for aircraft flying, training courses, etc.

Qualifications: Costing experience desirable.

R. Dunn 217-56122	Clerk \$10029-10704 (Class 6), Third Division	Clerk \$11039-11714 (Class 7), Third Division, Financial Programming, Estimates and Costing, vice G. J. Hansen, prov. prom. (No. 39)
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Duties: Responsible for the assessment and compilation of the Five Year Rolling Programme as applicable to the equipment and facilities categories. Allocate assessed expenditure forecasts over elements and activities. Continuously review procedures relating to the above.

Qualifications: Accountancy qualifications would be an advantage.

G. A. Talyforth 233-52826	Clerk \$8015-8770 (Class 4), Third Division	Clerk \$10029-10704 (Class 6), Third Division, Financial Programming Estimates and Costing, vice R. Dunn, prov. prom. (No. 29)
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Duties: Maintain costs associated with No. 34 Squadron (V.I.P.). Calculate actual costs of Air Programmes and prepare and review estimates of recoveries for inclusion in long term programmes and annual estimates.

Qualifications: Accountancy qualifications desirable.

Finance Administration Branch

K. D. Mars 241-60703	Clerk \$3346-6671 (Class 1), Third Division, Postmaster-General's Department, Perth. W.A.	Clerk \$6887-7764 (Class 2/3), Third Division, Directorate of Audit and Service Accounting (No. 141)
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Duties: Assist Internal Audit Staff and perform minor audits.

Qualifications: Some service experience in accounting and personnel.

Branch of the Air Member for Supply and Equipment

D. J. Keane 304-60518	Clerical Assistant Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Directorate of Air Force Works (No. 21)
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Duties: Record movements of files for directorate and investigate queries regarding correspondence and file markings.

NEW SOUTH WALES

Headquarters Support Command, No. 2 Stores Depot

R. T. Skene 67/24519M	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Supply Flight, Regents Park (No. 222)
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Duties: Under direction, raise purchase orders covering the supply of stores and equipment. Supervise and train subordinate staff in these duties.

Qualifications: A knowledge of RAAF purchasing procedures desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—AIR OFFICE—continued

- F. J. James** Clerical Assistant, Grade 4 \$6471-6765, Clerical Assistant, Grade 5 \$6962-7355,
58/41176T Fourth Division Fourth Division, Supply Flight, Regents
Park (No. 219)
Duties: Supervise daily functions of the Projects, Loan and Quarantine Cells. Draft correspondence and reports. Attend to more difficult matters arising within the cells.
Qualifications: A knowledge of RAAF supply procedures in an EDP environment.
- R. E. Clark** Clerical Assistant, Grade 3 \$5883-6324, Clerical Assistant, Grade 4 \$6471-6765,
63/10137G Fourth Division Fourth Division, Supply Flight, Regents
Park (No. 161)
Duties: Co-ordinate the work and supervise the staff of the Central Distribution Output Cell. Prepare petty cash purchases and reimbursement schedules. Maintain a constant oversight of output of finance schedules.
Qualifications: Experience appropriate to the duties to be performed.
- P. J. Whalley** Clerical Assistant, Grade 3 \$5883-6324, Clerical Assistant, Grade 4 \$6471-6765,
62/11708R Fourth Division Fourth Division, Supply Flight, Regents
Park, vice F. J. James, prov. prom. (No. 218)
Duties: Under supervision, raise procurement advices in an EDP environment. Provision special commodities of stores and equipment.
Qualifications: A knowledge of RAAF provisioning procedures desirable.
- C. G. Sampson** Clerical Assistant, Grade 1 \$2599-5349, Clerical Assistant, Grade 2 \$5446-5737,
73/13522R Fourth Division Fourth Division, Warehousing Section,
Regents Park (No. 344)
Duties: Check surplus unregistered overseas receipt vouchers remaining after clearance of ship consignments against indents, stock cards and Accounting Section.
Qualifications: A knowledge of overseas indenting procedure desirable.
- M. R. Corbett** Clerical Assistant, Grade 1 \$2599-5349, Clerical Assistant, Grade 2 \$5446-5737,
72/14937C Fourth Division Fourth Division, Warehousing Section,
Regents Park (No. 251)
Duties: Under direction, photocopy shipping documents. Progress overseas receipt suspense account queries.
Qualifications: A knowledge of overseas indenting procedure desirable.
- F. J. Rogers** Storeman \$5739-5606, Fourth Division Clerical Assistant, Grade 2 \$5446-5737,
71/10608X Fourth Division Fourth Division, Warehousing Section,
Regents Park (No. 305)
- A. M. Lynn** Clerical Assistant, Grade 1 \$2481-5349, Clerical Assistant, Grade 2 \$5446-5737,
73/14624W Fourth Division Fourth Division, Regents Park (No. 345)
Duties above two positions: Conduct investigations and initiate replies to routine correspondence queries relating to equipment received from local sources.
Qualifications above two positions: Knowledge of RA AF warehousing procedures desirable.
- A. Zammit** Clerical Assistant, Grade 1 \$2599-5349, Clerical Assistant, Grade 2 \$5446-5737,
73/11141R Fourth Division Fourth Division, Accounting Squadron,
Regents Park (No. 73)
Duties: Under direction, sort, check and file RAAF stores accounting vouchers.
Qualifications: A knowledge of RAAF stores vouchers desirable.
- K. C. Munton** Clerical Assistant, Grade 1 \$2599-5349, Clerical Assistant, Grade 2 \$5446-5737,
73/10084M Fourth Division Fourth Division, Supply Flight, Regents
Park (No. 303)
Duties: Under supervision, process documentation relating to stores and equipment in an EDP environment.
Qualifications: Knowledge of RAAF stock control procedures desirable.
- A. V. Steele** Clerical Assistant, Grade 1 \$2481-5439, Clerical Assistant, Grade 2 \$5446-5737,
73/13498G Fourth Division Fourth Division, Supply Flight, Regents
Park (No. 8)
Duties: Under supervision, process documentation relating to stores and equipment in an EDP environment.
Qualifications: Knowledge of RAAF stock control procedures desirable.
- R. L. Spinks** Clerical Assistant, Grade 1 \$2599-5349, Clerical Assistant, Grade 2 \$5446-5737,
73/13251E Fourth Division Fourth Division, Supply Flight, Regents
Park (No. 336)
Duties: Assist in actioning daily error and weekly gap reports. Initiate, action and hasten correspondence relating to rejected vouchers.
Qualifications: Knowledge of RAAF stock control and EDP procedures desirable.
- K. C. Russell** Clerical Assistant, Grade 1 \$2481-5349, Clerical Assistant, Grade 2 \$5446-5737,
73/13521M Fourth Division Fourth Division, Warehousing Section,
Regents Park (No. 312)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

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|---|---|---|
| G. J. Crotty
72/15145P | Clerical Assistant, Grade 1 \$2599-5349,
Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,
Fourth Division, Warehousing Section,
Regents Park (No. 314) |
| <i>Duties above two positions:</i> File, register and distribute procurement and receipt documents and correspondence. | | |
| <i>Qualifications above two positions:</i> Knowledge of RAAF warehousing procedures desirable. | | |
| F. J. Jennings
71/14989E | Senior Storeman \$5747-6005, Fourth
Division | Stores Supervisor \$6317-6571, Fourth
Division, Warehousing Section, Regents
Park (No. 159) |
| <i>Duties:</i> Under direction, control and supervise storehouse personnel. Responsible for the efficient functioning of the storehouse and the observance of correct equipment procedures. | | |
| <i>Qualifications:</i> A sound knowledge and experience in RAAF Warehousing Procedures. | | |
| D. H. Maloney
73/14066C | Storeman \$5379-5606, Fourth Division | Senior Storeman \$5747-6005, Fourth
Division, Warehousing Section, Regents
Park (No. 112) |
| <i>Duties:</i> Allocate and check the work of staff engaged in the Wet Pack Section of the Protective Treatment and Packaging Flight. | | |
| <i>Qualifications:</i> A detailed knowledge of Protective Treatment and Packaging Processes. | | |
| S. Martin
73/15197X | Storeman \$5379-5606, Fourth Division | Senior Storeman \$5747-6005, Fourth
Division, Warehousing Section, Regents
Park (No. 202) |
| E. A. Pritchard
73/13393A | Storeman \$5379-5606, Fourth Division | Senior Storeman \$5747-6005, Fourth
Division, Warehousing Section, Regents
Park (No. 116) |
| E. J. Stanton
71/10620A | Storeman \$5379-5606, Fourth Division | Senior Storeman \$5747-6005, Fourth
Division, Warehousing Section, Regents
Park (No. 70) |
| <i>Duties above three positions:</i> Under supervision, responsible for the receipt, storage, protective treatment, issue and dispatch of equipment, in accordance with prescribed procedures. Maintenance of associated records and allocation and supervision of work of subordinate staff. | | |
| <i>Qualifications above three positions:</i> Sound knowledge of and experience in Stores and Warehousing Procedures of a RAAF Stores Depot desirable. | | |

VICTORIA

Senior Administrative Staff Officer Branch

- | | | |
|---|---|---|
| D. J. Timms
72/41670C | Clerical Assistant, Grade 1 \$2481-5349,
Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,
Fourth Division, Melbourne (No. 29) |
| <i>Duties:</i> Second-in-Charge of Mail Distribution Centre. Supervision of mail sorting and operation of the Franking Machine. Receive and dispatch registered and certified mail. Dispatch ordinary mail. | | |
| <i>Qualifications:</i> Supervisory ability and knowledge of RAAF registry procedures, PMG mail and air freight and road freight procedures. | | |

QUEENSLAND

No. 7 Stores Depot Toowoomba Branch

- | | | |
|--|---|---|
| S. M. Tait
68/57044E | Typist, Grade 2 \$5791-6101, Fourth
Division | Typist Supervisor, Grade 1 \$6562-6741,
Fourth Division, Administrative Squadron
Section, Toowoomba (No. 81) |
| <i>Duties:</i> (Position reclassified) Control and supervise the Typing Pool personnel and ensure that Depot Typing and stenographic requirements are met. | | |
| V. Clark
58/13720T | Clerical Assistant, Grade 3 \$5883-6324
Fourth Division | Clerical Assistant, Grade 4 \$6471-6765,
Fourth Division, Equipment Squadron
Section, Toowoomba (No. 122) |
| <i>Duties:</i> (Position redesignated and reclassified) Supervise and direct the activities of personnel in the Overseas Receipts Documents Cell. | | |
| L. J. Graham
69/57948W | Clerical Assistant, Grade 2 \$5446-5737
Fourth Division | Clerical Assistant, Grade 3 \$5883-6324,
Fourth Division, Equipment Squadron
Section, Toowoomba, vice V. Clark,
prov. prom. (No. 111) |
| <i>Duties:</i> As Assistant Requirements Clerk receive asset reports and raise Demand and Review forms. | | |
| R. C. Collins
73/57554W | Clerical Assistant, Grade 1 \$2481-5349,
Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,
Fourth Division, Equipment Squadron
Section, Toowoomba, vice L. J. Gra-
ham, prov. prom. (No. 52) |
| <i>Duties:</i> As Assistant Purchasing Clerk, maintain quotation schedule register in the Supply Flight (Provisioning) Sub-section. Prepare and dispatch quotations. | | |

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—AIR OFFICE—continued

W. Ross 58/13784C	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6763, Fourth Division, Accounting Flight Section, Toowoomba (No. 251)
<i>Duties:</i> (Position redesignated and reclassified) Supervise and control the functions of internal check and store adjustment voucher cell.		
T. A. Bronkhurst 69/58560X	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Administration Squadron Section, Toowoomba, vice W. Ross, prov. prom. (No. 20)
<i>Duties:</i> Carry out the Depot registry duties and supervise the work of sub-registries within the Depot.		
A. J. Austen 73/57422G	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Equipment Squadron Section, Toowoomba, vice T. A. Bronkhurst, prov. prom. (No. 21)
<i>Duties:</i> Raise stock ledgers and index cards and assist in the actioning of queries on stock holdings, supply status and dispatch details.		
D. A. Jensen 69/57618X	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Equipment Squadron Section, Toowoomba (No. 95)
<i>Duties:</i> (Position redesignated and reclassified) As Correspondence Clerk Overseas Receipts maintain correspondence, Overseas Indents and CG order registers. Action incoming correspondence and outgoing correspondence as required.		
K. E. Edwards 69/58069T	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Equipment Squadron Section, Toowoomba, vice D. A. Jensen, prov. prom. (No. 118)
<i>Duties:</i> Maintain Protective Treatment and Packaging Cell records and voucher register. Collect relevant data and prepare statistical returns.		
J. McGarry 71/58604A	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Accounting Flight Section, Toowoomba (No. 351)
<i>Duties:</i> (New Pool Position) Register all overseas receipt vouchers and investigate discrepancies.		
R. B. Densley 70/58453W	Storeman \$5379-5606, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Accounting Flight Section, Toowoomba (No. 352)
<i>Duties:</i> (New Pool Position) Receive, sort and distribute computer issue vouchers and registration slips in the Supply Flight (Supply Services) Sub-section.		
G. J. Clark 71/57785G	Storeman \$5379-5606, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Equipment Squadron Section, Toowoomba (No. 349)
<i>Duties:</i> (New Pool Position) As Assistant Internal Check Clerk perform internal check of actioning of catalogue change reports and error reports.		
L. J. Smith 71/58154P	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Equipment Squadron Section, Toowoomba (No. 104)
<i>Duties:</i> As despatch clerk, packing and despatch, raise delivery dockets for equipment being despatched other than by parcel post.		
P. R. Rookas 70/58448M	Storeman \$5379-5606, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Equipment Squadron Section, Toowoomba (No. 348)
<i>Duties:</i> (New Pool Position) Perform internal check of stores vouchers and maintenance of stores accounts.		
J. Rabe 69/57816G	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Accounting Flight Section, Toowoomba (No. 345)
<i>Duties:</i> (New Pool Position) Perform internal check of stores vouchers and maintenance of stores accounts in the Depot Stores Accounting Section.		
R. J. Cody 73/57794R	Junior Assistant \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Grade 2 \$5446-5737, Fourth Division, Equipment Squadron Section, Toowoomba, vice J. Rabe, prov. prov. (No. 94)
<i>Duties:</i> As Assistant Purchasing Clerk, maintain quotation schedule register in the Supply Flight (Provisioning) Sub-section. Prepare and despatch quotations schedules.		

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
F. G. Dart 65/58249K	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Accounting Flight Section, Toowoomba (No. 347)
<i>Duties:</i> (New Pool Position) Maintain Accounting Section voucher registers (Depot and Section E) in the Depot Stores Accounting Section.		
K. J. Gray 69/57930C	Storeman \$5379-5606, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Maintenance Flight Section, Toowoomba, vice F. Dart, prov. prom. (No. 344)
<i>Duties:</i> Maintain Jobs Inventory Account and action associated vouchers in the Maintenance Control Cell Sub-section.		
B. A. Timms 67/57509E	Senior Storeman \$5747-6005, Fourth Division	Stores Supervisor \$6317-6571, Fourth Division, Equipment Squadron Section, Toowoomba, vice J. McLean, prov. prom. (No. 264)
<i>Duties:</i> Supervise and direct the activities of personnel employed in Warehouse 6.		
H. M. Biddle 68/58109W	Storeman \$5379-5606, Fourth Division	Senior Storeman \$5747-6005, Fourth Division, Equipment Squadron Section, Toowoomba, vice B. A. Timms, prov. prom. (No. 279)
<i>Duties:</i> Under supervision of a Stores Supervisor, select and prepare stock for issue. Action issue vouchers and prepare tote OCs for onforwarding to the Materials Processing Section.		
D. A. Young 58/13810W	Senior Storeman \$5747-6005, Fourth Division	Stores Supervisor \$6317-6571, Fourth Division, Equipment Squadron Section Toowoomba (No. 263)
<i>Duties:</i> Supervise and direct the activities of personnel in the Protective Treatment and Packaging Sub-section.		
S. Adams 68/57958M	Storeman \$5379-5606, Fourth Division	Senior Storeman \$5747-6005, Fourth Division, Equipment Squadron Section, Toowoomba, vice D. A. Young, prov. prom. (No. 281)
<i>Duties:</i> Receive and check equipment from the Materials Processing Section.		
E. D. Herbert 68/58459G	Storeman \$5379-5606, Fourth Division	Senior Storeman \$5747-6005, Fourth Division, Equipment Squadron Section, Toowoomba (No. 276)
<i>Duties:</i> Supervise the activities of storeman counters in the Overseas Receipts Handling Cell. <i>Qualifications for all positions:</i> Experience in and knowledge of procedures at an RAAF Stores Depot desirable.		
P. D. Boland 69/57947R	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Accounting Flight Sec- tion, Toowoomba (No. 346)
<i>Duties:</i> (New Pool position) Maintain the register of stores adjustment voucher and process and hasten SAs.		
J. R. Thurecht 73/57485M	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Equipment Squadron Section, Toowoomba (No. 69)
<i>Duties:</i> Examine register and maintain records of claims from suppliers in the Supply Flight (Provisioning) Sub-section.		
J. Stirling 58/13796T	Senior Stores Supervisor, Grade 1 \$6963-7140, Fourth Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Equipment Squadron Section, Toowoomba (No. 269)
<i>Duties:</i> (Position redesignated and reclassified) Supervise and direct the activities of personnel in the Overseas Receipts Cell.		
L. M. Deuble 58/13726W	Senior Stores Supervisor, Grade 1 \$6963-7140, Fourth Division	Senior Stores Supervisor, Grade 2 \$7708-7921, Fourth Division, Equipment Squadron Section, Toowoomba (No. 254)
<i>Duties:</i> (Position redesignated and reclassified) Supervise and direct the activities of staff employed in Material Processing Section.		
J. McLean 58/13765T	Stores Supervisor \$6317-6571, Fourth Division	Senior Stores Supervisor, Grade 1 \$6963-7140, Fourth Division, Equipment Squadron Section, Toowoomba, vice L. M. Deuble, prov. prom. (No. 255)
<i>Duties:</i> Supervise and direct the activities of staff employed in No. 2 Store, Warehousing Flight Sub-section.		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

R. G. Carew 68/37717K	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Organisation and Methods Sec- tion, Canberra (No. 94)
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Duties: Prepare forms printing specifications. Develop and prepare forms design layout in both draft and final artwork stages.

Qualifications: Aptitude for forms design and analytical ability desirable.

HQ AMF Support, Local Administration

D. J. O'Brien 71/86057M	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Internal Checking and Stocktaking Section, Canberra (No. 1)
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Duties: Internal checking of all Stores and transport documentation; cash and accountable forms. Prepare documentation for, collate and assist with finalisation of unit spot checks, annual stocktakes and discrepancy reports. Submit periodic reports to Camp Commandant covering all aspects of unit accounting.

QUEENSLAND

Logistic Command, 2 Army Quality Assurance Unit

J. T. Ainley 58/37924C	Senior Inspecting Officer, Grade 3 \$10692-10987, Fourth Division, unat- tached	Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Fourth Division, Brisbane Detachment (No. 1)
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Duties: Direct and co-ordinate staff in the performance of product verification. Provide advice on technical and quality aspects of contracts and participate in more complex projects.

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

Note: Effective from 12.9.74. In lieu of the provisional promotion notified in the *Australian Government Gazette* of 12.9.74.

B. S. Ingram 58/26730X	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Brisbane Detachment, Engineering (No. 2)
J. Hankins 70/58097E	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, Brisbane Detachment, Engineering (No. 3)
I. Dryden 62/57633M	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Brisbane Detachment, Clothing/Textiles (No. 4)
B. G. Spendlove 73/58225P	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Brisbane Detachment, Clothing/Textiles (No. 5)
F. P. Taylor 66/57694M	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Brisbane Detachment, Hardware/Furniture (No. 7)

Duties above five positions: Liaise with contractors on technical and quality aspects of contracts and evaluate effectiveness of quality control systems.

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

Note: Effective from 12.9.74. In lieu of the provisional promotion notified in the *Australian Government Gazette* of 12.9.74.

Headquarters, Papua New Guinea, Defence Force, Force Secretary's Branch

K. S. Hutchings 58/19617C	Command Secretary \$13224-13725 (Class 9), Third Division, unattached	Principal Executive Officer \$14229-14733 (Class 10), Third Division, Port Moresby (No. 1)
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Duties: Responsible to Deputy Secretary (A), Department of Defence, Canberra for policy and planning aspects relating to the functioning of the Defence Force.

A. Mahomet 58/19478E	Command Paymaster \$11039-11714 (Class 7), Third Division, unattached	Executive Officer \$12218-12721 (Class 8), Third Division, Port Moresby (No. 17)
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Duties: Control and direct the activities of the Defence Force Finance Section and provide advice to senior officers on financial administrative matters. Perform the duties of Chief Accounting Officer for purposes of the Audit Act and Treasury Regulations.

Note above two positions: Effective from 12.9.74. In lieu of the provisional promotion notified in the *Australian Government Gazette* of 12.9.74.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Finance and Materiel Division, Finance Branch

G. C. O'Brien 242-11865	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Financial Programming and Budgets Section, Canberra (No. 67) and estimates and reviews thereof.
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Duties: Assist the Finance Officer in the preparation of programmes and estimates and reviews thereof.

Qualifications: Knowledge of Defence financial procedures would be an advantage.

Naval Personnel Branch

L. W. Smith 230-15782	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Naval Education Service Section, Canberra (No. 164)
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Duties: Supervise and direct activities of civil staff. Prepare and exercise control over estimates for the Library sub vote. Maintain catalogue of books contained in the Central Reference Library and review as necessary.

N. M. Cavanagh 231-62726	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Personnel Administration Section, Naval Personnel Records Sub-section, Canberra (No. 174)
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Duties: Prepare recommendations in regard to the administration of various schemes. Maintain records and issue Trade Proficiency Certificates.

L. R. O'Brien 236-13459	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Personnel Administration Section, Naval Permanent Records Sub-section (No. 39)
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Duties: Supervise and direct the work of the Sub-section. Sign correspondence.

H. M. Ramsay 304-77686	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel Administration Section, Naval Personnel Records Sub-section, Canberra, vice L. R. O'Brien, prov. prom. (No. 64)
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Duties: Supervise and control the work of the group engaged in preparation of Discharge, Trade and Apprenticeship Certificates.

E. M. Lawley 304-64105	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Personnel Administration Section, Naval Personnel Records Sub-section, Canberra (No. 42)
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Duties: Oversight and control of the movements Sub-section. Redirection of mail involving search of EDP print outs.

T. M. Herbert 304-58725	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Personnel Services Section, Administration Sub-section, Canberra (No. 74)
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Duties: Maintain filing systems, receive and distribute correspondence. Maintain register of Free Discharge applications.

J. L. Wilkinson 242-21270	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, General Services Section, Office Services Sub-section, Canberra (No. 132)
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Duties: Maintain record of classified files passing through, entering or leaving the branch. Attend to inquiries.

Office of the Chief of Naval Technical Services, Finance and Administration Branch

D. McVeigh 227-75210	Clerk \$9022-9777 (Class 5), Third Division, Canberra	Clerk \$10029-10704 (Class 6), Third Division, Finance and Administration Branch, Canberra (No. 4)
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Duties: Assist in the co-ordination, review and preparation of annual estimates. Co-ordinate staff charges, promotions, transfers and training programmes. Draft ministerial correspondence and prepare general correspondence.

NEW SOUTH WALES

HMA Naval Dockyard, Garden Island

W. J. Miller 239-33188	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Department of Defence	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Personnel Division, Compensation Sub-section (No. 211)
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Duties: Provide general clerical assistance in the compensation sub-section including: (a) Assist in the processing of travelling claims. (b) Maintain compensation files held in the section. (c) Compile and update records and statistics of compensation cases. (d) Prepare returns.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—NAVY OFFICE—continued

VICTORIA

Finance and Materiel Division, Finance Branch

B. M. Kelly 224-58012	Clerk \$8015-8770 (Class 4), Third Division, Melbourne	Clerk \$9022-9777 (Class 5), Third Division, Accounts Section, General Accounts Sub-section, Melbourne (No. 19)
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Duties: Act as duly appointed Authorising Officer for all receipts and expenditure by Navy Office (Central Administration) Melbourne.

F. L. Karl 230-34211	Clerk \$6887-7764 (Class 2/3), Third Division, Melbourne	Clerk \$8015-8770 (Class 4), Third Division, Accounts Section, Costing and Advising Sub-section, Melbourne, vice B. M. Kelly, prov. prom. (No. 43)
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Duties: Collation and recording of cost data and preparation of statements etc., for other Directorates. Advisings on financial and accounting aspects in respect of stores, losses and repayments of public moneys etc. Assist with reviews of repayment service charges.

HMA Naval Dockyard, Williamstown

A. P. Walsh 70/38208P	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Navy Store Section, Williamstown (No. 11)
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Duties: Formulate proposals for the replenishment of Stores for Repair and Refit and New Construction of Ships; supervise action in respect of Local Purchase, Demands on SGSO and SVSO Sydney and Yard Requisitions; review outstanding Demands and take action on outstanding dues; propose disposal of obsolete stores.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Policy Division, General Policy Branch

J. Blank 217-52711	Clerk \$12218-12721 (Class 8), Third Division, Facilities Branch	Clerk \$13224-13725 (Class 9), Third Division, Policy Development Section, Canberra (No. 395)
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Duties: Develop and implement approved policy initiatives. Prepare advice, submissions, correspondence etc. on policy development matters.

Qualifications: Academic qualifications to be stated.

Parliamentary Liaison and Information Branch

P. J. A. Heron 233-42441	Clerk \$10029-10704 (Class 6), Third Division, General Policy Branch	Clerk \$12218-12721 (Class 8), Third Division, Parliamentary Liaison Section, Canberra (No. 431)
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Duties: Supervise the sub-section dealing with ministerial and departmental correspondence and briefs, related to the policy area. Prepare, under direction, the more important correspondence and briefs.

Qualifications: Tertiary qualifications desirable.

Research and Development Division, Language Teaching Branch

S. M. King 304-73298	Education Officer, Class 1 \$7158-9912, Third Division, International Education Branch	Education Officer, Class 2 \$10248-11258, Third Division, Methods and Materials Sub-section, Canberra (No. 368)
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Duties: Set out and arrange for printing of teaching materials. Arrange for art work. Edit periodic notes for teachers such as English. A New Language.

Qualifications: A degree in Education, or another appropriate degree and a diploma in Education or equivalent, and at least 12 months experience in Education. Experience in teaching English as a second language desirable.

Territorial and Facilities Division, Territorial Liaison Branch

J. W. Morey 226-03136	Clerk \$13224-13725 (Class 9), Third Division	Director \$15236-15739 (Class 11), Third Division, A.C.T. Education Section, Canberra (No. 461)
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Duties: Advise the Branch Head on developments and trends in Territorial education. Prepare major submissions and briefing material. Oversight the work of the Section.

Qualifications: Academic qualifications to be stated. Experience in Territorial education desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

J. B. I. Mitchell 218-33802	Clerk \$12218-12721 (Class 8), Third Division	Clerk \$13224-13725 (Class 9), Third Division, A.C.T. Education Section, Special Investigations Sub-section Canberra, vice J. W. Morey, prov. prom. 19.9.74 (No. 478)
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Duties: Prepare advice on policy aspects relating to the provision of education in the A.C.T. Supervise the administration of assistance to non-government schools. Represent the Department on Committees.

Qualifications: Academic qualifications to be stated. Knowledge of Government aid to non-government schools an advantage.

H. K. Whitton 238-99581	Clerk \$10029-10704 (Class 6), Third Division	Clerk \$12218-12721 (Class 8), Third Division, Canberra, vice J. B. Mitchell, prov. prom. 19.9.74 (No. 396)
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Duties: Prepare advice to the Minister on triennial programs and current developments at the Australian National University and Canberra College of Advanced Education. Investigate the future requirements for tertiary education in the A.C.T.

Qualifications: Appropriate academic qualifications. Knowledge of the organisation of tertiary education an advantage.

M. J. Doburn 231-74812	Clerk \$9022-9777 (Class 5), Third Divi- sion, Facilities Branch	Clerk \$10029-10704 (Class 6), Third Division, A.C.T. Education Section, Special Investigations Sub-section Canberra, vice H. K. Whitton, prov. prom. 19.9.74 (No. 480)
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Duties: Deal with matters relating to the preparation and presentation of estimates of revenue and expenditure of tertiary institutions in Australian Territories. Prepare estimates of expenditure for the Branch. Prepare appropriate claims for payments.

Qualifications: Academic qualifications to be stated.

AUSTRALIAN CAPITAL TERRITORY

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

R. F. Platt 230-22675	Clerk \$8015-8770 (Class 4), Third Divi- sion	Clerk \$9022-9777 (Class 5), Third Divi- sion, Personnel Section, Canberra (No. 470)
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Duties: Assistant Personnel Officer. Co-ordinate and control activities associated with the payment of salaries to teachers. Assist principals with schools administration problems and provide advice on staffing systems and procedures.

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

Branch Office

A. J. Phillips 231-68965	Clerk \$8015-8770 (Class 4), Third Divi- sion	Clerk \$9022-9777 (Class 5), Third Divi- sion, Scholarships, Allowances and Grants Section, Scheme Administration Sub-section, Canberra (No. 5)
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Duties: Direct and control all aspects of allowance assessment and administration of various schemes of assistance. Check complex cases of living allowance assessments.

Qualifications: Considerable knowledge of the conditions of the various schemes of assistance and proven supervisory ability desirable.

T. Dixon 231-22086	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Scholarships, Allow- ances and Grants Section, Scheme Administration Sub-section, Canberra (No. 562)
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Duties: Direct the day-to-day activities of the Clerical Assistant, Grade 3 (Registry), and the typists. Answer inquiries from parents, applicants and assistant students on the conditions of the various schemes of assistance administered by the department.

Qualifications: Relevant experience desirable.

Schools Commission, Programs No. 2 Branch

H. Mack 73/86727M	Typist, Grade 2 \$5791-6101, Fourth Division, Management Services Branch	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Canberra (No. 46)
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Duties: Provide stenographic and secretarial duties for a senior officer.

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

NEW SOUTH WALES

Branch Office

P. A. Sawyer 72/13814E	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Divi- sion, Tertiary Education Assistance Sec- tion, Sydney (No. 72)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF EDUCATION—continued

J. D. Foster 71/13638C	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Tertiary Education Assistance Section, Sydney (No. 36)
M. R. O'Neill 70/14031M	Clerk 6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Tertiary Education Assistance Section, Sydney (No. 311)
M. F. McCarthy 67/81132E	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Tertiary Education Assistance Section, Sydney (No. 314)

Duties above four positions: Determining Officer. Check assessments of living allowance and travelling allowance under the Tertiary Education Assistance Scheme and determine the amount of allowance payable for a prescribed number of students.

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

D. J. Dumpleton 71/12725E	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Tertiary Education Assistance Section, Payments and Scrutineer Sub-section, Sydney (No. 317)
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Duties: O.I.C. Payments. Supervise and direct the day-to-day activities of the Payments Sub-section, including the scrutiny on new applications, results and enrolment advices in the period October to March.

Qualifications: A good knowledge of ADP input and output documentation associated with the Tertiary Education Assistance Scheme desirable.

J. M. Humphries 59/28503	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, School Students' Assistance Section, Sydney (No. 384)
B. L. Sibillin 70/13691W	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, School Students' Assistance Section, Sydney (No. 385)
S. J. Vandermeer 70/13810E	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, School Students' Assistance Section, Sydney (No. 253)

Duties above three positions: Determining Officer. Check assessments of living and other allowance under the Isolated Children's Assistance Scheme, Commonwealth Senior Secondary Scholarship Scheme and Secondary Allowances Scheme and determine the amount of allowance payable.

Qualifications above three positions: Experience in the application of means test desirable.

A. G. Charlston 73/11334R	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$8015-8770 (Class 4), Third Division, School Students' Assistance Section, Sydney (No. 386)
M. K. Christos 70/14313K	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, School Students' Assistance Section, Sydney (No. 387)

Duties: Supervise and direct the day-to-day activities of the Payment Sub-section.

G. Petrowsky 69/11726G	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Teacher Education and Ex-servicemen Section, Sydney (No. 394)
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Duties: Co-ordinate the financial and statistical functions of the Section and prepare financial estimates. Co-ordinate the recruitment, travel and removal action in N.S.W. for teachers recruited for the Commonwealth Teaching Service.

Qualifications: A working knowledge of ADP input and output documentation together with conditions of service applicable to Commonwealth Teaching Service desirable.

A. M. Harkins 70/14710G	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Teacher Education and Ex-servicemen Section, Sydney (No. 51)
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Duties: Attend the inquiry counter; give information on the more straightforward inquiries and refer the more difficult to appropriate officers. General clerical duties.

E. A. Mater 74/10114P	Education Officer, Class 1 \$7158-9912, Third Division	Education Officer, Class 2 \$10248-11258, Third Division, Aboriginal Secondary Grants Section, Sydney (No. 95)
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Duties: Supervise staff engaged in determination of eligibility for awards under the Aboriginal Secondary Grants Scheme. Field liaison with award holders and representatives of organisations responsible for Aboriginal education, employment and welfare.

Qualifications: A degree in Education, or another appropriate degree and a diploma in Education; and at least 12 months' experience in Education.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
P. I. Hannan 69/14059M	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Aboriginal Secondary Grants Section, Sydney (No. 8)
<i>Duties:</i> Supervise the processing of applications for grants, principals' reports and enrolment checks. Supervision of registry operations. Maintain sectional and statistical records.		
R. J. Aston 73/11460C	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Administration Section, Relief Sub-section, Sydney (No. 257)
<i>Duties:</i> Provide relief at the Clerk Class 4 level and perform other duties as required.		
D. L. Livingston 69/14310W	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Administration Section, General Accounts Sub-section, Sydney (No. 40)
<i>Duties:</i> Assess claims for current grants received from independent schools and arrange payment. Oversight recovery action in connection with overpayments of allowances and prepare submissions involving write-off action.		
G. J. Stewart 72/10580X	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Administration Section, General Accounts Sub-section, Sydney (No. 119)
<i>Duties:</i> Assist in examination and batching of accounts prior to certification; maintain sequence sheets and check and file paid accounts. Assist in preparation of statistics.		
E. A. Griffin 73/16615R	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Private Overseas Students Section, Sydney (No. 284)
<i>Duties:</i> Supervise the recording and examination of academic results and the verification of enrolments. Examine records of students who have failed and initiate academic progress assessments where necessary.		
<i>Qualifications:</i> Tertiary qualifications desirable.		
M. T. Gallagher 71/11685A	Education Officer, Class 1 \$7158-9912, Third Division	Education Officer, Class 2 \$10248-11258, Third Division, Postgraduate Awards Section, Sydney (No. 141)
<i>Duties:</i> Interview scholars holding Postgraduate Awards concerning their study programs and provide advice on particular problems. Assess the progress of individual scholars and liaise with the various tertiary institutions on problems relating to both the operation of the scheme and individual scholars.		
S. M. Black 300-35546	Education Officer, Class 1 \$7158-9912, Third Division	Education Officer, Class 2 \$10248-11258, Third Division, Special Services Section, Information Sub-section, Sydney (No. 376)
<i>Duties:</i> Direct the work of the Information Sub-section, including the associated library, in providing an educational information service to the public. Obtain and provide information required for publications. Answer media inquiries relating to Departmental policy and prepare material for the media. Prepare drafts for talks and addresses by senior officers.		
<i>Qualifications above two positions:</i> A degree in Education, or another appropriate degree and a diploma in Education; and at least 12 month's experience in Education.		
G. K. Kent 72/14902K	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Language Teaching Section, English Preparation Centre Sub-section, Sydney (No. 334)
<i>Duties:</i> Liaise with outside organisations providing opportunities for students to exercise in language and communications: obtain and maintain records of, new and relevant teaching materials of assistance in pre-course English tuition. Make arrangements for English tests to migrants.		

QUEENSLAND

State Office

G. J. Mackrell 58/42760A	Education Officer, Class 3 \$11666-12890, Third Division, Scholarships and Grants Section, Brisbane	Assistant Director \$13224-13725 (Class 9), Third Division, Executive Section, Brisbane (No. 67)
<i>Duties:</i> Direct and control activities associated with the general management of the schemes of assistance administered by the Department. Liaise at senior level with educational and other institutions.		
<i>Qualifications:</i> Proven administrative ability. Extensive experience in education. Academic qualifications to be stated.		
J. E. Kelly 69/57018T	Education Officer, Class 2 \$10248-11258, Third Division, Aboriginal Grants Section, Brisbane	Education Officer, Class 3 \$11666-12890, Third Division, Aboriginal Grants Section, Brisbane (No. 104)
<i>Duties:</i> Direct and control the operations of the Aboriginal Secondary Grants Scheme and Aboriginal Study Grants Scheme in Queensland.		
<i>Qualifications:</i> A degree in Education or another appropriate degree or diploma and a diploma in Education, or equivalent, and at least 12 months experience in education essential.		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF EDUCATION—continued

- R. F. Cody**
70/58712R
Education Officer, Class 2 \$10248-11258,
Third Division, Tertiary Education
Assistance Section, Brisbane
Clerk \$11039-11714 (Class 7), Third
Division Tertiary Education Assistance
Section, Brisbane (No. 20)
Duties: Direct and control activities with academic assessment and allowance assessment under the Tertiary Education Assistance Scheme. Examine applications and determine eligibility in special cases; prepare the more important ministerial and departmental correspondence relating to the scheme. Investigate and prepare reports on aspects of the scheme.
Qualifications: A comprehensive knowledge of the administration of the Tertiary Education Assistance Scheme. Proven administrative ability. Academic qualifications to be stated.
- R. L. W. Barralet**
58/19933A
Clerk \$9022-9777 (Class 5), Third Division, Tertiary Education Assistance Section, Brisbane
Clerk \$11039-11714 (Class 7), Third Division, School Childrens Assistance Section, Brisbane (No. 9)
Duties: Control activities associated with the operations of the School Childrens Assistance Sub-section. Examine applications for special consideration and determine entitlement to benefits in more difficult cases. Prepare the more important ministerial and departmental correspondence relating to the scheme.
Qualifications: Proven administrative ability. Extensive experience in schemes of student assistance. Academic qualifications to be stated.
- M. A. Slade**
58/42761E
Clerk \$8015-8770 (Class 4), Third Division, School Childrens Assistance Section, Brisbane
Clerk \$10029-10704 (Class 6), Third Division, School Childrens Assistance Section, Brisbane (No. 13)
Duties: Senior Determining Officer. Direct all aspects of eligibility and allowance assessment under the Scheme of Assistance for Isolated Children, the Senior Secondary Scholarship Scheme and the Secondary Allowances Scheme. Determine allowances payable in complex cases.
Qualifications: Considerable experience in the administration of schemes of assistance to students desirable. Proven administrative ability.
- M. J. D. Martin**
58/20053T
Clerk \$8015-8770 (Class 4), Third Division, School Childrens Assistance Section, Brisbane
Clerk \$10029-10704 (Class 6), Third Division, Tertiary Education Assistance Section, Brisbane (No. 39)
Duties: Senior Determining Officer, Group Leader (Allowances and Support Services). Direct and control activities associated with assessment and payment of allowances under the Tertiary Education Assistance Scheme. Co-ordinate the work of the section and plan and review work procedures.
Qualifications: Considerable experience in the application of the means test and other entitlement provisions desirable. Proven administrative ability.
- C. E. Courtney**
58/39087X
Clerk \$8015-8770 (Class 4), Third Division, Tertiary Education Assistance Section, Brisbane
Clerk \$10029-10704 (Class 6), Third Division, Tertiary Education Assistance Section, Brisbane (No. 21)
Duties: Academic Assessor Grade 2. Determine the more complex cases of assessment of academic progress associated with eligibility of students under the Tertiary Education Assistance Scheme.
Qualifications: A knowledge of the structures of courses in tertiary education desirable. Academic qualifications to be stated.
- L. A. Parsons**
68/57285E
Education Officer, Class 1 \$7158-9912,
Third Division, School Childrens Assistance Section, Brisbane
Clerk \$10029-10704 (Class 6), Third Division, Tertiary Education Assistance Section, Brisbane (No. 22)
Duties: Academic Assessor Grade 2. Determine the more complex cases of assessment of academic progress associated with eligibility of students under the Tertiary Education Assistance Scheme.
Qualifications: A knowledge of the structures of courses in tertiary education desirable. Academic qualifications to be stated.

NORTHERN TERRITORY

Northern Territory Education Division, Management Services Branch

- D. F. Greenhill**
217-70338
Clerk \$11039-11714 (Class 7), Third Division, Darwin
Clerk \$12218-12721 (Class 8), Third Division, Finance and Supply Section, Darwin (No. 1222)
Duties: Co-ordinate and control the activities of Finance and Accounts, and Supply Sections, including expenditure control, estimates, budgeting and works programming, stores and contracts, departmental accounting. Advise and assist Branch Heads and other senior officers on matters relating to finance, stores, contracts and accounting funds.
Qualifications: Educational qualifications to be stated.
- M. T. Higgins**
229-07332
Clerk \$10029-10704 (Class 6), Third Division, Darwin
Clerk \$11039-11714 (Class 7), Third Division, Finance and Supply Section, Darwin (No. 75)
Duties: Estimates Officer—Prepare draft forward, revised and additional estimates; collate and process for consideration by Central Office. Attend finance discussions with Central Office and Treasury.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

P. J. Krome
220-02429 Clerk \$12218-12721 (Class 8), Third Division, Department of Housing and Construction, Darwin Clerk \$13224-13725 (Class 9), Third Division, Darwin (No. 1221)

Duties: Co-ordinate and control the Personnel, Finance, Supply and General Services functions for Northern Territory Division.

Qualifications: Educational qualifications to be stated.

TASMANIA

State Office

M. B. A. Otorespec
74/81025X Graduate Clerk \$3346-6671 (Class 1), Third Division, Department of Labor and Immigration, Hobart Clerk \$8015-8770 (Class 4), Third Division, Scholarships, Allowances and Grants Section (No. 38)

Duties: Make academic assessments under the Tertiary Education Assistance Scheme. Provide academic guidance and advice to assisted students.

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

A. M. Bowden
64/36519A Clerk \$8015-8770 (Class 4), Third Division, Department of Education, Melbourne Clerk \$9022-9777 (Class 5), Third Division, Scholarships, Allowances and Grants Section (No. 36)

Duties: Direct and control all aspects of allowance assessment and payments involved in administering the various schemes for which the Section is responsible.

Qualifications: Considerable knowledge of the conditions of the various schemes of assistance and proven supervisory ability desirable.

P. C. Herbert
67/81016A Clerk \$6887-7764 (Class 2/3), Third Division, Administration Section Clerk \$8015-8770 (Class 4), Third Division, Administrative Section (No. 9)

Duties: Direct and control the activities of the Administrative Section.

Qualifications: Administrative experience and supervisory ability desirable.

S. Marr
70/81158C Clerk \$6887-7764 (Class 2/3), Third Division, Scholarships, Allowances and Grants Section Clerk \$8015-8770 (Class 4), Third Division, Scholarships, Allowances and Grants Section (No. 37)

Duties: Direct, control and examine all aspects of allowance payments made under all schemes for which the Section is responsible.

D. M. Chmura
72/81186W Clerk \$3346-6671 (Class 1), Third Division, Department of Social Security, Tasmania Clerk \$6887-7764 (Class 2/3), Third Division, Scholarships, Allowances and Grants Section, vice S. Marr, prov. prom. (No. 6)

Duties: Payments officer for all schemes administered in the Section. Check commencements and variations to payments and provide assistance to allowance Assessors.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

Water and Soil Resources Division, Resources Management Branch

P. H. Hodge
233-77038 Clerk \$13224-13775 (Class 9), Third Division, Bureau of Agricultural Economics, Department of Agriculture Director \$14229-14733 (Class 10), Third Division (No. 24)

Duties: Plan and direct the work of the Project Appraisal Section. Formulate policy in relation to the development and management of Australia's water and soil resources.

Qualifications: Appropriate tertiary qualifications, preferably in economics, the physical or social sciences, resources management or engineering. Experience in studies associated with the development or management of resources.

Policy Co-ordination Division, Management Services Branch

C. S. J. MacArthur
238-76267 Clerical Assistant, Grade 2 \$5446-5737, Fourth Division Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Property and Office Services Section (No. 143)

Duties: Oversight dispatch, file distribution, file movements, repository and courier activities in the Central Registry.

M. M. Meusburger
74/85724C Clerical Assistant, Grade 1 \$2481-5349, Fourth Division Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Property and Office Services Section, vice C. S. J. MacArthur, prov. prom. 19.9.74 (No. 142)

Duties: Nominal Index Officer. Post entries to the Nominal Index. Allocate file numbers to follow-on papers.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION—continued

D. W. Argaut 74/94076K	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Property and Office Services Section (No. 140)
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Duties: Search Officer. Locate files held outside Registry and attach correspondence.

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Management Services Division, Services Branch

A. R. Werchanowski 72/85117X	Clerk \$6887-7764 (Class 2/3), Third Division, Management Services Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Communications, Technical and General Services Section, Communi- cations Sub-section, Canberra (No. 804)
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Duties: Responsible for all matters concerning the Department's safe-hand and courier service. Prepare Courier itineraries, rosters and movement requisitions for the operation of the courier service.

J. A. Knox 69/85734W	Clerk \$6887-7764 (Class 2/3), Third Division, Postmaster-General's Depart- ment, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Communications, Technical and General Services Section, Communi- cations Sub-section, Canberra (No. 1013)
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Duties: Responsible for all matters concerning the operations of the Department's air freight service. Maintain close liaison with airline companies on all activities affecting the service.

Personnel Branch

D. J. Anderson 73/13114G	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Organisation, Staffing and Training Section, Sydney (No. 652)
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Duties: Arrange travel, car and accommodation bookings and maintain library of all publications for office use and for the public.

Information and Cultural Relations Branch

L. M. MacKerras 72/87959E	Library Officer, Grade 1 \$6532-7231, Third Division, Department of Defence, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Information and Publications Section, Publications Sub-section, Canberra (No. 616)
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Duties: Arrange for the printing of the Political Information Bulletin (weekly), the Digest of Dispatches and the Statement on Foreign Affairs; assist in the editing of the Political Information Bulletin. Liaison with AGPS, Government Printer and overseas posts regarding 'Outline' series.

Overseas Division

D. C. Goss 58-21694R	Foreign Affairs Officer, Class 4 \$15236-15739, Third Division, Overseas Division	Assistant Secretary \$17776, Second Division, Overseas Division (No. 5)
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Duties: As Deputy Head of Mission, direct the work of the mission including the formulation of policy proposals and implementation of policies. Attend in a representative capacity at international conferences.

R. P. Broinowski 62/86153A	Foreign Affairs Officer, Class 3 \$13224- 13725, Third Division, Overseas Division	Foreign Affairs Officer, Class 4 \$15236- 15739, Third Division, Overseas Division, vice D. C. Goss, prov. prom. 19.9.74 (No. 91)
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O. J. Cordell 63/85715R	Foreign Affairs Officer, Class 3 \$13224- 13725, Third Division, Overseas Division	Foreign Affairs Officer, Class 4 \$15236- 15739, Third Division, Overseas Division (No. 428)
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R. E. Little 62/86152W	Foreign Affairs Officer, Class 3 \$13224-13725, Third Division, Overseas Division	Foreign Affairs Officer, Class 4 \$15236- 15739, Third Division, Overseas Division (No. 819)
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T. L. Shand 67/85970R	Foreign Affairs Officer, Class 3 \$13224- 13725, Third Division, Overseas Division	Foreign Affairs Officer, Class 4 \$15236- 15739, Third Division, Overseas Division (No. 254)
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Duties above four positions: Deputy Head of mission at certain posts and senior political and economic adviser to Head of Mission. Attend in a representative capacity at other than major conferences.

M. A. S. Landale 70/88580C	Foreign Affairs Officer, Class 2 \$10029- 10704, Third Division, Overseas Division	Foreign Affairs Officer, Class 3 \$13224- 13725, Third Division, Overseas Division (No. 42)
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<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
G. R. Alliband 71/87521W	Foreign Affairs Officer, Class 2 \$10029-10704, unattached	Foreign Affairs Officer, Class 3 \$13224-13725, Third Division, Overseas Division (No. 29)
N. H. Craft 71/99001X	Foreign Affairs Officer, Class 2 \$10029-10704, Third Division, Overseas Division	Foreign Affairs Officer, Class 3 \$13224-13725, Third Division, Overseas Division (No. 39)
R. J. D. Gee 71/99011E	Foreign Affairs Officer, Class 2 \$10029-10704, Third Division, Overseas Division	Foreign Affairs Officer, Class 3 \$13224-13725, Third Division, Overseas Division (No. 493)
G. R. T. Bowker 71/88110K	Foreign Affairs Officer, Class 2 \$10029-10704, Third Division, Information and Cultural Relations Branch	Foreign Affairs Officer, Class 3 \$13224-13725, Third Division, Overseas Division (No. 22)
L. A. Rowe 71/88060K	Foreign Affairs Officer, Class 2 \$10029-10704, Third Division, Overseas Division	Foreign Affairs Officer, Class 3 \$13224-13725, Third Division, Overseas Division, vice O. J. Cordell, prov. prom. 19.9.74 (No. 57)
P. E. Fraser 70/85033C	Foreign Affairs Officer, Class 2 \$10029-10704, Third Division, Overseas Division	Foreign Affairs Officer, Class 3 \$13224-13725, Third Division, Overseas Division, vice R. P. Broinowski, prov. prom. 19.9.74 (No. 451)
R. H. Howard 71/87519A	Foreign Affairs Officer, Class 2 \$10029-10704, Third Division, Overseas Division	Foreign Affairs Officer, Class 3 \$13224-13725, Third Division, Overseas Division, vice T. L. Shand, prov. prom. 19.9.74 (No. 35)
D. G. Blight 71/87530X	Foreign Affairs Officer, Class 2 \$10029-10704, Third Division, Overseas Division	Foreign Affairs Officer, Class 3 \$13224-13725, Third Division, Overseas Division, vice R. E. Little, prov. prom. 19.9.74 (No. 676)
<i>Duties above nine positions:</i> Head of Political and General Section at an overseas post. Attendance in a representative capacity at other than major international conferences.		
R. F. Morison 73/88059A	Clerk \$8015-8770 (Class 4), Third Division, Consular and Legal Division	Foreign Affairs Officer, Class 2 \$10029-10704, Third Division, Overseas Division, vice R. J. D. Gee, prov. prom. 19.9.74 (No. 123)
L. L. Alexander 73/14954T	Clerk \$3346-6671 (Class 1), Third Division, Management Services Division	Foreign Affairs Officer, Class 2 \$10029-10704, Third Division, Overseas Division, vice N. H. Craft, prov. prom. 19.9.74 (No. 700)
<i>Duties above two positions:</i> Assistance with political and general duties at an overseas post; attendance in an advisory capacity at international conferences.		

DEPARTMENT OF HEALTH

CENTRAL STAFF

Management Services Division, Interim Committee on Hospitals and Health Services Secretariat

D. A. Spaul 230-85705	Clerk \$8015-8770 (Class 4), Third Division	Clerk \$9022-9777 (Class 5), Third Division (No. 23)
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Duties: Act as Minute Secretary and prepare background material for meetings of the various Interim Committee on Hospitals and Health Services and various other Committees and Sub-committees established by the Interim Committee.

Pharmacy Earnings and Projects Branch

R. T. Lord 304-69360	Senior Project Officer \$12218-12721 (Class 8), Third Division, A.C.T. Health Services Office	Director \$14229-14733 (Class 10), Third Division, Pharmacy Enquiry Section (No. 3)
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Duties: Responsible to the First Assistant Director-General (Management Services Division) for the conduct and supervision of cost surveys for the Pharmaceutical Benefits Scheme.

Qualifications: An appropriate university degree and/or accountancy qualifications together with possession of considerable analytical ability and capacity to prepare important evaluations for consideration of top management desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF HEALTH—continued

AUSTRALIAN CAPITAL TERRITORY

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

N. Dummett 74/860489	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Research Section (No. 685)
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Duties: Maintain the medical records system in a health centre. Extract all required files for each day's patients, refile these files and attach all relevant papers.

NEW SOUTH WALES

National Acoustic Laboratories, Hearing Centre

R. C. Linning 69/61023M	Psychologist, Class 1 \$6260-9351, Third Division, Department of Health, Bris- bane	Psychologist, Class 2 \$10167-11360, Third Division, Newcastle (No. 839)
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Duties: Control and co-ordinate the activities of the Newcastle Laboratory. Direct the work of staff engaged in audiological, psychological and audiometric work.

Qualifications: University degree with major in Psychology. Considerable experience in audiology and psychology desirable.

P. P. Uphill 300-14032	Technical Assistant, Grade 1 \$5456- 6506, Fourth Division, National Acous- tic Laboratories, Hearing Centre, Sydney	Technical Assistant, Grade 2 \$6723- 7427, Fourth Division, National Acous- tic Laboratories, Hearing Centre, Sydney (No. 509)
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Duties: Carry out repairs, maintenance and calibrate hearing aids and equipment in the laboratory.

Qualifications: Experience in electronic work desirable.

School of Public Health and Tropical Medicine

L. G. Sadler 300-39715	Typist, Grade 1 \$2638-5636, Fourth Division, School of Public Health and Tropical Medicine, Sydney	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, School of Public Health and Tropical Medicine, Sydney (No. 679)
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Duties: General secretarial duties, correspondence and stenography.

Qualifications: Shorthand, 100 words per minute.

VICTORIA

Executive Services Branch

J. B. Thatcher 69/87497W	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Melbourne	Clerk \$6887-7764 (Class 2/3), Third Division, Melbourne (No. 77)
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Duties: Officer in Charge Registry.

J. P. Reeves 67/39340T	Quarantine Assistant, Grade 3 \$5536- 5954, Fourth Division, Melbourne	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Melbourne (No. 78)
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Duties: Senior file examiner. Implement disposal action of files and records to the Commonwealth Archives.

Quarantine Section

S. Smith 73/39542A	Quarantine Assistant, Grade 2 \$4837- 5327, Fourth Division, Melbourne	Quarantine Assistant, Grade 3 \$5536- 5954, Fourth Division, Melbourne (No. 85)
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Duties: Supervise fumigation, disinfection, trapping and poisoning operations in overseas ships. Inspect and supervise the disinfection of restricted and prohibited goods. Check health documents of persons arriving from overseas by aircraft.

Qualifications: Sound knowledge of and experience in quarantine procedures and techniques.

G. Chalmers 73/40774K	Quarantine Assistant, Grade 1 \$4287- 4674, Fourth Division, Melbourne	Quarantine Assistant, Grade 2 \$4837- 5327, Fourth Division, Melbourne (No. 88)
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Duties: Inspect and disinfect overseas aircraft and restricted imported goods. Assist with the checking of health documents of persons arriving from overseas by aircraft.

NORTHERN TERRITORY

Community Health Services Division, Northern Region General Health Services Branch

B. J. Brogan 74/95395G	Sister \$5640-6600, Fourth Division	Senior Sister \$7020-7570, Fourth Divi- sion, Home Nursing Section, Darwin (No. 264)
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Duties: Administer injections, carry out surgical dressings and general nursing to patients in their homes and maintain daily records of such treatment. Observe progress of patients and response to treatment. Suggest variations to treatment where considered necessary and discharge from the Service.

Qualifications: General Nursing Certificate. Midwifery Certificate desirable.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
Darwin Hospital		
J. H. Fielding 73/95063K	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administrative Section, Personnel and General Services Sub-section, Darwin (No. 585)
<i>Duties:</i> Maintain the personal and staff subject filing system, effect relevant files movements and record receipt, distribution and location of files.		
Alice Springs Hospital		
J. L. Gilbertson 74/95409K	Sister \$5640-6600, Fourth Division	Senior Sister \$7020-7570, Fourth Division (No. 1120)
<i>Duties:</i> Supervision of Nursing Staff of relevant ward or section.		
<i>Qualifications:</i> General Nursing Certificate.		
Management Services Division		
D. J. Hibble 217-99755	Clerk \$10029-10704 (Class 6), Third Division	Senior Internal Auditor, Grade 2 11039-11714, Third Division, Internal Audit Section, Darwin (No. 80)
<i>Duties:</i> Develop, direct and control the Internal Audit Programme for the Northern Territory Office within the framework of approved departmental policy and procedure which includes: (1) Ensure internal checks and other control systems are adequate. (2) Verify the degree of accuracy and reliability of accounting and other records of the Department. (3) Confirm that accounting for assets is adequate and satisfactory safeguards operate against losses.		
<i>Qualifications:</i> Accountancy qualifications or equivalent desirable.		

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Architecture Division, Bank and Special Projects Branch

V. Crouch 300-378 (6)	Typist, Grade 1 \$2638-5636, Fourth Division, Department of Labor and Immigration	Typist, Grade 2 \$5791-6101, Fourth Division, Administrative Section (No. 184)
<i>Duties:</i> Typing and stenographic duties as directed.		
<i>Qualifications:</i> Shorthand, at least eighty words per minute.		

AUSTRALIAN CAPITAL TERRITORY

Technical Division

B. L. Rhynehart 59/42648E	Lineman, Grade 1 \$5365-5560, Fourth Division, Postmaster-General's Department	Technical Officer, Grade 1 \$7052-8694, Fourth Division, Lower Molonglo Water Quality Control Centre Project, Canberra (No. 11)
<i>Duties:</i> Monitor the progress of all items of construction for the L.M.W.Q.C.C.P. to ensure compliance with predetermined objectives. Develop and work out parameters for project management; prepare work as executed drawings.		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience.		
G. D. Costin 71/10788N	Quantity Surveyor, Class 1 \$6434-9234, Third Division	Quantity Surveyor, Class 2 \$9539-10488, Third Division, Quantity Survey Section, Canberra (No. 30)
<i>Duties:</i> Prepare bills of quantities, specifications and estimates for all types of architectural and engineering projects as required. Direct and train subordinate staff.		
<i>Qualifications:</i> Degree or diploma in Quantity Surveying from an Australian university, technical college or institute of technology, or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.		

VICTORIA

General Works Division, Eastern Area Branch

K. F. Proposch 58/16091R	Engineer, Class 3 \$11075-13047, Third Division	Area Manager, Class 3 \$13718-14623, Third Division, Melbourne (No. 73)
<i>Duties:</i> Under the broad policy control and direction of the Associate Director (General Works), control and co-ordinate the effective execution of the Area programme of maintenance and minor new works, and co-operate as necessary with Projects Divisions in supervision of major works in the Area.		
<i>Qualifications:</i> An appropriate degree or diploma in Architecture, or qualifications admitting to Grad.I.E.Aust. or equivalent qualifications.		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF HOUSING AND CONSTRUCTION—continued

VICTORIA AND TASMANIA

Tasmania Area Branch

H. Kilberger 60/88240E	Architect, Class 2 \$10598-11766, Third Division	Architect, Class 3 \$12338-13719, Third Division, Design and Construction Section, Hobart (No. 25)
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Duties: Act as Project Officer for the supervision and administration of major projects within the Tasmanian Region. Plan, allocate, co-ordinate and control the work of subordinate staff assigned to projects.

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

In lieu of notification appearing in *Gazette* No. 73 of 5.9.74. Effective date of this promotion is 5.9.74.

Western Area Branch

J. C. K. Nell 71/36636E	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Melbourne (No. 193)
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Duties: Undertake clerical functions associated with the application of engineered performance standards (E.P.S.) to day labour operations. Participate in the preparation of the draft work plan for repairs and maintenance and minor new works.

QUEENSLAND

Defence Service Homes Branch

L. F. McCawley 58/18900E	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Home Loans Section, Brisbane (No. 59)
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J. K. Craig 62/57611E	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Home Loans Section, Brisbane (No. 43)
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P. S. Robertson 64/57791A	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Home Loans Section, Brisbane, vice R. J. Monico, prov. prom. 30.5.74 (No. 42)
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Duties above three positions: Senior Settlement Officer—Provide conveyancing assistance to applicants under the Defence Service Homes Act.

D. A. Faget 69/57214T	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Home Loans Section, Brisbane (No. 61)
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Duties: Supervise and control the work of a Miscellaneous Cell dealing with settlements requiring conveyancing assistance of a less complex nature.

J. M. Eshelby 72/57586K	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Mortgage and Property Management Section, Brisbane (No. 63)
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Duties: Examine and process Insurance Claims. Determine claims within Delegation. Prepare correspondence in connection with claims.

WESTERN AUSTRALIA

Projects Division, Technical Resources Branch

I. J. Nelligan 69/37402X	Drafting Assistant, Grade 2 \$6723-7427, Third Division	Draftsman, Grade 1 \$7052-8694, Third Division, Perth (No. 128)
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P. W. Seghini 72/75754C	Drafting Assistant, Grade 2 \$6723-7427, Third Division,	Draftsman, Grade 1 \$7052-8694, Third Division, Perth (No. 129)
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Duties: As a member of a multi-discipline Design Project Team and under directions, for architectural work undertake investigations, make computations and prepare detailed designs, layouts, working drawings, specifications, estimates and schedules of quantities involving the application of established techniques.

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

Housing Operations Division

C. V. Lynch 72/76034M	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Home Savings Grant Section, Perth (No. 10)
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Duties: Examine applications for a Home Savings Grants and make recommendations accordingly.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Management Services Division, Personnel Services Branch

S. M. Bickerton 67/58379W	Typist, Grade 1 \$5275-5636, Fourth Division	Typist Supervisor, Grade 1 \$6562-6741, Fourth Division, Office Services Section, Typing Services Sub-section, Perth (No. 23)
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Duties: Allocate and supervise the work of Regional typists and maintain a check of work typed.

NORTHERN TERRITORY

D. Donovan 62/85776P	Steno-secretary, Grade 1 \$6382-6741, Fourth Division	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Executive Section, Darwin (No. 6)
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Duties: Provide secretarial and stenographic assistance to the Director of Housing and Construction and Assistant Directors.

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

Management Services Division

M. B. Lieneman 73/95892X	Clerk \$3346-6671 (Class 1), Third Division, Department of the Northern Territory, Alice Springs	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel Services Section, Office Services Sub-section, Regional Office, Alice Springs (No. 10)
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Duties: Direct and control the work of the Office Services Sub-section. Supervise subordinate staff.

Regional Office

J. Abbott 72/95652M	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Construction Administration Section, Alice Springs (No. 19)
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Duties: Supervise plant hire, movement and transfer of plant. Arrange all plant hire documentation. Maintain pool vehicles and vehicle accident register.

Qualifications: Relevant experience desirable.

Personnel Services Branch

G. Bourke 66/85317M	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Office Services Section, Darwin (No. 19)
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Duties: Direct and control the work of the Miscellaneous Services Sub-section including Reprographics, Stationery, Furniture and Equipment, Tea Service, Transport Office, Director's Driver and Typewriter Mechanic Service.

Finance Branch

N. E. Stainthorpe 73/95352A	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Darwin (No. 99)
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Duties: Maintain register of commitments and expenditure under all headings of administrative vote except consultants fees. Prepare monthly returns of commitment on expenditure.

R. E. Baker 73/95245X	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Darwin (No. 26)
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Duties: Under general direction, maintain asset registers.

E. J. Glazebrook 73/95835W	Accounting Machinist, Grade 1 \$2638-5636, Fourth Division	Accounting Machinist, Grade 2 \$6233, Fourth Division, Darwin (No. 33)
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L. V. Entner 73/95839P	Accounting Machinist, Grade 1 \$2638-5636, Fourth Division	Accounting Machinist, Grade 2 \$6233, Fourth Division, Darwin (No. 32)
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Duties above two positions: Under the direction of the Senior Accounting Machinist, responsible for the posting and reconciliation of the Appropriation and Project Ledgers, posting Receivers Receipts and Trust Accounts and the monthly Reconciliation of Appropriation Ledgers.

M. A. Bayes 72/40791T	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Darwin (No. 95)
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Duties: Process progress payments on Departmental Contracts. Maintain records and conduct correspondence.

N. Ormsby 72/95105W	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Darwin (No. 95)
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Duties: Examine traders individual and/or monthly accounts for the supply of materials or the performance of services. Examine miscellaneous accounts not covered by departmental orders.

M. McGaw 73/95433A	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Darwin (No. 12)
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Duties: Examine miscellaneous accounts. Investigate discrepancies and adjust claims. Prepare appropriate posting slips, journal entries, Treasury Form 12's advance and correspondence.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF HOUSING AND CONSTRUCTION—continued

D. M. Johnson 305-35911	Drafting Assistant, Grade 2 \$6723-7427, Third Division	Draftsman, Grade 1 \$7052-8694, Third Division, Country Roads Section, Dar- win (No. 82)
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Duties: Prepare for Road Projects of normal complexity, original designs and/or specifications, conduct field investigations and prepare reports. Prepare general drafting work and keep technical and other records.

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

DEPARTMENT OF MANUFACTURING INDUSTRY

CENTRAL OFFICE

Planning and Procurement Division, Projects Branch

L. Sutton 66/36325C	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third Division, Canberra	Administrative Assistant \$10029-10704 (Class 6), Third Division (No. 15)
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Duties: Undertake investigations and research and prepare reports relating to administrative matters necessitating consideration by the higher administration of the Department.

Qualifications: Aptitude to undertake investigations and research and prepare reports desirable.

Stores and Transport Branch

S. P. Giuliano 73/85821G	Technical Assistant, Grade 1 \$2728- 6502, Fourth Division, Canberra	Technical Assistant, Grade 2 \$6732- 7427, Fourth Division, Canberra (No. 2224)
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Duties: Examine tenders for the supply of motor vehicles, plant and auxiliary equipment involving the less complex technical considerations. Prepare specifications for the supply of motor vehicles, plant and auxiliary equipment within the above range.

Finance and Management Services Division, Establishments Branch

E. G. Hodges 69/75684G	Clerk \$10029-10704 (Class 6), Third Divi- sion, Department of the Media, Canberra	Clerk \$11039-11714 (Class 7), Third Division, Personnel Management and Development Section, Canberra (No. 599)
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Duties: Assist with the introduction development and refinement of a system of bulk establishment processing within the Department.

Qualifications: Experience in organisation and classification activities and in the operation of a bulk establishment system. Tertiary qualifications to be stated.

Technical Services Branch

W. O. K. Hewett 72/88183M	Clerk \$8015-8770 (Class 4), Third Divi- sion, Canberra	Clerk \$10029-10704 (Class 6), Third Division, Canberra (No. 229)
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Duties: Prepare and review operating procedures for the departmental communications network. Act as departmental distributing authority for communications security material. Prepare instructions, plan and conduct educational programmes for secure communications staff. Conduct regular physical inspection of communications centres to ensure that operational and security standards are maintained.

Qualifications: Thorough knowledge of communications security procedures and practices particularly distribution and control procedures. Demonstrated ability to prepare reports and procedural statements.

NEW SOUTH WALES

Stores and Transport Branch

S. E. Quinsey 70/10905W	Clerk \$6887-7764 (Class 2/3), Third Division, Alexandria	Clerk \$9022-9777 (Class 5), Third Divi- sion, Stores and Removals Section, Alexandria (No. 106)
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Duties: Investigate, assess and approve damage and loss claims, within delegation, of furniture and personal effects being moved at public expense. Negotiate with contractors for repairs and reimbursement.

Defence Standards Laboratories

W. B. Searle 69/12729G	Technical Officer (Science), Grade 2 \$8929-9443, Third Division, Alexandria	Experimental Officer, Class 1 \$7000- 10012, Third Division, Technical Sec- tion, Alexandria (No. 495)
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Duties: Carry out X-rays analyses and investigations of inorganic materials, and assist in the development of special measuring equipment.

Qualifications: A degree or diploma in a field of study appropriate to the duties, or equivalent qualification.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Small Arms Factory

J. Rensen 70/11372M	Engineer, Class 1 \$7204-10012, Third Division, unattached	Engineer, Class 2 \$10653-11796, Third Division, Technical Section, Lithgow (No. 119)
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Duties: Study the nature and scope of production resources and determine whether technical capacity exists for the undertaking of proposed 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.

E. J. Walmsley 71/99056E	Engineer, Class 1 \$7204-10012, Third Division, Lithgow	Engineer, Class 2 \$10653-11796, Third Division, Technical Section, Lithgow (No. 102)
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Duties: Control the activities of the process capability group.

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.

W. H. Stead 61/11623G	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Lithgow	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Technical Section, Lithgow (No. 141)
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Duties: Register and distribute commercial and service orders; prepare documentation and maintain records associated with Factory work requisitions, jobbing orders, price advices and operation work unit values.

B. A. Watters 58/18276R	Typist, Grade 1 \$2638-5636, Fourth Division, Lithgow	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Technical Section, Lithgow (No. 143)
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Duties: Maintain production planning records and draft progress reports. Raise release notes.

Munitions Filling Factory

A. Hope 58/34101T	Clerk \$6887-7764 (Class 2/3), Third Division, St Marys	Clerk \$8015-8770 (Class 4), Third Division, Administrative Section, St Marys (No. 65)
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Duties: Supervise the operations of the Costing Section. Develop cost plans and arrange cost coding.

M. J. D. Comty 68/12139T	Clerk \$3346-6671 (Class 1), Third Division, St Marys	Clerk \$6887-7764 (Class 2/3), Third Division, Administrative Section, St Marys, vice A. Hope, prov. prom. 19.9.74 (No. 3)
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Duties: Prepare debit notes and maintain debtors ledgers.

B. L. Toll 58/18740P	Clerk \$8015-8770 (Class 4), Third Division, St Marys	Clerk \$9022-9777 (Class 5), Third Division, Administrative Section, St Marys (No. 18)
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Duties: Stores Officer. Responsible for the purchase, warehousing and issue of stores.

W. L. Porter 71/10727R	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, St Marys	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Administrative Section, St Marys (No. 61)
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Duties: Assist Control Clerk and Schedule Clerk in simple mathematical compilations. Assist in the preparation of spread sheets for typing and filing.

A. McGeo 58/18715R	Clerk \$8015-8770 (Class 4), Third Division, St Marys	Clerk \$9022-9777 (Class 5), Third Division, Administrative Section, St Marys (No. 4)
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Duties: Certifying and Authorising Officer. Supervise the Financial Accounting Sub-section and maintain ledgers and registers.

Qualifications: Wide practical experience in general accounting practices and procedures.

S. I. Dixon 67/13237P	Clerk \$3346-6671 (Class 1), Third Division, St Marys	Clerk \$6887-7764 (Class 2/3), Third Division, Administrative Section, St Marys (No. 32)
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Duties: Supervise processing of labour costing records. Maintain cost ledger control records.

VICTORIA

Establishment and Services Branch

J. T. Dwyer 73/37785M	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Machine Operator \$5232-6361, Fourth Division, General Services Section, Melbourne (No. 40)
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Duties: Operate electrical keyboard communications equipment and associated duties.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF MANUFACTURING INDUSTRY—continued

Defence Standards Laboratories

B. W. Thorpe 67/39542W	Senior Research Scientist \$13424-15456, Third Division, Maribyrnong	Principal Research Scientist \$16060-18299, Third Division, Technical Section, Maribyrnong (No. 259)
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Duties: Initiate, direct and participate in the work of a Group engaged in scientific research into the design and performance of high explosive warheads and into the physical, thermal and mechanical properties of explosive materials and their interaction with the terminal effects of munitions.

Qualifications: Ph.D. in an appropriate field or other qualifications and post-graduate research experience of equivalent standard. Extensive research experience together with demonstrated research ability of a very high order.

R. H. Phillips 66/38321G	Experimental Officer, Class 1 \$6250-9262, Third Division, Maribyrnong	Research Scientist \$9698-12194, Third Division, Technical Section, Maribyrnong (No. 72)
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Duties: Participate in the work of a section engaged in research into the welding of metals.

Qualifications: Ph.D. in an appropriate field or other qualifications and post-graduate research experience of equivalent standard together with demonstrated research ability.

R. L. Woodward 68/86826C	Scientific Officer \$6826-8631, Third Division, Maribyrnong	Research Scientist \$9698-12194, Third Division, Technical Section, Maribyrnong (No. 49)
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Duties: Participate in the work of a section engaged in research into penetration mechanics.

Qualifications: Ph.D. in an appropriate field or other qualifications and post-graduate research experience of equivalent standard together with demonstrated research ability.

K. G. Boto 66/37030W	Experimental Officer, Class 1 \$6250-9262, Third Division, Maribyrnong	Research Scientist \$9698-12194, Third Division, Technical Section, Maribyrnong (No. 256)
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Duties: Undertake research into the basic electrochemistry of corrosion.

Qualifications: Ph.D. in an appropriate field or other qualifications and post-graduate research experience of equivalent standard together with demonstrated research ability.

S. E. Rigney 73/88702X	Assistant Library Officer \$2859-5464, Third Division, Department of Defence—Navy Office, Canberra	Library Officer, Grade 1 \$5697-6396, Third Division, Technical Section, Maribyrnong (No. 578)
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Duties: Perform descriptive cataloguing of selected materials, pre and post cataloguing services, solve problems of bibliographical identification and file catalogue cards.

Qualifications: Successful completion of the Registration examination of the Library Association of Australia; or other qualifications which, in the opinion of the Board, are appropriate for the efficient discharge of the duties.

T. W. Wintels 73/40261T	Technical Assistant, Grade 1 \$3346-6506, Third Division, Maribyrnong	Technical Assistant, Grade 2 \$6723-7427, Third Division, Technical Section, Maribyrnong (No. 233)
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Duties: Provide routine technical assistance in support of a research and experimental programme associated with the development of improved fuels and lubricants including the specification testing and approval of Australian manufactured oils.

Qualifications: Qualifications and/or experience appropriate to the above duties. Studies towards a tertiary qualification in an appropriate field would be an advantage.

E. J. Duxbury 71/42303M	Technical Assistant, Grade 1 \$3346-6506, Third Division, Maribyrnong	Technical Assistant, Grade 2 \$6723-7427, Third Division, Technical Section, Maribyrnong (No. 338)
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Duties: Provide routine technical assistance in support of research and development programmes associated with: (a) the development of marine paints (b) the chemical and physical testing and analysis of paint and paint systems (c) the development of new and improved specifications and test methods (d) the development and/or adaption of experimental equipment and apparatus.

Qualifications: Qualifications and/or experience appropriate to the above duties. Progress towards a tertiary qualification would be an advantage.

Aeronautical Research Laboratories

J. D. Mahoney 58/44021M	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Fishermen's Bend	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Technical Section, Fishermen's Bend (No. 3158)
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Duties: Undertake complex technical work concerned with mathematical model investigations of complex weapon systems involving the use of a large hybrid simulation facility.

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

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

P. C. Geue 74/37076M	Technical Assistant, Grade 1 \$3346-6506, Third Division, Fishermen's Bend	Technical Assistant, Grade 2 \$6723-7427, Third Division, Technical Section, Fishermen's Bend (No. 218)
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Duties: Assist in the conduct of static and fatigue tests on aircraft structures and components and analyse test data.

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

Explosives Factory

W. B. Martin 58/46627R	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Maribyrnong	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Administrative Section, Maribyrnong (No. 53)
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Duties: Perform the more routine duties associated with the receipt, distribution and dispatch of official files and papers. Provide assistance within a Registry Sub-section and clerical support for the Design Authority Office.

T. G. T. Riggans 58/46643M	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Maribyrnong	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Administrative Section, Maribyrnong (No. 61)
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Duties: Provide clerical support for the Engineering Design Sub-section embracing storage and maintenance of records of drawings and technical data. Arrange procurement of engineering drawings and technical data from other sources.

Defence Printing Establishment

H. J. Walsh 73/40472X	Assistant, Grade 1 \$2481-5349, Fourth Division, Brunswick	Assistant, Grade 2 \$5446-5737, Fourth Division, Brunswick (No. 142)
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Duties: Examine passes and credentials of all personnel entering building. Operate PABX switchboard.

Ordnance Factory

E. J. Harvey 65/38465W	Draftsman, Grade 1 \$7052-8694, Fourth Division, Bendigo	Draftsman, Grade 2 \$8929-9443, Fourth Division, Technical Section, Bendigo (No. 75)
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Duties: Prepare more important designs and detail drawings for machines, plant, jigs, tools, gauges and equipment layouts.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Extensive experience in design drafting work for a major engineering works desirable.

Government Aircraft Factories

K. G. Phillips 63/37474E	Illustrator, Grade 2 \$8929-9443, Fourth Division, Fishermen's Bend	Senior Illustrator, Grade 1 \$9700-10214, Fourth Division, Engineering Section, Fishermen's Bend (No. 20)
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Duties: Direct a small group of Illustrators in the preparation of illustration plates, creation and perspective drawings and circuit diagrams for publications. Design and prepare brochures, pamphlets and display boards.

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

K. Schinhammer 73/39319T	Foreman (Aircraft), Grade C \$8058-8415, Fourth Division, Fishermen's Bend	Foreman (Aircraft), Grade B \$8698-8903, Fourth Division, Programme Planning and Management Services Section, Fishermen's Bend (No. 210)
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Duties: Co-ordinate and direct the activities of tradesmen and semi-skilled personnel engaged in the manufacture of plastic tooling.

Qualifications: Tradesman with extensive experience in plastics tooling and demonstrated supervisory ability.

E. Stermole 72/41651T	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Fishermen's Bend	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Production Section, Fishermen's Bend (No. 48)
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D. I. Murray 74/38813R	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Fishermen's Bend	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Production Section, Fishermen's Bend (No. 49)
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Duties above two positions: Prepare traveller and production stage control cards; originate cost advice and issue manufacturing orders.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF MANUFACTURING INDUSTRY—continued

QUEENSLAND

Defence Standard Laboratories

S. J. Young 69/11994P	Technical Officer, Grade 2 \$8929-9443, Fourth Division, St Marys	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Technical Section, Innisfail (No. 118)
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Duties: Undertake special technical work involving the design and construction of electronic equipment for measuring and collecting environmental factors. To provide expert technical service to a wide range of scientific equipment.

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

Note: This position is located at Joint Tropical Research Unit, Innisfail, Queensland.

SOUTH AUSTRALIA

Weapons Research Establishment, Applied Physics Wing, Electronics Division

S. B. Colegrove 69/86306K	Scientific Officer \$7576-9381, Third Division, Canberra	Research Scientist \$10448-12944, Third Division, Radar and Electronic Tracking Group, Salisbury (No. 54)
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Duties: Carry out research and development in the field of processing of radar signals.

Qualifications: Ph.D. degree in an appropriate discipline or post-graduate research experience of equivalent standard and duration, supported by satisfactory evidence of research ability.

O. Randva 64/66757C	Experimental Officer, Class 3 \$11401- 12741, Third Division, Salisbury	Experimental Officer, Class 4 \$13299- 14202, Third Division, Radar and Elec- tronic Tracking Group, Salisbury (No. 2005)
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Duties: Responsible for planning and organizing the Group's programme of design and experimental work including the design and development of experimental equipment in the fields of radar and electronic tracking.

Qualifications: Appropriate degree or diploma. Extensive experience in the design, development and testing of electronic surveillance and tracking systems together with some management experience is desirable.

Systems Analysis Division

N. J. Butler 64/66974W	Technical Assistant, Grade 2 \$6723- 7427, Fourth Division, Salisbury	Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Ionos- pheric Studies Group, Salisbury (No. 338)
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Duties: Under technical direction, maintain vertical ionospheric sounding equipment and special receivers. Develop minor electro-mechanical devices.

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

Weapons Research and Development Wing, Aerospace Division

R. A. Hancock 70/67081X	Technical Officer (Engineering), Grade 1 \$7052-8694, Third Division, Salisbury	Technical Officer (Engineering), Grade 2 \$8929-9443, Third Division, Salisbury (No. 261)
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Duties: Under general direction, supervise and control technical staff and participate in the setting up, calibration, maintenance and operation of a complex wind tunnel data acquisition and control system. Undertake design of a straight forward nature and development work of some complexity concerning electronic equipment for data acquisition and control. Plan the instrumentation requirements for wind tunnel experiments.

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

Engineering Wing, Engineering Services

J. M. S. Smith 71/12416A	Librarian, Class 1 \$6270-8996, Third Division, Salisbury	Librarian, Class 2 \$9262-10299, Third Division, Engineering Materials and Documentation Group, Salisbury (No. 152)
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Duties: Direct and control the Information and Reference services of the Establishment including branch libraries. Provide a current awareness service for current and proposed fields of research.

J. Bullock 71/66427A	Library Officer, Grade 1 \$6532-7231, Third Division, Salisbury	Librarian, Class 1 \$6270-8996, Third Division, Engineering Materials and Documentation Group, Salisbury (No. 155)
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Duties: Undertake subject indexing of books, reports, journals etc., to meet the requirements of users. Review, re-index and catalogue library materials as necessary.

Qualifications above two positions: Appropriate degree or diploma and Registration Certificate of the Library Association of Australia.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

M. Christio 69/39991T	Clerk 3346-6671 (Class 1), Third Division, Salisbury	Library Officer, Grade 1 \$6532-7231, Third Division, Engineering Materials and Documentation Group, Salisbury, vice J. Bullock, prov. prom. 19.9.74 (No. 159)
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Duties: Accept responsibility for maintaining periodical subscriptions and the periodical collection. Supervise periodical circulation and maintain collection records. Undertake general periodical reference and information inquiries.

Communications and Electronic Engineering Division

W. S. Stokes 73/66761K	Technical Assistant, Grade 1 \$2728-6506, Fourth Division, Salisbury	Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Salisbury (No. 411)
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Duties: Under supervision carry out prototype construction and testing and design work of a straightforward nature associated with the development of circuits and electronic equipment.

Administrative Wing

F. R. M. Daldry 70/66131M	Clerk \$3346-6671 (Class 1), Third Division, Salisbury	Clerk \$6887-7764 (Class 2/3), Third Division, General Administration Section, Salisbury (No. 236)
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Duties: In accordance with Registry procedures, discuss with users, requirements for sub-division of existing files, creation of new files within existing series, creation of new file series and arrange their implementation.

DEPARTMENT OF THE MEDIA

AUSTRALIAN GOVERNMENT PUBLISHING SERVICE

QUEENSLAND

Information Division, Publishing Branch

K. D. Neale 64/57655G	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Department of the Treasury	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Sales and Distribution Section, Sales Sub-section, Brisbane (No. 760)
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Duties: Senior Inquiry Officer. Reply to more complex written and personal inquiries relevant to the activities of the Australian Government. Liaise with booksellers, newsagents, etc., within the city to stimulate sales. Arrange effective displays of publications and promotional material. Replenish stocks.

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

M. A. Brodzik 66/86264K	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Postmaster-General's Department, Melbourne	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Sales and Distribution Section, Sales Sub-section, Brisbane (No. 761)
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Duties: Sell publications, receive cash and issue receipts. Operate account sales procedures. Attend to telephone and personal inquiries relevant to availability, prices, etc., of Australian overseas government publications and to the activities of the Australian Government, State and local governments, etc.

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

AUSTRALIAN BROADCASTING CONTROL BOARD

CENTRAL OFFICE

Engineering Services Division

G. Clarke 74/37024T	Typist, Grade 1 \$2638-5636, Fourth Division, Typing Sub-section, Melbourne	Typist, Grade 2 \$5791-6101, Fourth Division, Melbourne (No. 213)
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Duties: Stenographic assistance to senior officers.
Qualifications: Shorthand, 100 words per minute desirable.

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

Uranium and Electricity Division, Electricity Branch

J. Feldman 304-84675	Clerk, \$3346-6671 (Class 1), Third Division, unattached	Clerk, \$9022-9777 (Class 5), Third Division, Canberra (No. 55)
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Duties: Under direction, undertake research into energy matters and assist in the collection, compilation and interpretation of statistics on energy resources and their utilisation.

Qualifications: Tertiary qualifications desirable, preferably with a major in Mathematics.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF MINERALS AND ENERGY—continued

Management Services Branch

H. W. Price 218-93442	Clerk, \$10029-10704 (Class 6), Third Division, Canberra	Inspector, \$11039-11714 (Class 7), Third Division, Internal Audit Section, Canberra (No. 160)
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Duties: Supervise and direct the activities of the Internal Audit Section. Plan and formulate the Department's internal audit programme.

Qualifications: Accountancy qualifications desirable.

T. Topci 304-82266	Storeman \$5379-5606, Fourth Division, Canberra	Senior Storeman \$5747-6005, Fourth Division, Finance and General Services Section, Supply Sub-section, Canberra (No. 220)
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Duties: Responsible for the efficient operation of the Receipts Section of the Central Store.

Qualifications: A sound knowledge of storehouse functions and Stores Accounting Procedures and Audit Act, Treasury Regulations and Directions relating to stores control.

DEPARTMENT OF NORTHERN DEVELOPMENT

CENTRAL OFFICE

Management and Special Services Branch

P. D. Lockwood 70/88095M	Clerical Assistant, Grade 6 \$7522-7946, Fourth Division, Department of Educa- tion, Canberra	Clerical Assistant, Grade 7 \$8194-8442, Fourth Division, Administrative Section, Staff, Accounts and Office Services Sub- section, Canberra (86)
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Duties: Officer-in-charge, Registry—Ensure the proper and efficient working of the Registry Cell including the supervision and training of staff. Perform the duties of Classifier.

Qualifications: Extensive experience in Registry practices and procedures desirable.

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Resource Development Division, Animal Industry and Agriculture Branch

E. G. Pearson 72/95032T	Agronomist, Class 1 \$6250-9262, Third Division	Agronomist, Class 2 \$9715-10861, Third Division, Animal Production Section, Victoria River Research Station (No. 214)
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Duties: Plan, co-ordinate and supervise research, developmental and extension programmes in animal production for the Victoria River District. Responsible for the supervision and general conduct and work of all staff.

Qualifications: An appropriate degree or diploma in Agricultural Science, Rural Science or equivalent qualification.

Forestry, Fisheries, Wildlife, Environment and National Parks Branch

L. C. Pedersen 73/95485T	Typist, Grade 1 \$2638-4800, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, Forestry Section, Darwin (No. 80)
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Duties: Perform stenographic and typing services for senior officers of the Branch.

Qualifications: Shorthand, 100 words per minute desirable.

Water Resources Branch

M. H. Mudway 305-35065	Technical Assistant, Grade 1 \$2728- 6506, Fourth Division	Technical Assistant, Grade 2 \$6723- 7427, Fourth Division, Groundwater and Rural Advisory Service Section, Darwin (No. 147)
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Duties: Carry out stream gauging duties in the field and associated computations. Assist in selection and maintenance of stream gauging stations.

Qualifications: Appropriate qualifications and/or experience. Experience in hydrographic work desirable.

M. P. Noaks 73/95859C	Technical Assistant, Grade 1 \$2728- 6506, Fourth Division	Technical Assistant, Grade 2 \$6723- 7427, Fourth Division, Groundwater and Rural Advisory Service Section, Darwin (No. 90)
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Duties: Assist with stream gauging operations, including the establishment and maintenance of stream gauging stations.

Qualifications: Appropriate qualifications and/or experience in hydrographic work.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

B. M. Watters 73/95945M	Clerical Assistant, Grade 1 \$2481-4515, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Groundwater and Rural Advisory Service Section, Darwin (No. 42)
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Duties: Provide clerical support to the Engineer, Class 3. Arrange ordering of supplies and materials and make travel arrangements for Section personnel.

Qualifications: Relevant experience desirable.

J. P. Turner 71/95302K	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Investigation and Design Section, Darwin (No. 74)
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Duties: Provide clerical assistance including maintenance of registers and preparation of requisitions. Arrange transport, accommodation, equipment, etc., for field parties.

Qualifications: Relevant experience desirable.

Lands and Community Development Division, Urban Development and Town Planning Branch

P. J. Pollock 73/38326A	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Building Section, Darwin (No. 24)
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Duties: Carry out all clerical work of the day to day operations of the Northern Territory Building Board, including preparation and signature of routine correspondence, maintenance of Building Board records and statistics, and the assessment and collection of fees for Building Permits.

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

R. J. Atkins 73/95874T	Storeman \$5146-5369, Fourth Division	Senior Storeman \$5507-5760, Fourth Division, Supply Section, Darwin (No. 83)
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W. H. Gibbens 305-36455	Storeman \$5146-5369, Fourth Division	Senior Storeman \$5507-5760, Fourth Division, Supply Section, Darwin (No. 85)
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K. F. Mooney 305-36500	Storeman \$5146-5369, Fourth Division	Senior Storeman \$5507-5760, Fourth Division, Supply Section, Darwin (No. 94)
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C. W. McNabb 73/95866W	Storeman \$5146-5369, Fourth Division	Senior Storeman \$5507-5760, Fourth Division, Supply Section, Darwin, vice W. Nichols, prov. prom. 28.6.74 (No. 156)
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R. S. Oliver 305-36519	Storeman \$5146-5369, Fourth Division	Senior Storeman \$5507-5750, Fourth Division, Supply Section, Darwin (No. 348)
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D. J. Sippel 73/95877G	Storeman \$5146-5369, Fourth Division	Senior Storeman \$5507-5760, Fourth Division, Supply Section, Darwin (No. 84)
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P. Yu 305-36543	Storeman \$5146-5369, Fourth Division	Senior Storeman \$5507-5760, Fourth Division, Supply Section, Darwin (No. 349)
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Duties: Perform and/or oversight stores activities including receipt, check, dispatch, storage, presentation and recording of stores and process associated documentation.

Qualifications: Comprehensive stores experience together with ability to control staff desirable.

Above fourteen positions: In lieu of notification appearing in *Gazette* No. 71 of 29.8.74.

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Management Services Branch

D. M. Scanlon 74/85322G	Clerical Assistant, Grade 1 \$2481-5439, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Information Services Section, Canberra (No. 1007)
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Duties: Identify and record the more difficult serial parts received in the library.

Qualifications: Experience in library work an advantage.

REGIONAL OFFICE, NEW SOUTH WALES

J. D. Vine 72/12574G	Clerk \$6887-7764 (Class 2/3), Third Division, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Heavy Engineering and Metals Section, Sydney (No. 12)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF OVERSEAS TRADE—continued

R. J. B. Hack 71/14833K	Clerk, \$6887-7764 (Class 2/3), Third Division, Department of Social Security, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Food Section, Sydney (No. 32)
S. Carroll 72/11651C	Clerk \$3346-6671 (Class 1), Third Division, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Light and Electrical Engineering Section, Sydney (No. 20)
J. P. McCumstie 72/11840K	Clerk \$3346-6671 (Class 1), Third Division, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Light and Electrical Engineering Section, Sydney (No. 18)

Duties: Preparation of reports and correspondence on matters relating to Australian Secondary Industry and export trade. Investigations and field work as required.

Qualifications: Ability to prepare reports and undertake industry investigations. Academic qualifications to be stated.

S. C. G. Tuxford 67/10543W	Clerk \$6887-7764 (Class 2/3), Third Division, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Australian Firms Information Directory, Sydney (No. 72)
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Duties: Undertake investigations and field work involving the collection, interpretation and classification of information for the Australian Firms Information Directory.

Qualifications: Ability to collect, interpret and classify information relating to Australian industry. Academic qualifications or part qualifications to be stated.

C. N. Begley 73/14122R	Clerk \$3346-6671 (Class 1), Third Division, Department of Housing and Construction, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Light and Electrical Engineering Section, Sydney (No. 21)
P. A. Bray 72/15892X	Clerk \$3346-6671 (Class 1), Third Division, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Chemicals Section, Sydney (No. 27)
P. F. Murphy 73/12396C	Clerk \$3346-6671 (Class 1), Third Division, Department of Social Security, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Building Materials and Miscellaneous Section, Sydney (No. 45)
W. J. O'Brien 73/10508W	Clerk \$3346-6671 (Class 1), Third Division, Australian Bureau of Statistics, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Heavy Engineering and Metals Section, vice J. D. Vine, prov. prom. 19.9.74 (No. 13)
J. D. Dixon 71/23103C	Clerk \$3346-6671 (Class 1), Third Division, Australian Taxation Office, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Food Section, vice S. C. G. Tuxford, prov. prom. 19.9.74 (No. 33)
V. I. Smiles 73/15562G	Clerk \$3346-6671 (Class 1), Third Division, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Building Materials and Miscellaneous Section, vice R. A. Yates, prov. prom. 15.8.74 (No. 44)

Duties: Preparation of reports and correspondence on matters relating to Australian Secondary Industry and export trade. Investigations and field work as required.

Qualifications: Ability to prepare reports and undertake industry investigations. Academic qualifications to be stated.

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Director-General's Office, Industrial Relations Branch

A. M. Wilson 59/54885X	Deputy Assistant Director-General \$17776, Second Division, Director-General's Office	Senior Assistant Director-General \$21417, Second Division, Melbourne (No. 1)
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Duties: Responsible to the Director-General for the direction and control of the Industrial Relations Branch.

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

P. J. Buckler 68/40638C	Engineer, Class 2 \$10653-11796, Third Division, Engineering Works Division	Engineer, Class 3 \$12455-13797, Third Division, Data and Customer Facilities Branch, Network and Facilities Section, Melbourne (No. 8)
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Duties: Planning telegraph and data customer facilities.

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

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

K. R. Sexton 67/37028R	Engineer, Class 2 \$10653-11796, Third Division, Engineering Division, Victoria	Engineer, Class 3 \$12455-13797, Third Division, Telephone Switching and Facilities Branch, Exchange and Communications Systems Section, Melbourne (No. 4)
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Duties: Carry out planning studies relating to the appraisal and evaluation of new local exchange switching systems and facilities in relation to standards, policies and objectives. Prepare facility specifications for local exchange and centralised service equipment.

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

Engineering Works Division, Administrative Branch

W. Castellucci 71/36337G	Typist, Grade 1 \$2638-5636, Fourth Division, Engineering Works Division	Typist, Grade 2 \$5791-6101, Fourth Division, Staff, Industrial and General Services Section, Melbourne (No. 82)
B. H. Hamilton 71/36350P	Typist, Grade 1 \$2638-5636, Fourth Division, Engineering Works Division	Typist, Grade 2 \$5791-6101, Fourth Division, Staff, Industrial and General Services Section, Melbourne (No. 197)
R. C. Harrold 73/39970X	Typist, Grade 1 \$2638-5636, Fourth Division, Management Services Division	Typist, Grade 2 \$5791-6101, Fourth Division, Staff, Industrial and General Services Section, Melbourne (No. 90)
L. Mahne 71/37865A	Typist, Grade 1 \$2638-5636, Fourth Division, Engineering Works Division	Typist, Grade 2 \$5791-6101, Fourth Division, Staff, Industrial and General Services Section, Melbourne (No. 107)
J. L. McInnes 72/36475A	Typist, Grade 1 \$2638-5636, Fourth Division, unattached	Typist, Grade 2 \$5791-6101, Fourth Division, Staff, Industrial and General Services Section, Melbourne (No. 198)
E. Poulidakis 73/40621C	Typist, Grade 1 \$2638-5636, Fourth Division, Engineering Works Division	Typist, Grade 2 \$5791-6101, Fourth Division, Staff, Industrial and General Services Section, Melbourne (No. 95)
G. Roach 72/37374X	Typist, Grade 1 \$2638-5636, Fourth Division, unattached	Typist, Grade 2 \$5791-6101, Fourth Division, Staff, Industrial and General Services Section, Melbourne (No. 101)

Qualifications above seven positions: Shorthand, 100 words per minute desirable.

Support Services Branch

B. F. Lennox 59/57065W	Senior Training Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Management Services Division	Senior Training Officer, Grade 2 \$11039-11714 (Class 7), Third Division, Recruitment and Training Section, Melbourne (No. 105)
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Duties: To investigate developments in teaching techniques and develop associated teacher training programmes; study of mathematics and science syllabus changes in the various State Education systems and recommend the corresponding changes necessary in technical training syllabuses.

Qualifications: Extensive experience in the educational and/or training fields, particularly in mathematics and science syllabuses together with detailed knowledge of modern teaching techniques, training aids and formal qualifications as teacher or completion of a teacher training programme desirable.

Management Services Division, ADP Branch

M. E. Morcom 72/41603T	Typist, Grade 2 \$5791-6101, Fourth Division, Department of Customs and Excise, Victoria	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Planning and Strategic Design Section, Melbourne (No. 201)
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Duties: Provide secretarial and stenographic assistance to the Section Head.

Qualifications: Shorthand, at least 100 words per minute.

Note: The effective date of this promotion is 3.10.74.

Finance and Accounting Branch

G. J. Frith 63/83043R	Clerk \$8015-8770 (Class 4), Third Division, Finance and Accounting Branch, Tasmania	Senior Finance Officer \$12218-12721 (Class 8), Third Division, Accounting Section, Expenditure Sub-section, Melbourne (No. 93)
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Duties: As a member of a team, participate in the development and implementation of a system for preparation of staff pay by computer processing.

Qualifications: Accountancy or other appropriate academic qualifications together with detailed knowledge of existing staff pay system in the Postmaster-General's Department and ability to plan future requirements under ADP operation desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

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|---|--|---|
| L. N. Liersch
59/60519K | Clerk \$9022-9777 (Class 5), Third Division, Engineering Division, Victoria | Senior Finance Officer \$12218-12721 (Class 8), Third Division, Accounting Section, Expenditure Sub-section, Melbourne (No. 39) |
| <p><i>Duties:</i> As a member of a team, participate in the development and implementation of a system for preparation of staff pay by computer processing.</p> <p><i>Qualifications:</i> Accountancy or other appropriate academic qualifications together with detailed knowledge of existing staff pay system in the Postmaster-General's Department and ability to plan allowance preparation and procedures as they affect the preparation of the payroll under ADP operation desirable.</p> | | |
| B. G. McNamara
69/37377E | Clerk \$8015-8770 (Class 4), Third Division, Management Services Division | Clerk \$10029-10704 (Class 6), Third Division, Accounting Section, Expenditure Sub-section, Melbourne (No. 86) |
| <p><i>Duties:</i> Develop and review Departmental staff arrangements and inspect operation of payroll procedures.</p> <p><i>Qualifications:</i> Accountancy qualifications desirable.</p> | | |
| A. P. Martin
69/36939E | Clerk \$6887-7764 (Class 2/3), Third Division, Management Services Division | Clerk \$8015-8770 (Class 4), Third Division, Accounting Section, Expenditure Sub-section, Melbourne (No. 17) |
| <p><i>Duties:</i> Officer-in-charge, Staff Pay Group.</p> | | |
| B. J. Carrigg
61/36502P | Clerk \$10029-10704 (Class 6), Third Division, Management Services Division | Senior Finance Officer \$12218-12721 (Class 8), Third Division, Accounting Section, Revenue Accounting Sub-section, Melbourne (No. 57) |
| <p><i>Duties:</i> Investigate and prepare system specifications for ADP Telecommunications Accounting projects.</p> <p><i>Qualifications:</i> Creative and analytical ability and relevant experience together with accounting or other appropriate qualifications desirable.</p> | | |
| T. Russell
59/29198W | Clerk \$10029-10704 (Class 6), Third Division, Management Services Division | Senior Finance Officer \$12218-12721 (Class 8), Third Division, Accounting Section, Revenue Accounting Sub-section, Melbourne (No. 58) |
| <p><i>Duties:</i> Systems testing, evaluation and implementation of ADP telephone accounting systems.</p> <p><i>Qualifications:</i> Creative and analytical ability and experience in the development of ADP telephone accounting systems together with accounting or other appropriate academic qualifications desirable.</p> | | |
| A. Braletitch
63/37115R | Clerk \$9022-9777 (Class 5), Third Division, Finance and Accounting Branch, Victoria | Clerk \$10029-10704 (Class 6), Third Division, Accounting Section, Revenue Accounting Sub-section, Melbourne (No. 60) |
| <p><i>Duties:</i> Assist with testing and evaluation of the ADP telephone accounting system and with the development and documentation of appropriate Accounts Instructions.</p> | | |
| A. B. Jamieson
67/57959A | Clerk \$8015-8770 (Class 4), Third Division, Management Services Division | Clerk \$10029-10704 (Class 6), Third Division, Accounting Section, Revenue Accounting Sub-section, Melbourne (No. 18) |
| <p><i>Duties:</i> Develop and review practices and procedures in relation to the legal pursuit of debtors for the payment of closing accounts.</p> <p><i>Qualifications:</i> Experience in telecommunications revenue accounting desirable.</p> | | |
| R. A. McLaine
63/36470A | Clerk \$8015-8770 (Class 4), Third Division, Finance and Accounting Branch, Victoria | Clerk \$10029-10704 (Class 6), Third Division, Accounting Section, Revenue Accounting Sub-section, Melbourne, vice T. Russell, prov. prom. 19.9.74 (No. 36) |
| <p><i>Duties:</i> Assist with testing evaluation and implementation of ADP telecommunications accounting systems, and develop and document appropriate Accounts Instructions.</p> | | |
| R. A. Naismith
59/62755K | Clerk \$9022-9777 (Class 5), Third Division, Management Services Division | Clerk \$10029-10704 (Class 6), Third Division, Accounting Section, Revenue Accounting Sub-section, Melbourne, vice B. J. Carrigg, prov. prom. 19.9.74 (No. 8) |
| <p><i>Duties:</i> Development and review of policy and procedures in relation to the accumulation of charges and production of telephone bills.</p> <p><i>Qualifications:</i> Relevant experience and accounting or other academic qualifications desirable.</p> | | |

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Personnel Branch

I. K. Swift 66/39834K	Inspector \$12218-12721 (Class 8), Third Division, Personnel and Industrial Relations Branch, Victoria	Senior Inspector \$13224-13725 (Class 9), Third Division, Staff Recruitment and Development Section, Manpower Planning Sub-section, Melbourne (No. 4)
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Duties: Undertake, and oversight the conduct of, manpower opportunity and contingency studies, particularly into such areas as employment mixes and structures, career patterns, staff turnover, and staff problems areas. Develop policies concerning the most effective utilisation of manpower. Oversight the development of staff records systems, included automated systems, and determine the most economic and effective means of meeting information needs of the operational and planning areas of the Department. Oversight the design and publication of staff statistical information.

Qualifications: Proven administrative ability desirable. Investigatory experience in a planning environment would be an advantage.

Postal Services Division, Post Offices Branch

P. D. Smith 62/45911W	Clerk \$6887-7764 (Class 2/3), Third Division, Postal Services Division, Victoria	Clerk \$9022-9777 (Class 5), Third Division, Staff Section, Melbourne (No. 14)
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Duties: Analyse staffing statistics and report on staffing trends; assist in the examination of staffing arrangements and procedures in Post Offices Branches.

Qualifications: A sound knowledge of Branch procedures desirable.

NEW SOUTH WALES

Engineering Division, Construction Branch

P. M. Buchan 70/11561T	Clerk \$3346-6671 (Class 1), Third Division, Finance and Accounting Branch, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Primary Works (Metropolitan) No. 3 Section, Burwood (No. 196)
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Duties: Staff Clerk.

F. G. Barnes 68/24572M	Clerk \$3346-6671 (Class 1), Third Division, Engineering Division, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Primary Works (Metropolitan) No. 3 Section, Burwood (No. 197)
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E. B. Gilchrist 71/14212M	Clerk \$3346-6671 (Class 1), Third Division, Attorney-General's Department, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Primary Works (Metropolitan) No. 3 Section, Burwood (No. 198)
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Duties above two positions: Works and Estimates Clerk.

J. R. Clarence 73/11728P	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Primary Works (Metropolitan) No. 1 Section, Burwood (No. 267)
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Duties: Provide clerical assistance to the Sectional Clerk.

Metropolitan Operations Branch

J. C. Bevis 69/23589E (22.5.69)	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, Sydney	Lineman, Grade 2 \$5990-6167, Fourth Division, City Operations Section, City East
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G. J. Jones 70/23887X (6.7.70)	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, Sydney	Lineman, Grade 2 \$5990-6167, Fourth Division, City Operations Section, City East
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Duties above two positions: Cable jointing.

Planning and Programming Branch

M. A. Edouard-Betsy 73/16169X	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Transmission Measurement Section, Sydney (No. 190)
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Duties: Provide clerical and administrative assistance to the Sectional Clerk.

V. J. Edwards 59/39840C	Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Fourth Division, Engineering Division, Sydney	Senior Technical Officer (Engineering), Grade 3 \$11711-12035, Fourth Division, Transmission and Line Planning (Metropolitan) Section, Sydney (No. 204)
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Duties: To control and co-ordinate the activities of Technical Officers engaged on the technical aspects of bearer utilisation and junction control functions, throughout the Sydney metropolitan area. To authorise the rearrangement of international, interstate and interregional, trunk circuits terminating in the metropolitan area and to liaise with Headquarters on matters relating to the provision of international and interstate trunks.

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

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Regional Operations Branch

J. M. McNulty 59/44693P	Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Engineering Division, Sydney	Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Fourth Division, Trunk Services Section, Sydney (No. 124)
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Duties: 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.

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

In lieu of notification appearing in *Gazette* of 5.9.74. The effective date of this promotion is 5.9.74.

M. B. Manning 59/40282W	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Engineering Division, Sydney	Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Fourth Division, Trunk Service Section, Sydney
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Duties: Oversight coaxial line equipment maintenance on a State-wide basis and assist with the commissioning and acceptance testing of new coaxial systems.

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

E. S. Radclyffe 72/99015P	Engineer, Class 1 \$7204-10012, Third Division, Engineering Division, Canberra	Engineer, Class 2 \$10653-11796, Third Division, Monaro Section, Canberra (No. 18)
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R. J. McHardie 68/23299T	Engineer, Class 1 \$7204-10012, Third Division, Engineering Division, Wollongong	Engineer, Class 2 \$10653-11796, Third Division, Wollongong Section, Wollongong (No. 137)
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Duties above two positions: Responsible to the controlling Engineer for particular projects or operational areas as required.

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.

B. J. Trudgett 59/43000X	Telecommunications Technical Officer, Grade 1 \$7818-8832, Fourth Division, Engineering Division, Wollongong	Telecommunications Technical Officer, Grade 2 \$9085-9639, Fourth Division, Wollongong Section, Wollongong
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Duties: Responsible for the maintenance of telegraph, radio telephone bearer and carrier equipment, trunk exchange, broadcasting transmitter and studio, co-axial cable repeaters, air-conditioning and mail handling plant.

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

Support Services Branch

B. O. Smith-Cameron 72/13714W	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Buildings Engineering Services Section, Sydney (No. 270)
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Duties: Prepare and maintain job control records. Co-ordinate associated stores requisitions and follow up supply for Service Centre authorised works.

R. J. Shaw 70/10803C	Draftsman, Grade 1 \$7058-8832, Third Division, unattached	Draftsman, Grade 2 \$9085-9639, Third Division, Drafting Section, Redfern (No. 554)
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G. L. Hollis 70/13127E	Draftsman, Grade 1 \$7058-8832, Third Division, Engineering Division, Sydney	Draftsman, Grade 2 \$9085-9639, Third Division, Drafting Section, Redfern (No. 555)
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Duties above two positions: Design and drafting work in the Mail Handling No. 2 Sub-section.

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

W. A. Doyle 73/11796C	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of Customs and Excise, Sydney	Plan Records Assistant, Grade 1 \$7011, Fourth Division, Drafting Section, Burwood (No. 525)
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Duties: Prepare and amend simpler record plans of cables and conduits.

R. J. Lacey 70/11550G	Process Worker \$4919-5100, Fourth Division, Engineering Division, St Peters	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Workshops Section, St Peters (No. 52)
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Duties: Provide clerical assistance to the Senior Technical Officer. Prepare time cards, labour and job history cards, staff statements, sub-orders and associated records.

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

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Postal Services Division, Mail Exchange Branch

R. W. Doyle 65/23965W	Clerk \$6887-7764 (Class 2/3), Third Division, Postal Services Division, Redfern	Clerk \$8015-8770 (Class 4), Third Division, Commercial Section, Customer Relations Sub-section, Redfern (No. 538)
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Duties: Conduct Customer Advisory activities in the country postal districts of New South Wales.
Note: Extensive absences from Head Station involved.

Post Offices Branch

K. A. Reid 59/34363C	Senior Postal Clerk, Grade 2 \$7883-8413, Third Division, Mortdale	Postmaster, Grade 2 \$8150-8943, Third Division, Erskinvile
G. R. Clemson 59/30044W	Telegraphist \$5662-6824, Fourth Division, Telecommunications Division, Albury	Senior Postal Clerk, Grade 1 \$7087-7651, Fourth Division, Albury

Duties: Officer-in-charge, Telephone Accountancy Sub-section.

G. A. W. Worner 72/23008G	Postman \$5310-5658, Fourth Division, Moss Vale	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Moss Vale
N. F. J. Johnson 65/24356A	Postman \$5310-5658, Fourth Division, Bowral	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Moss Vale
W. J. Hartley 74/22901C	Postman \$5310-5658, Fourth Division, Lismore	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Lismore
D. J. Robertson 73/23901X (19.11.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Gosford	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Gosford
R. M. Pryor 74/23046G (29.5.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Toukley	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Gosford
M. J. Hope 73/22901M (30.3.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Bowral	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Moss Vale
M. J. Gordon 74/22373E (4.2.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Belmore	Postman \$5310-5658, Fourth Division, Belmore
R. B. Woodward 301-04820 (7.8.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Goulburn	Postman \$5310-5658, Fourth Division, Goulburn
J. G. Freeman 69/14007T (6.11.69) (23))	Assistant Postal Officer \$2598-5196, Fourth Division, Guildford	Postman \$5310-5658, Fourth Division, Guildford

Postal Engineering Branch

W. E. Darby 59/37763X	Engineer, Class 4 \$14468-15373, Third Division, unattached	Engineer, Class 5 \$16060-17042, Third Division, Redfern (No. 1)
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Duties: Responsible to the Assistant Director, Postal Services Division for the efficient management and control of the Postal Engineering Branch.

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

J. M. Kinlyside 74/11763K	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Postal Services Division, Redfern	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Redfern (No. 113)
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Duties: General duties assistant in the Works and General Group. Distribute mail, correspondence and stationery. Maintain motor vehicle records. Operate Uniform Filing system and Refer Again system. Provide a photostat copy service for the Branch.

Postal Planning Branch

B. A. Wilson 73/12411K	Clerk \$9022-9777 (Class 5), Third Division, Postal Services Division, Sydney	Project Officer \$10029-10704 (Class 6), Third Division, Operations Planning Section, Sydney (No. 7)
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Duties: Conduct investigations relating to development of Postal Network.

Telecommunications Division

K. A. Taylor 59/34701P	Supervisor (Telegraph) \$7327-7764, Third Division, Telecommunications Division, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Administration Section, Office Services Sub-section, Sydney (No. 187)
B. F. Brest 63/23910G	Clerk \$6887-7764 (Class 2/3), Third Division, Telecommunications Division, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Administration Section, Office Services Sub-section, Sydney (No. 103)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

W. L. Kennedy 59/46013C	Telegraphist \$5662-6824, Third Division, Telecommunications Division, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Administration Section, Office Services Sub-section, Sydney (No. 40)
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Duties above three positions: Provide relief for Clerk, Class 4, positions within the Telecommunications Division.

Country Region

V. C. J. Payne 59/13032M	Clerk \$8015-8770 (Class 4), Third Division, Telecommunications Division, Adelaide, South Australia	Clerk \$10029-10704 (Class 6), Third Division, South Section, Wagga Wagga District Telephone Office Sub-section, Albury (No. 491)
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Duties: Responsible to the District Telephone Manager for the efficient functioning of the Telephone District Service Section.

Metropolitan Region, Sales Branch

M. A. Price 64/22615G	Assistant Survey Officer \$8015-8770 (Class 4), Third Division, Telecommunications Division, Sydney	Survey Officer \$9022-9777 (Class 5), Third Division, Survey Section, Canberra (No. 399)
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Duties: Undertake and supervise field surveys and forecast subscribers telephone and telegraph development. Duties involve some country assignments and absence from headquarters as required on personal projects or as member of a team.

ADP Branch

D. Reardon 73/11768R	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of Housing and Construction, Sydney	Trainee Computer Operator \$2821-5641, Fourth Division, Data Processing Centre, North Sydney (No. 59)
B. Hamill 71/14623K	Data Processing Operator, Grade 2 \$6233, Fourth Division, Finance and Accounting Branch, Sydney	Trainee Computer Operator \$2821-5641, Fourth Division, Data Processing Centre, North Sydney (No. 62)
J. A. Robertson 71/14733A	Data Processing Operator, Grade 2 \$6233, Fourth Division, Finance and Accounting Branch, Sydney	Trainee Computer Operator \$2821-5641, Fourth Division, Data Processing Centre, North Sydney (No. 63)
C. Clark 70/14835E	Data Processing Operator, Grade 2 \$6233, Fourth Division, Department of the Treasury, Sydney	Trainee Computer Operator \$2821-5641, Fourth Division, Data Processing Centre, North Sydney (No. 65)
B. Seymour 63/11688C	Accounting Machinist, Grade 2 \$6233, Fourth Division, Department of the Treasury, Taxation Office, Sydney	Trainee Computer Operator \$2821-5641, Fourth Division, Data Processing Centre, North Sydney (No. 67)
T. Ledger 71/11271P	Apprentice Tradesman (Radio) \$2615- 5768, Fourth Division, Department of Transport, Air Transport Group, Sydney	Trainee Computer Operator \$2821-5641, Fourth Division, Data Processing Centre, North Sydney (No. 68)
A. Templeton 72/13919M	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Papua New Guinea Office, Sydney	Trainee Computer Operator \$2821-5641, Fourth Division, Data Processing Centre, North Sydney (No. 69)
Y. P. H. Greaves 72/13436R	Data Processing Operator, Grade 2 \$6233, Fourth Division, Finance and Accounting Branch, Sydney	Trainee Computer Operator \$2821-5641, Fourth Division, Data Processing Centre, North Sydney (No. 70)
W. B. Rayner 71/10970M	Clerical Assistant, Grade 2 \$5446-5737, Engineering Division, Sydney	Trainee Computer Operator \$2821-5641, Fourth Division, Data Processing Centre, North Sydney (No. 71)
K. P. Sheehan 74/12693G	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Trainee Computer Operator \$2821-5641, Fourth Division, Data Processing Centre, North Sydney (No. 72)
P. J. Smith 70/11716A	Data Processing Operator, Grade 2 \$6233, Fourth Division, Finance and Accounting Branch, Sydney	Trainee Computer Operator \$2821-5641, Fourth Division, Data Processing Centre, North Sydney (No. 73)
B. Jamieson 74/12650R	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of Trans- port, Air Transport Group, Sydney	Trainee Computer Operator \$2821-5641, Fourth Division, Data Processing Centre, North Sydney (No. 117)

Note: For conditions governing promotion or transfer as Trainee Computer Operator see page 79 of Gazette No. 25 A of 22.3.74.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Personnel and Industrial Relations Branch

T. P. McCann 64/10688G	Clerk \$6887-7764 (Class 2/3), Third Division, Engineering Division, Armidale	Clerk \$8015-8770 (Class 4), Third Division, Industrial Relations Section, Assessing and Compensation Sub-section, Sydney (No. 495)
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Duties: Industrial Assessor. Assess salary and allowance variations, leave and furlough, higher duties allowance, superannuation, provident account contributions, travelling and living allowances, etc. Exercise appropriate delegations.

Supply Branch

K. C. Davidson 71/22535G	Clerk \$3346-6671 (Class 1), Third Division, Supply Branch, Milsons Point	Clerk \$6887-7764 (Class 2/3), Third Division, Staff and Office Services Section, Milsons Point (No. 56)
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Duties: Relief Clerk, perform relief duties as directed.

D. M. O'Brien 73/13637E	Storeman \$5379-5606, Fourth Division, Supply Branch, Greenacre	Senior Storeman \$5747-6005, Fourth Division, Warehousing Section, Villawood
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G. M. Berenger 74/12030X	Storeman \$5379-5606, Fourth Division, unattached	Senior Storeman \$5747-6005, Fourth Division, Warehousing Section, Greenacre
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J. M. M. Bouchet 73/15161A	Storeman \$5379-5606, Fourth Division, Supply Branch, Greenacre	Senior Storeman \$5747-6005, Fourth Division, Warehousing Section, Greenacre
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W. Corbett 59/32826M	Storeman \$5379-5606, Fourth Division, Supply Branch, Greenacre	Senior Storeman \$5747-6005, Fourth Division, Warehousing Section, Greenacre
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J. F. Ryan 71/12631K	Storeman \$5379-5606, Fourth Division, Supply Branch, Greenacre	Senior Storeman \$5747-6005, Fourth Division, Warehousing Section, Greenacre
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T. Walsh 73/15195P	Storeman \$5379-5606, Fourth Division, Supply Branch, Greenacre	Senior Storeman \$5747-6005, Fourth Division, Warehousing Section, Greenacre
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Duties above six positions: Responsible for the more skilled activities associated with the receipt, issue and custody of stores.

VICTORIA

Engineering Division, Construction Branch

I. R. Munro 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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I. L. Walkear 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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G. S. Jelley 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. R. Sutter 59/59142A	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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Duties above four positions: Take charge of projects involving transmission equipment and/or exchange switching equipment.

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

Note above four positions: In lieu of notification appearing in *Gazette* No. 73 of 5.9.74. The effective date of the above four provisional promotions is 5.9.74.

K. M. Kingstone 59/59863G	Typist, Grade 2 \$5791-6101, Fourth Division, Engineering Division	Typist Supervisor, Grade 1 \$6562-6741, Fourth Division, Primary Works (Country) Section, St Kilda (No. 88)
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Duties: Supervise and control the work and staff of a typing pool.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Metropolitan Operations Branch

S. S. Shore 59/56718C	Lines Supervisor, Grade 1 \$6710, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$8033, Fourth Division, Metropolitan Operations No. 1 (West) Section, Footscray
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Duties: Area Supervisor.

P. N. Course 74/45697A	Telephonist \$2609-5575, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, City Operations Section, Melbourne (No. 117)
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Duties: Fault dispatch assistance.

Planning and Programming Branch

I. L. Read 73/41665K	Engineer, Class 1 \$7204-10012, Third Division, unattached	Engineer, Class 2 \$10653-11796, Third Division, Transmission and Line Planning (Country) Section, Melbourne (No. 60)
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Duties: Responsible to the Engineer, Class 5, for the preparation of master plans for urban area development and examination of specific projects relating to subscriber and junction networks.

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

Regional Operations Branch

G. A. Glover 71/37337T	Clerk \$3346-6671 (Class 1), Third Division, Engineering Division	Clerk \$6887-7764 (Class 2/3), Third Division, South Western Section, Hamilton (No. 128)
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Duties: Assistant Personnel Officer.

R. C. Grills 72/40470X	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Cable Protection Section, Melbourne (No. 21)
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Duties: Records and general clerical assistance.

L. W. Retallick 70/45636R (19.1.70)	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division	Lineman, Grade 2 \$5990-6167, Fourth Division, South Western Section, North Geelong
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In lieu of notification appearing in *Gazette* No. 73 of 5.9.74. The effective date of the above provisional promotion is 5.9.74.

Support Services Branch

I. R. McKinnon 69/45774T	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Plan Records Assistant, Grade 1 \$3274-6506, Fourth Division, Drafting Section, Bendigo (No. 280)
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Duties: Prepare and amend the simpler plan records of the reticulation of cables and conduits.

Qualifications: A good standard of penmanship and experience appropriate to the duties is desirable.

Postal Services Division, Mail Exchange Branch

G. Cotton 66/46649A	Mail Officer \$5426-6343, Fourth Division, Postal Services Division	Senior Mail Officer \$6591-6824, Fourth Division, Melbourne
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Duties: Maintain air and surface mail records; checking out duties and checking and preparation of verification notes. Occupant may be required to rotate with other Senior Mail Officers in the Inland Section on all shifts.

Qualifications: A knowledge of Inland Section procedures, particularly with regard to the functions described above is desirable.

Post Offices Branch

L. R. Mills 59/63817M	Postmaster, Grade 2 \$8150-8943, Third Division, Windsor	Postmaster, Grade 3 \$9231-10091, Third Division, Hampton, vice V. W. Hayes, prov. prom. 23.5.74
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S. A. Woods 62/45199P	Senior Postal Clerk, Grade 2 \$7883-8413, Third Division, South Melbourne	Senior Postal Clerk, Grade 3 \$9231-10091, Third Division, South Melbourne
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H. J. Cox 59/68308W	Senior Mail Officer \$6591-6824, Fourth Division, Geelong	Senior Postal Officer, Grade 1 \$7087-7651, Fourth Division, Geelong
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R. H. T. Dunstone 59/68429X	Senior Mail Officer \$6591-6824, Fourth Division, Ballarat	Senior Postal Officer, Grade 1 \$7087-7651, Fourth Division, Ballarat
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Duties above two positions: Responsible to the District Postal Manager for the oversighting of the Mail Room and control of up to 20 staff.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
J. A. Gherini 59/63428M	Postal Clerk \$5662-6824, Third Division, Ringwood	Senior Postal Clerk, Grade 1 \$7087-7651, Third Division, Mitcham
J. M. Madden 71/46122X	Postal Clerk \$5662-6824, Third Division, Dandenong	Clerk \$6887-7764 (Class 2/3), Third Division, Ballarat (No. 171)
D. A. Marshall 69/45633C	Postal Clerk \$5662-6824, Third Division, Chadstone	Clerk \$6887-7764 (Class 2/3), Third Division, Metropolitan Section, Box Hill (No. 58)

Duties above two positions: Staff Clerk to the District Postal Manager. Assist with the audit and inspection of non-official Post Offices.

Qualifications: A sound knowledge of Post Offices Branch practices and procedures and previous experience as a Postal Clerk is desirable.

M. K. Johnstone 73/45931T	Postman \$5310-5658, Fourth Division, Port Melbourne	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Port Melbourne
R. V. J. Weise 70/46676E	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Degraes Street	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Degraes Street
K. R. Bellingham 302-52903 (6.8.74)	Assistant Postal Officer \$2598-5196, Fourth Division, South Melbourne	Postman \$5310-5658, Fourth Division, South Melbourne
P. J. Gavin 72/45987P (24.5.72)	Assistant Postal Officer \$2598-5196, Fourth Division, Warrnambool	Postman \$5310-5658, Fourth Division, Warrnambool
G. R. Lakeman 73/46040A (23.8.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Benalla	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Benalla (Relief)
K. J. Lappin 72/45729P (15.3.72)	Assistant Postal Officer \$2598-5196, Fourth Division, Myrtleford	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Beechworth

Telecommunications Division, Metropolitan Region, Sales Branch

A. S. Putt 69/36286M	Assistant, Grade 2 \$5446-5737, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Directory and Sales Checks Section, Melbourne (No. 78)
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Duties: Listing of new and amended entries in the alphabetical telephone directory manuscript.

Personnel and Industrial Relations Branch

L. J. Butler 59/59810K	Industrial Officer \$10029-10704 (Class 6), Third Division, unattached	Inspector \$12218-12721 (Class 8), Third Division, Industrial Relations Section, Melbourne (No. 202)
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Duties: Provide industrial information service to departmental management, develop policies to improve management/staff relations and liaise with management, staff associations and staff on industrial matters.

Supply Branch

I. D. Chalmers 72/41474C	Storeman \$5379-5606, Fourth Division, Supply Branch	Senior Storeman \$5747-6005, Fourth Division, Warehousing Section, Port Melbourne
L. Fitzpatrick 73/41664E	Storeman \$5379-5606, Fourth Division, Supply Branch	Senior Storeman \$5747-6005, Fourth Division, Warehousing Section, Port Melbourne

Duties above two positions: Under general supervision, perform and/or accept responsibility for the more skilled activities associated with the receipt, custody, issue or survey of stores and allied documentation, recording and checking activities.

Qualifications above two positions: Ability to apply a considerable knowledge and experience to the operation of relevant warehouse systems and procedures is desirable.

QUEENSLAND

Engineering Division, Administrative Branch

A. A. Ringer 74/57317E (14.2.74)	Stores Assistant \$2533-5235, Fourth Division, Supply Branch	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, General Services Section, Brisbane (No. 17)
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Duties: General clerical assistance in office.

Buildings Branch

D. G. Ring 69/57917W	Clerk \$3346-6671 (Class 1), Third Division, Engineering Division	Clerk \$6887-7764 (Class 2/3), Third Division, Brisbane (No. 291)
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Duties: Sectional Clerk, Engineering Services.

Construction Branch

R. I. Collins 68/62154C	Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division	Telecommunications Technician \$7058-7818, Fourth Division, Country Installations No. 1 Section, Brisbane (No. 11872)
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

H. A. West 72/61594C	Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division	Telecommunications Technician \$7058-7818, Fourth Division, Country Installations No. 1 Section, Brisbane (No. 11873)
D. G. Cormack 68/62157R	Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division	Telecommunications Technician \$7058-7818, Fourth Division, Country Installations No. 2 Section, Brisbane
R. L. Hanley 73/61573A	Telecommunications Assistant \$2861-5972, Fourth Division, unattached	Telecommunications Technician \$7058-7818, Fourth Division, Metropolitan Installations No. 1 Section, Brisbane (No. 1653)
V. B. Carmichael 72/61316P	Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division	Telecommunications Technician \$7058-7818, Fourth Division, Metropolitan Installations No. 1 Section, Brisbane (No. 1655)
W. D. Jackson 71/61653P	Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division	Telecommunications Technician \$7058-7818, Fourth Division, Metropolitan Installations No. 1 Section, Brisbane (No. 1656)
D. J. Malcolm 70/61238W	Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division	Telecommunications Technician \$7058-7818, Fourth Division, Metropolitan Installations No. 1 Section, Brisbane (No. 1652)
I. T. Withers 69/58378X	Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division	Telecommunications Technician \$7058-7818, Fourth Division, Metropolitan Installations No. 1 Section, Brisbane (No. 1654)
D. G. Sear 68/62172G	Telecommunications Tradesman \$6225-6977, Fourth Division, unattached	Telecommunications Technician \$7058-7818, Fourth Division, Metropolitan Installations No. 2 Section, Brisbane (No. 10250)

Note above nine positions: Effective date of promotion 7.3.74.

Country Branch

G. H. Price 71/61085P	Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division	Telecommunications Technician \$7058-7818, Fourth Division, Central Section, Emerald
G. J. Galley 66/61146M	Telecommunications Assistant \$2861-5972, Fourth Division, unattached	Telecommunications Technician \$7058-7818, Fourth Division, South Western Section, Dalby (No. 1824)
T. M. Mahony 68/62125M	Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division	Telecommunications Technician \$7058-7818, Fourth Division, South Western Section, Toowoomba

Note above three positions: Effective date of promotion 7.3.74.

Metropolitan Operations Branch

A. F. Stewart 73/61999C	Telecommunications Tradesman \$6225-6977, Fourth Division, Engineering Division	Telecommunications Technician \$7058-7818, Fourth Division, City Operations Section, Brisbane
R. W. R. Cutler 70/61931C	Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division	Telecommunications Technician \$7058-7818, Fourth Division, Metropolitan Operations No. 1 Section, Brisbane (No. 1839)
W. A. Morgan 71/61975P	Workshops Assistant, Grade 2 \$5346-5513, Fourth Division, Engineering Division	Telecommunications Technician \$7058-7818, Fourth Division, Metropolitan Operations No. 1 Section, Brisbane (No. 1840)
F. R. Cheshier 72/61317T	Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division	Telecommunications Technician \$7058-7818, Fourth Division, Metropolitan Operations No. 2 Section, Bulimba
R. M. Brown 71/61628R	Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division	Telecommunications Technician \$7058-7818, Fourth Division, Metropolitan Operations No. 2 Section, Wynnum

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

K. Geddes
67/61082C
Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division

Telecommunications Technician \$7058-7818, Fourth Division, Metropolitan Operations No. 3 Section, Ipswich

Note above six positions: Effective date of promotion 7.3.74.

Regional Operations Branch

T. G. Hung
65/61121K
Telecommunications Assistant \$2861-5972, Fourth Division, unattached

Telecommunications Technician \$7058-7818, Fourth Division, Cable Protection Section, Brisbane

P. W. McArdle
68/70597W
Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division

Telecommunications Technician \$7058-7818, Fourth Division, Trunk Service Section, Brisbane

Note above two positions: Effective date of promotion 7.3.74.

Support Services Branch

F. T. Harney
70/58727W
Clerk \$3346-6671 (Class 1), Third Division, Engineering Division

Clerk \$6887-7764 (Class 2/3), Third Division, Drafting Section, Brisbane (No. 306)

Duties: Staff Clerk.

Postal Services Division, Mail Exchange Branch

L. A. Dunglison
59/23049P
(17.2.56 (21))
Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, unattached

Mail Officer \$5426-6343, Fourth Division, Brisbane

V. G. Lindenberg
67/62044W
(28.9.67 (20))
Storeman \$5379-5606, Fourth Division, unattached

Mail Officer \$5426-6343, Fourth Division, Brisbane

Post Offices Branch

N. P. Edwards
59/22046P
Postal Clerk \$5662-6824, Third Division, Home Hill

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

L. J. Watson
59/22439G
Senior Postal Clerk, Grade 1 \$7087-7651, Fourth Division, Mitchell

Senior Postal Clerk, Grade 2 \$7883-8413, Fourth Division, Roma

D. M. Thomson
73/62048T (14.11.73)
Assistant Postal Officer \$2598-5196, Fourth Division, Everton Park

Postal Officer, Grade 1 \$5310-5658, Fourth Division, Everton Park

G. C. Twemlow
73/62099G (14.11.73)
Assistant Postal Officer \$2598-5196, Fourth Division, unattached

Postal Officer, Grade 1 \$5310-5658, Fourth Division, Everton Park

Duties above two positions: Delivery of telegrams per motor cycle.

D. E. Huckstadt
74/61492R (27.5.74)
Assistant Postal Officer \$2598-5196, Fourth Division, Moura

Postal Officer, Grade 1 \$5310-5658, Fourth Division, Moura

C. R. Walsh
74/57269P (14.2.74)
Labourer \$4120-4314, Fourth Division, Postal Services Division

Postman \$5310-5658, Fourth Division, Dalby

K. T. C. Jackson
71/61662R
(1.7.71 (500))
Lineman-in-training \$2683-5134, Fourth Division, Engineering Division

Postman \$5310-5658, Fourth Division, Indooroopilly

Telecommunications Division, Metropolitan Region

R. E. Sheather
59/23341E
Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Telecommunications Division

Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Sales Branch, Directory Sales and Meter Checks Section, Brisbane (No. 250)

Duties: Senior Editor. Supervise groups arranging directory entries.

A. Culshaw
66/46662G
Telephonist \$2609-5575, Fourth Division, Telecommunications Division

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Service Branch, Main Trunk Exchange, Brisbane (No. 112)

Duties: Maintain registry and staff files.

Finance and Accounting Branch

J. A. Yarrow
72/57943E
Clerk \$3346-6671 (Class 1), Third Division, Finance and Accounting Branch

Clerk \$6887-7764 (Class 2/3), Third Division, Finance Section, Brisbane (No. 19)

Duties: Reconciliation of deductions from staff salaries and wages.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Personnel and Industrial Relations Branch

D. G. Baker 68/61575W	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Engineering Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Staffing and General Services Section, Brisbane (No. 193)
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Duties: Prepare all material for insertion in the *Gazette*. Obtain and assemble reports in connection with appeals. Prepare minor correspondence as required.

P. Hodge 63/57273K	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Personnel and Industrial Relations Branch	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Staffing and General Services Section, Brisbane (No. 192)
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Duties: Pre-appointments Officer. Take action for appointment of successful examination candidates, and assemble intakes of new appointees. Maintain relevant records.

I. G. Webb 68/61396W	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Personnel and Industrial Relations Branch	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Staffing and General Services Section, Brisbane (No. 240)
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Duties: Provide relief within the Branch at Clerical Assistant, Grade 3, level and above.

Supply Branch

A. G. Muller 59/22793X	Clerk \$6887-7764 (Class 2/3), Third Division, Supply Branch	Clerk \$8015-8770 (Class 4), Third Division, Procurement Section, Brisbane (No. 36)
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Duties: Oversight and direct the work of the Purchasing Groups.

L. W. Austin 74/58066T (27.5.74)	Stores Assistant \$2533-5235, Fourth Division, Supply Branch	Storeman \$5379-5606, Fourth Division, Warehousing Section, Brisbane
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W. A. Clark 74/57275C (14.2.74)	Stores Assistant \$2533-5235, Fourth Division, Supply Branch	Storeman \$5379-5606, Fourth Division, Warehousing Section, Brisbane
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C. Herd 74/58067X (27.5.74)	Stores Assistant \$2533-5235, Fourth Division, Supply Branch	Storeman \$5379-5606, Fourth Division, Warehousing Section, Brisbane
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V. D. McCallum 74/58068C (27.5.74)	Stores Assistant \$2533-5235, Fourth Division, Supply Branch	Storeman \$5379-5606, Fourth Division, Warehousing Section, Brisbane
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D. J. Wilson 74/58070X (27.5.74)	Stores Assistant \$2533-5235, Fourth Division, Supply Branch	Storeman \$5379-5606, Fourth Division, Warehousing Section, Brisbane
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SOUTH AUSTRALIA

Engineering Division, Administrative Branch

J. Young 69/66949C	Clerk \$3346-6671 (Class 1), Third Division, Engineering Division	Clerk \$6887-7764 (Class 2/3), Third Division, Costing Section, Adelaide (No. 690)
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Duties: Preparation of wages and allowance paysheets and exercise appropriate staff clerk delegations.

Note: Position is outposted to Metropolitan Installation Section.

S. M. Adey 69/66667E	Clerk \$3346-6671 (Class 1), Third Division, Engineering Division	Clerk \$6887-7764 (Class 2/3), Third Division, Staff and Industrial Section, Adelaide (No. 310)
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Duties: Provide relief for Third Division Clerical Officers.

S. Karpinski 63/70051R	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Engineering Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Staff and Industrial Section, Adelaide (No. 887)
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Duties: Provide relief for Clerical Assistants, Grade 3 and above within the metropolitan area.

M. A. Green 71/70559K	Assistant Postal Officer \$2598-5196, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Staff and Industrial Section, Adelaide (No. 270)
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Duties: Provide recreation relief for Senior Storemen, Storemen and Clerical Assistants, Grade 2 and above in the metropolitan area.

L. A. Mitchell 72/95299K	Accounting Machinist, Grade 1 \$2638-5636, Fourth Division, Department of the Northern Territory, Darwin	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Staff and Industrial Section, Adelaide (No. 1212)
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Duties: Provide recreation relief for Senior Storemen, Storemen and Clerical Assistants, Grade 2 and above in the metropolitan area.

Postal Services Division, Post Offices Branch

D. B. Robinson 71/22677C	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Mount Gambier	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Waikerie (No. 1359)
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Duties: Alternating on night duty, awake conditions.

J. Capell 72/70482E (13.10.72)	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Postman \$5310-5658, Fourth Division, Henley Beach (No. 1030)
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Name and personnel number (also seniority reference if Regulation 109G applies)	Promoted from	Promoted to
Telecommunications Division, Country Region		
C. J. Flinn 59/12412X	Traffic Officer \$8015-8770 (Class 4), Third Division, Telecommunications Division	Clerk \$9022-9777 (Class 5), Third Divi- sion, Adelaide (No. 7)
<i>Duties:</i> Service Officer, Service Advisory and Group Charging.		
Supply Branch		
R. B. Tait 73/66931G (23.7.73)	Stores Assistant \$2533-5235, Fourth Divi- sion, Supply Branch	Storeman \$5379-5606, Fourth Division, Warehousing Section, Adelaide (No. 230)
<i>Duties:</i> Under general supervision, responsible for the receipt, stowage and issue of materials.		
NORTHERN TERRITORY		
Postal Services Division, Post Offices Branch		
A. L. Weber 59/20267C	Postmaster, Grade 2 \$8150-8943, Third Division, Queensland	Senior Postal Clerk, Grade 3 \$9231-10091, Third Division, Darwin
<i>Qualifications:</i> Occupant must be qualified in accordance with conditions notified in <i>Gazette</i> No. 9 of 30.1.73.		
WESTERN AUSTRALIA		
Engineering Division, Country Branch		
P. J. Harris 69/78395A (13.6.69)	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division	Lineman, Grade 2 \$5990-6167, Fourth Division, North West Section, Geraldton T4 'H' Party
<i>Duties:</i> General duties with bulldozer cable laying party. <i>Note:</i> Camping involved.		
Metropolitan Operations Branch		
J. T. Copp 69/78567G (25.8.69)	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division	Lineman, Grade 2 \$5990-6167, Fourth Division, Metropolitan Operations No. 1 Section, Wembley
K. J. Fairhead 69/78026E (20.1.69)	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division	Lineman, Grade 2 \$5990-6167, Fourth Division, Metropolitan Operations No. 1 Section, Wembley
Support Services Branch		
H. L. Cleaver 59/52491C	Senior Motor Mechanic, Grade 1 \$6697- 6875, Fourth Division, Engineering Division	Inspector (Automotive) \$6757-7009, Fourth Division, Automotive Plant Sec- tion, Wembley (No. 4500)
<i>Duties:</i> Officer in charge of the Inspection and Estimating Group of the Automotive Plant Workshops and particularly dealing with Contractors, other outside firms and Governmental bodies performing work for the Department in Automotive Plant. Quality control of work carried out.		
R. T. Kleins 62/75015X	Motor Mechanic \$6097-6348, Fourth Division, Engineering Division	Senior Motor Mechanic, Grade 1 \$6697- 6875, Fourth Division, Automotive Plant Section, Wembley, vice H. L. Cleaver, prov. prom. 19.9.74 (No. 4385)
<i>Duties:</i> Inspection of Motor Vehicles, Mechanical Aids, Trailers and Caravans at Automotive Plant, Work- shops, and Estimating of work to be carried out in those establishments. Quality control of work carried out. <i>Qualifications above two positions:</i> Must be qualified Motor Mechanic with extensive knowledge of Mechan- ical Aids, Trailers and Caravans.		
Postal Services Division, Post Offices Branch		
G. C. Shaw 59/51708P	Postmaster, Grade 3 \$9231-10091, Third Division, Postal Services Division	Postmaster, Grade 4 \$10377-11131, Third Division, Claremont
P. A. Everson 73/79636A (1.11.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division	Postman \$5310-5658, Fourth Division, Nedlands
P. L. Zettels 72/78938K (16.10.72)	Assistant Postal Officer \$2598-5196, Fourth Division	Postman \$5310-5658, Fourth Division, North Beach
C. R. Keen 74/78505W (9.8.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Albany
Telecommunications Division, Service Branch		
Z. J. Kitson 59/51091E	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Main Trunk Exchange, Perth (No. 83)
<i>Duties:</i> Wages and Allowances Assistant. Compute wages, penalty, overtime and allowance entitlements in respect of shift workers. Issue authorities associated with payment of entitlements. Act as Paying Officer. <i>Qualifications:</i> Sound knowledge of relevant instructions, awards and determinations desirable.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

M. G. Woods 69/78427W	Telephonist \$2609-5575, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Main Trunk Exchange, Perth (No. 8782)
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Duties: Checks and Registry Assistant. Maintain staff section registry, perform checks of penalty entitlements, ensure adequate supplies of stores items are available.

Qualifications: Knowledge of awards and determinations applicable to salary and allowance payments desirable.

W. R. Allsop 59/50026T	Monitor \$6034-6381, Fourth Division, Telecommunications Division	Overseer \$6840-7248, Fourth Division, Main Trunk Exchange, Perth
V. J. Parkes 66/78148P	Monitor \$6034-6381, Fourth Division, Telecommunications Division	Overseer \$6840-7248, Fourth Division, Main Trunk Exchange, Perth
M. Bartle 67/78683E	Monitor \$6034-6381, Fourth Division, Telecommunications Division	Overseer \$6840-7248, Fourth Division, Main Trunk Exchange, Perth
L. M. Matthews 65/78631E	Monitor \$6034-6381, Fourth Division, Telecommunications Division	Overseer \$6840-7248, Fourth Division, Main Trunk Exchange, Perth
L. K. Holm 69/78163C	Monitor \$6034-6381, Fourth Division, Telecommunications Division	Overseer \$6840-7248, Fourth Division, Main Trunk Exchange, Perth
B. K. Charles 59/49431C	Monitor \$6034-6381, Fourth Division, Telecommunications Division	Overseer \$6840-7248, Fourth Division, Main Trunk Exchange, Perth
D. C. Massa 59/51214G	Monitor \$6034-6381, Fourth Division, Telecommunications Division	Overseer \$6840-7248, Fourth Division, Main Trunk Exchange, Perth
M. G. Purser 67/78681W	Monitor \$6034-6381, Fourth Division, Telecommunications Division	Overseer \$6840-7248, Fourth Division, Main Trunk Exchange, Perth
L. A. Scotti 64/78564P	Monitor \$6034-6381, Fourth Division, Telecommunications Division	Overseer \$6840-7248, Fourth Division, Main Trunk Exchange, Perth
R. S. Hall 59/52976G	Monitor \$6034-6381, Fourth Division, Telecommunications Division	Overseer \$6840-7248, Fourth Division, Main Trunk Exchange, Perth
B. Chapman 71/78595K	Monitor \$6034-6381, Fourth Division, Telecommunications Division	Overseer \$6840-7248, Fourth Division, Main Trunk Exchange, Perth
P. E. Zorzi 66/78615A	Monitor \$6034-6381, Fourth Division, Telecommunications Division	Overseer \$6840-7248, Fourth Division, Main Trunk Exchange, Perth
L. M. Turner 65/70653M	Monitor \$6034-6381, Fourth Division, Telecommunications Division	Overseer \$6840-7248, Fourth Division, Main Trunk Exchange, Perth
L. M. Lanza 63/45081C	Monitor \$6034-6381, Fourth Division, Telecommunications Division	Overseer \$6840-7248, Fourth Division, Main Trunk Exchange, Perth
D. R. Hanson 66/78011C	Monitor \$6034-6381, Fourth Division, Telecommunications Division	Overseer \$6840-7248, Fourth Division, Main Trunk Exchange, Perth

Duties above fifteen positions: Overseer (Telephones). Responsible for supervision of staff and for prompt and efficient disposal of traffic in various sub-sections of the Main Trunk Exchange.

Qualifications: Occupants must be qualified as Monitor (Telephones).

TASMANIA

Postal Services Division, Post Offices Branch

L. P. Dillon 66/22537C	Senior Postal Clerk, Grade 2 \$7883-8413, Third Division, Postal Services Division <i>Quarters:</i> Eight rooms (four bedrooms).	Postmaster, Grade 2 \$8150-8943, Third Division, Geeveston
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R. L. House 59/48422P	Postal Clerk \$5662-6824, Fourth Division, Postal Services Division	Senior Postal Clerk, Grade 1 \$7087-7651, Fourth Division, Launceston District, Scottsdale (No. 2)
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Qualifications: Applicants must be qualified in accordance with conditions notified in *Gazette* No. 25 A of 22.3.74.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF THE PRIME MINISTER AND CABINET

THE OFFICE OF THE PUBLIC SERVICE BOARD

CENTRAL OFFICE

Employment Conditions Division, Employment Conditions Branch No. 1

B. E. Knight 72/88528E	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Canberra (No. 135)
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Duties: Investigations of less complex proposals referred to Joint Council; assist in preparation of Joint Council documentation.

Personnel Management Division, Personnel Development Branch

S. J. Palywoda 66/10662X	Clerk \$9022-9777 (Class 5), Third Division, Postmaster-General's Department, Melbourne	Assistant Inspector, \$10204-10879 (Class 7) Third Division, Canberra (No. 22)
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Duties: Examine and report on promotion appeals and other staff movement cases covering promotions, seniority, transfer salary on promotion and appropriate organisations for appeal committees. Excise delegations and/or report as appropriate.

Recruitment Branch

B. Laity 73/86219T	Typist, Grade 2 \$5791-6101, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Canberra (No. 542)
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Duties: Provide assistance in preparation and handling of material, including publicity material for joint recruitment campaigns.

OFFICE OF THE PRICES JUSTIFICATION TRIBUNAL

VICTORIA

Secretary's Branch

G. E. Roberts 62/37052E	Clerk \$8015-8770 (Class 4), Third Division, Department of Social Security, Melbourne	Clerk \$10029-10704 (Class 6), Third Division, Melbourne (No. 641)
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Duties: As directed, assist with the recording of proceedings and decisions of the Tribunal. Attend meetings, assist in the preparation and presentation of material and, where necessary, provide secretarial support.

DEPARTMENT OF REPATRIATION AND COMPENSATION

CENTRAL OFFICE

Management Services Division, ADP Branch

L. R. Smith 227-83501	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Trainee Computer Operator \$2821-6677, Fourth Division, Operations Section, Sydney (No. 100)
A. J. Hanbury-Sparrow 239-72881	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Trainee Computer Operator \$2821-6677, Fourth Division, Operations Section, Sydney (No. 101)
J. L. Calvert 239-49403	Data Processing Operator, Grade 2 \$6233, Fourth Division, Department of Health, Sydney	Trainee Computer Operator \$2821-6677, Fourth Division, Operations Section, Sydney (No. 102)
J. McMahon 233-89549	Data Processing Operator, Grade 2, \$6233, Fourth Division, Bureau of Statistics, Sydney	Trainee Computer Operator \$2821-6677, Fourth Division, Operations Section, Sydney (No. 103)
M. N. Barlow 300-21013	Data Processing Operator-in-training \$2577-5154, Fourth Division, Department of Housing and Construction, Sydney	Trainee Computer Operator \$2821-6677, Fourth Division, Operations Section, Sydney (No. 104)

Note above five positions: Conditions governing appointment, promotion or transfer as Trainee Computer Operator were published in *Periodic Gazette* No. 25 A of 22.3.74.

Benefits and Legislation Division, Benefits Branch

J. J. Bedlington 233-01877	Clerk \$8015-8770 (Class 4), Third Division, Entitlement Section (No. 4)
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Duties: Assist the Clerk-in-charge, Entitlement Section, in the investigation and review of Branch Office entitlement procedures. Undertake research related to policy formulation. Process contentious personal cases referred to Central Office.

Qualifications: Sound departmental knowledge and experience desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF REPATRIATION AND COMPENSATION—continued

NEW SOUTH WALES

Out-patient Clinic

D. J. Luckie 237-54702	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Reception Section, Sydney (No. 46)
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Duties: Check film and skiagram number and number of files produced against details in Specialist Report Form. Type information concerning patients on labels and attach typed labels to relative films.

Qualifications: Knowledge of appropriate Out-patient Clinic procedures desirable.

Branch Office

M. R. McRae 230-44575	Medical Officer, Class 1 \$11230-15140, Third Division	Medical Officer, Class 2 \$15860-16480, Third Division, Medical Section (No. 239),
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Duties: Visit and liaise with Local Medical Officers throughout the Metropolitan area and country centres and advise them on Departmental policies and procedures. Visit branches of the Australian Medical Association and Country Local Medical Officer Associations and Specialists. Visit local hospitals and local chemists.

Qualifications: Registered Medical Practitioner.

J. L. Allen 231-80366	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Treatment Section, Sydney (No. 26)
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Duties: Supervise and control the activities of the Verification and Inquiry Group. Receive and direct inwards correspondence and allocate priorities. Exercise delegations and prepare statistical returns.

Qualifications: Knowledge of Repatriation Act Regulations and General Orders Treatment desirable.

P. A. Orr 233-93003	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Treatment Section, Sydney (No. 21)
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M. A. Brooks 233-85417	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Treatment Section, Sydney (No. 13)
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Duties above two positions: Treatment Examiner, Grade 2. Examine and make recommendations on treatment matters including claims for payment or refund of medical expenses privately incurred, applications for issue of surgical aids and treatment by country specialists, including operations at negotiated fees.

Qualifications above two positions: Knowledge of conditions governing eligibility for all classes of treatment. Ability to prepare correspondence above routine level.

VICTORIA

Branch Office

D. J. Anstey 58/32270X	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division	Clerical Assistant, Grade 6 \$7552-7946, Fourth Division, Accounts Section (No. 116)
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Duties: Senior Stocktaker.

G. A. Laycock 65/36258M	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Out-Patient Clinic	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Accounts Section (No. 118)
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Duties: Stocktaker.

QUEENSLAND

Repatriation Hospital

B. B. Vidler 66/58342C	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Administrative Services Section, Kenmore (No. 104)
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Duties: Medical and General Assistant.

Branch Office

P. A. Buda 64/57245P	Clerk \$8015-8770 (Class 4), Third Division	Clerk \$9022-9777 (Class 5), Third Division, Accounts Section, Brisbane (No. 77)
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Duties: Sub-Accountant (Pensions Payments).

A. J. Sleath 64/57692W	Clerk \$6887-7764 (Class 2/3), Third Division, unattached	Clerk \$8015-8770 (Class 4), Third Division, Accounts Section, Brisbane (No. 93)
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Duties: Supervisor, Statistics.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
SOUTH AUSTRALIA		
Branch Office		
G. R. Phipps 70/67062P	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Office Services Section, Adelaide	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Office Services Section, Adelaide (No. 2)
<i>Duties:</i> Stationery Store Supervisor.		
P. E. Krogdahl 71/66612P	Clerical Assistance, Grade 1 \$2599-5349, Fourth Division, Registry Section, Adelaide	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Office Services Section, Adelaide, vice G. R. Phipps, <i>prom.</i> 19.9.74 (No. 3)
<i>Duties:</i> Stores Assistant.		
Repatriation General Hospital, Daw Park		
D. A. Reece 58/31027R	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Administrative Services Section, Daw Park	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Administrative Services Section, Daw Park (No. 63)
<i>Duties:</i> Stores Clerk (Medical Consumables).		

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

Management Services Branch

E. V. Catanzariti 73/89998R	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Canberra	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Secretariat Section, Canberra (No. 26)
<i>Duties:</i> Subject Indexer. Supervise and direct the work of the Search and File Movement Officers.		

AUSTRALIAN CAPITAL TERRITORY

Patent, Trade Marks and Designs Office, Administrative Branch

N. I. McConchie 238-98466	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, Trade Mark Operations Section, Canberra (No. 581)
<i>Duties:</i> Reporting upon applications for recordal of assignment, change of name and transmissions in respect of registered Trade Marks and Designs.		

BUREAU OF METEOROLOGY

Canberra Weather Service Office

W. J. Fraser 227-21933	Technical Officer (Meteorology), Grade 1 \$7052-8694, Third or Fourth Division, Darwin	Technical Officer (Meteorology), Grade 2 \$8929-9443, Third or Fourth Division, Canberra Weather Service Office, Canberra (No. 36)
I. G. Giles 230-82870	Technical Officer (Meteorology), Grade 1 \$7052-8694, Third or Fourth Division, Brisbane	Technical Officer (Meteorology), Grade 2 \$8929-9443, Third or Fourth Division, Canberra Weather Service Office, Canberra (No. 37)
G. A. Murchie 228-31702	Technical Officer (Meteorology), Grade 1 \$7052-8694, Third or Fourth Division, Brisbane	Technical Officer (Meteorology), Grade 2 \$8929-9443, Third or Fourth Division, Canberra Weather Service Office, Canberra (No. 38)
C. Snel 230-99285	Technical Officer (Meteorology), Grade 1 \$7052-8694, Third or Fourth Division, Canberra	Technical Officer (Meteorology), Grade 2 \$8929-9443, Third or Fourth Division, Canberra Weather Service Office, Canberra (No. 39)

Duties above four positions: Shift supervisor at Canberra Airport Meteorological Office providing meteorological service to aviation. Supervise and participate in the provision of forecasts and briefing. Prepare terminal forecasts. Oversight observations and reports. Liaise with aviation authorities.

Qualifications above four positions: An approved technical college certificate or other approved qualifications and requisite experience. Proven experience and ability in the provision of meteorological services to aviation, and good management ability desirable.

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Management Services Branch

N. F. Mills 304-61019	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Management Consultancy Section (No. 689)
<i>Duties:</i> Assist generally in the work of the Methods Services Sub-section. Undertake the collection of detailed workload statistics and other data related to machine and form proposals.		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF SERVICES AND PROPERTY—continued

Property Division, Accommodation Branch

M. F. Edwards 225-39066	Clerk \$12218-12721 (Class 8), Third Division	Clerk \$13224-13725 (Class 9), Third Division, Research and Investigation Section (No. 55)
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Duties: Undertake major investigations into policy and projects concerning accommodation planning and construction. Co-ordinate team activities and recommendations.

Qualifications: Experience in policy research and investigation together with knowledge of accommodation and construction requirements and practices.

R. J. Griffiths 219-47607	Clerk \$11039-11714 (Class 7), Third Division	Clerk \$12218 12721 (Class 8), Third Division, Research and Investigation Section, vice M. F. Edwards, prov. prom 19.9.74 (No. 58)
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Duties: Direct the work of an investigation team and undertake the more difficult investigations into policy and projects concerning accommodation planning and construction. Prepare associated reports, recommendations and correspondence.

Qualifications: Experience in policy research and investigation together with knowledge of accommodation and construction requirements and practices. Academic qualifications desirable.

P. McAuliffe 226-85231	Clerk \$9022-9777 (Class 5), Third Divi- sion	Clerk \$10029-10704 (Class 6), Third Division, Research and Investigation Section (No. 65)
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Duties: Undertake investigations into policy and projects concerning accommodation planning and construction. Prepare associated reports, recommendations and correspondence.

Qualifications: Experience in policy research and investigation together with knowledge of accommodation and construction requirements and practices. Academic qualifications desirable.

Survey Division, Interstate Operations Branch

P. B. Daly 67/86662C	Land Surveyor, Class 1 \$7255-11655, Third Division	Land Surveyor, Class 2 \$12219-13707, Third Division, Special Projects Section (No. 316)
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Duties: Direct the work of a Survey Sub-section dealing with the introduction of Real Property and Surveyors Ordinances for Norfolk Island. Prepare specifications for survey work and examine survey plans referred to the Survey Office by the Norfolk Island Administration.

Qualifications: Licence or registration to practice as a Surveyor in an Australian State or Territory.

In lieu of notification appearing in *Gazette* No. 61 of 25.7.74. Effective date of this promotion is 25.7.74.

A.C.T. Operations Branch

T. G. Linz 242-00787	Draftsman, Grade 1 \$7052-8694, Fourth Division	Draftsman, Grade 2 \$8929-9443, Fourth Division, Drafting Section (No. 635)
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Duties: Plot and draw from Surveyors field notes and sketches land engineering and topographical plans of a more difficult nature.

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. Officers without acceptable qualifications, but who have a minimum of 6 years relevant experience including at least 3 years experience on drafting, may appeal. Before such an appeal could be upheld, the officer would be required to pass a test of knowledge and competence to establish his eligibility for promotion.

NEW SOUTH WALES OFFICE

C. J. Walsh 69/13586C	Typist, Grade 2 \$5791-6101, Fourth Division, Sydney	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Accounts and Person- nel Section, General Services Sub- section, Sydney (No. 216)
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Duties: Secretarial duties for Chief Property Officer.

Qualifications: Ability to transcribe shorthand at 100 words per minute essential.

AUSTRALIAN ELECTORAL OFFICE

NEW SOUTH WALES

D. A. Gallard 70/1387P	Clerk \$3346-6014 (Class 1), Third Divi- sion, Personnel and Establishments Sec- tion, Department of Defence (Army), Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Australian Electoral Office, Sydney
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Duties: No. 5—Assist with accounts, salaries, Staff matters and general administrative work of the Branch.

Qualifications: Experience in Personnel work and preparation of ADP salaries an advantage.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF SOCIAL SECURITY

CENTRAL OFFICE

Management Division

V. Ashurst 73/86506A	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Canberra, unattached	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Canberra (No. 5)
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Duties: Provide secretarial assistance to the First Assistant Director-General.
Qualifications: Shorthand, at least 100 words per minute.

Operations Branch

R. A. McIntosh 73/879429G	Clerk \$8015-8770 (Class 4), Third Division, Department of Minerals and Energy, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Planning Control and Development Section, Canberra (No. 113)
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Duties: Assist with investigations of methods and procedures related to forms. Undertake forms design work. Act as Secretary to the Departmental Suggestions Scheme.
Qualifications: Aptitude for design and investigation work.

ADP Branch

N. Moorhouse 72/88488M	Programming Assistant, Grade 2 \$6887-7764 (Class 2/3), Third Division, Canberra	Programming Assistant, Grade 3 \$8015-8770 (Class 4), Third Division, Canberra (No. 626)
E. Cure 72/81121G	Programming Assistant, Grade 2 \$6887-7764 (Class 2/3), Third Division, Canberra	Programming Assistant, Grade 3 \$8015-8770 (Class 4), Third Division, Canberra (No. 627)

Duties above two positions: Maintain production source libraries and documentation, prepare simple programs and test data. Assist in general programming activities as directed.
Qualifications: Considerable experience as a Programming Assistant, or equivalent, and ability to finalise minor programming tasks without direct assistance desirable.

Benefits Policy and Review Division

D. Madden 70/87386A	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Canberra, unattached	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Canberra (No. 11)
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Duties: Provide secretarial assistance to the First Assistant Director-General.
Qualifications: Shorthand, at least 100 words per minute.

Rehabilitation and Compensation Division

M. Dalmaso 68/88310W	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Canberra, unattached	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Canberra (No. 17)
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Duties: Provide secretarial assistance to the First Assistant Director-General.
Qualifications: Shorthand, at least 100 words per minute.

Rehabilitation Services Branch

J. J. Tipping 60/10132M	Clerk \$12218-12721 (Class 8), Third Division, Canberra	Vocational Counsellor, Grade 5 \$13224-13725 (Class 9), Third Division, Vocations Section, Canberra (No. 285)
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Duties: Develop and co-ordinate the training and vocational services for handicapped persons within the Commonwealth Rehabilitation Service and for the Training Scheme for Widow Pensioners. Formulate policy and prepare submissions.
Qualifications: Appropriate experience or attributes indicating ability and aptitude to perform the duties of the position. Academic qualifications with a major in psychology would be an advantage.

Medical Insurance Services Division

N. De Beer 67/86484G	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Canberra	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Canberra (No. 434)
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Duties: Provide secretarial assistance to the First Assistant Director-General.
Qualifications: Shorthand, at least 100 words per minute.

Fee and Benefits Branch

C. R. Chown 71/12346M	Clerk \$9022-9777 (Class 5), Third Division, Canberra	Clerk \$10029-10704 (Class 6), Third Division, Fees and Benefits Section, Canberra (No. 445)
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Duties: Assist in the preparation and interpretation of the Medical Benefits schedule and prepare related correspondence.
Qualifications: Relevant experience desirable.

Social Welfare Division

M. Crawford 69/87592G	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Management Division, Canberra	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Canberra (No. 770)
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Duties: Provide secretarial assistance to the First Assistant Director-General.
Qualifications: Shorthand, at least 100 words per minute.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF SOCIAL SECURITY—continued

Hospital Insurance and Nursing Division

H. Heaney 66/86962P	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Canberra	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Canberra (No. 776)
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Duties: Provide secretarial assistance to the First Assistant Director-General.

Qualifications: Shorthand, at least 100 words per minute.

VICTORIA

Regional Offices

R. M. Jackson 68/39002P	Examiner, Grade 3 \$8015-8770 (Class 4), Third Division	Pensions Officer \$9022-9777 (Class 5), Third Division, Suburban District Office, Richmond (No. 1178)
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Duties: District Officer. Interview claimants for age, invalid, widow and supporting mothers' pensions and allowances. Examine claims, assess entitlement to pension and prepare submissions.

Qualifications: Sound knowledge of the Social Services Act is desirable.

Benefits Branch

J. Colosimo 72/37266R	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Unemployment and Sickness Benefits Section, Melbourne (No. 1137)
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Duties: Searcher. Carry out special searches in instances where files cannot be readily located. Examine unidentified correspondence and other documents and decide further action.

QUEENSLAND

Health Benefits and Services Branch

R. D. Price 58/34434E	Assistant Director \$12218-12721 (Class 8), Third Division, Fees and Institutions, Brisbane	Senior Assistant Director \$14229-14733 (Class 10), Third Division, Brisbane (No. 795)
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Duties: Direct and control the operation of the Health Benefits and Services Branch. Exercise delegated authority in the administration of the National Health Act and Regulations. Implement departmental policy in relation to health benefit and insurance schemes.

Qualifications: Appropriate university degree or accountancy qualifications together with wide management experience and proven administrative ability are desirable.

SOUTH AUSTRALIA

Management

R. W. Glendenning 225-27882	Typist, Grade 2 \$5791-6101, Fourth Division, Establishments Section	Typist Supervisor, Grade 1 \$6562-6741, Fourth Division, Establishments Section (No. 318)
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Duties: Supervise and control the staff and work of the Typing Pool.

H. J. Przytula 229-93242	Clerk \$6887-7764 (Class 2/3), Third Division, Finance Sub-section	Clerk \$8015-8770 (Class 4), Third Division, Finance Sub-section (No. 940)
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Duties: Act as Certifying Officer and alternate Authorising Officer. Also act as signing officer for Group Certificates.

R. McLaughlin 241-29263	Clerk \$3346-6671 (Class 1), Third Division, unattached	Clerk \$6887-7764 (Class 2/3), Third Division, Finance Sub-section, vice H. Przytula, prov. prom. 19.9.74 (No. 366)
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Duties: Examine accounts of the Department. Classify under the appropriate head of expenditure. Arrange Forms TF. 12 and TF. 22 for Certification and/or Authorisation. Dissect expenditure for General Administration Expenses. Act as Officer Incurring Expense.

E. M. Bell 219-01617	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Establishments Section	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Establishments Section (No. 312)
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Duties: Supervise the staff engaged on mail opening activities, dispatch functions and messengerial duties. Also arrange for the mail to be opened, then sort and control the distribution of papers.

B. M. Clark 231-36322	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Unemployment and Sickness Benefits Section, Benefits Branch	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Establishments Section, vice E. Bell, prov. prom. 19.9.74 (No. 313)
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Duties: Dispatch all Departmental mail in accordance with local practices and Postal Regulations. Assist with the opening of inward mail and its distribution to action points.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

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| <p>C. T. Bittoto
241-29431
<i>Duties:</i> Identify stores received, check against receipt documentation and acquit—referring complicated cases and discrepancies to higher authority.
<i>Qualifications:</i> Possession of a current drivers licence.</p> | <p>Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Establishments Section</p> | <p>Storeman \$5379-5606, Fourth Division, Establishments Section (No. 310)</p> |
| <p>J. L. Grigons
235-58293
<i>Duties:</i> Provide relief within Department including Regional Offices in South Australia and the Northern Territory.</p> | <p>Clerk \$6887-7764 (Class 2/3), Third Division, Relief Sub-section, Establishments Section</p> | <p>Clerk \$8015-8770 (Class 4), Third Division, Relief Sub-section, Establishments Section (No. 339)</p> |
| <p>L. M. Dowling
233-20955
<i>Duties:</i> Provide relief within Department including Regional Offices in South Australia and the Northern Territory.</p> | <p>Clerk \$6887-7764 (Class 2/3), Third Division, Pensions Section, Benefits Branch</p> | <p>Clerk \$8015-8770 (Class 4), Third Division, Relief Sub-section, Establishments Section (No. 340)</p> |

Benefits Branch

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| <p>E. M. Wilkins
218-12032
<i>Duties:</i> In respect of pensions and allowances, exercise delegated suspend, restore or cancel any pension or allowance.
<i>Qualifications:</i> A sound knowledge of the Social Services Act and demonstrated supervisory ability.</p> | <p>Pensions Officer \$9022-9777 (Class 5), Third Division, Pensions Section, Adelaide</p> | <p>Determining Officer \$10029-10704 (Class 6), Third Division, Pensions Section, Adelaide (No. 599)</p> |
| <p>R. A. Johnson
225-86831
<i>Duties:</i> Take evidence from claimants. Investigate pension claims and report and make recommendation on each claim. Conduct review of current cases.
<i>Qualifications:</i> Sound working knowledge of Social Services Act. Ability to carry out interviews and prepare reports.</p> | <p>Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Pensions Section, Adelaide</p> | <p>Pensions Officer \$9022-9777 (Class 5), Third Division, Pensions Section, Adelaide (No. 18)</p> |
| <p>R. W. Bovell
231-37595
<i>Duties:</i> Conduct annual review of pension cases including misrepresentations or breaches of the Social Services Act.
<i>Qualifications:</i> Sound knowledge of the Social Services Act.</p> | <p>Examiner, Grade 2 \$6887-7764 (Class 2/3), Third Division, Pensions Section, Adelaide</p> | <p>Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Pensions Section, Adelaide, vice R. A. Johnson, prov. prom. 19.9.74 (No. 8)</p> |
| <p>P. A. E. Hawkins
231-49852
<i>Duties:</i> Conduct monthly and special reviews of age, invalid, widows and reciprocal pension cases with a view to determining continuance, suspension, cancellation or variation of benefit. Interview pensioners and others and prepare correspondence.
<i>Qualifications:</i> Sound knowledge of the Social Services Act.</p> | <p>Examiner, Grade 2 \$6887-7764 (Class 2/3), Third Division, Adelaide, unattached</p> | <p>Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Pensions Section, Adelaide (No. 29)</p> |
| <p>L. J. Spencer
231-38897
<i>Duties:</i> Conduct monthly and special reviews of age, invalid, widows and reciprocal pension cases with a view to determining continuance, suspension, cancellation or variation of benefit. Interview pensioners and others and prepare correspondence.
<i>Qualifications:</i> Sound knowledge of the Social Services Act.</p> | <p>Clerk \$6887-7764 (Class 2/3), Third Division, Pensions Section, Adelaide</p> | <p>Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Pensions Section, Adelaide (No. 630)</p> |
| <p>A. A. Hodges
238-28839
<i>Duties:</i> Examine forms and consider correspondence received in respect of annual review of pension claims. Check recommendations for continuation of pension claims after review.
<i>Qualifications:</i> Knowledge of the Social Services Act.</p> | <p>Clerk \$3346-6671 (Class 1), Third Division, Pensions Section, Adelaide</p> | <p>Examiner, Grade 2 \$6887-7764 (Class 2/3), Third Division, Pensions Section, Adelaide, vice R. W. Bovell, prov. prom. 19.9.74 (No. 11)</p> |
| <p>D. P. Thwaites
238-33590
<i>Duties:</i> Prepare coding sheets for miscellaneous transactions affecting pension payments or records.</p> | <p>Clerk \$3346-6671 (Class 1), Third Division, Adelaide, unattached</p> | <p>Clerk \$6887-7764 (Class 2/3), Third Division, Pensions Section, Adelaide, vice L. J. Spencer, prov. prom. 19.9.74 (No. 841)</p> |

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF SOCIAL SECURITY—continued

J. A. Tarczylo 233-27882	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Adelaide, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Pensions Section, Ade- laide (No. 65)
<i>Duties:</i> Special Searcher—Search for files urgently required by Director and other Senior Officers.		
M. J. Nethercott 236-03314	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Adelaide, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Pensions Section, Ade- laide (No. 627)
<i>Duties:</i> Special Searcher—Search for files urgently required by Director and other Senior Officers.		

Health Benefits and Services Branch

R. N. J. Potter 241-31507	Clerk \$3346-6671 (Class 1), Third Divi- sion, Adelaide, unattached	Clerk \$6887-7764 (Class 2/3), Third Division, Insurance and Organisations Section, Adelaide (No. 676)
<i>Duties:</i> Assist Investigation Officers in financial investigations and examination of annual returns of regis- tered Medical and Hospital benefits organisations.		

Regional Office

S. T. Reek 231-35506	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Health Benefits and Services Branch, Adelaide	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Elizabeth (No. 437)
<i>Duties:</i> Attend to all counter inquiries on all general matters relating to benefits and allowances.		
T. J. Trentelman 233-22993	Clerk \$3346-6671 (Class 1), Third Divi- sion, Establishment and Finance Sec- tion, Management Branch, Adelaide	Clerk \$6887-7764 (Class 2/3), Third Division, Elizabeth (No. 432)
<i>Duties:</i> Examine, investigate and assess claims for unemployment, sickness and special benefit and recom- mend grant or rejection and rate of benefit. Carry out reviews and authorise continuation payments of benefit.		

WESTERN AUSTRALIA

Benefits Branch

R. A. H. Benger 58/13493C	Clerk \$9022-9777 (Class 5), Third Divi- sion, Family Allowances Section	Clerk \$10029-10704 (Class 6), Third Division, Family Allowances Section, Perth (No. 657)
<i>Duties:</i> Responsible to the Assistant Director for the proper functioning of the examination and input control Sub-sections. Determine, vary, suspend or cancel child endowment and maternity allowance entitle- ments.		
<i>Qualifications:</i> Sound knowledge of Social Services Act and Family Allowances Section provisions and procedures.		
M. H. Dickie 58/13519K	Clerk \$8015-8770 (Class 4), Third Divi- sion, Family Allowances Section	Clerk \$9022-9777 (Class 5), Third Divi- sion, Family Allowances Section, Perth, vice R. A. H. Benger, prov. prom. 19.9.74 (No. 184)
<i>Duties:</i> Supervise and control the examination Sub-section. Ensure maintenance of output and conduct weekly check of undetermined claims. Determine, vary, suspend or cancel child endowment and maternity allowance entitlements.		
<i>Qualifications:</i> Sound knowledge of Social Services Act and Family Allowance Section provisions and procedures.		

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

Division No. 1, Ministerial and Management Services Branch

C. M. Robertson 69/81051M	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Divi- sion, Establishment and Finance Sec- tion, Ministerial Services Sub-section, Canberra (No. 97)
<i>Duties:</i> Co-ordinate all financial matters concerning Ministerial and Departmental travel abroad.		
<i>Qualifications:</i> Sound knowledge of Public Service Act and Regulations, General Orders and Determina- tions Relating to Overseas Service. Academic qualifications to be stated.		

Division No. 2

J. E. Lester 231-58089	Clerk \$10029-10704 (Class 6), Third Division, Attorney-General's Department	Clerk \$12218-12721 (Class 8), Third Division, Island Territories Branch, Canberra (No. 214)
<i>Duties:</i> Carry out important investigations relating to political, constitutional, social and economic develop- ment in Cocos (Keeling) Island and Christmas Island.		
<i>Qualifications:</i> Experience in policy formulation. Tertiary qualifications desirable.		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

E. P. Bick 231-80729	Clerk \$11039-11714 (Class 7), Third Division, Department of the Capital Territory	Clerk \$12218-12721 (Class 8), Third Division, Island Territories Branch, Canberra (No. 215)
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Duties: Carry out important investigations relating to political, constitutional, social and economic development in Cocos (Keeling) Island and Christmas Island.

Qualifications: Experience in policy formulation. Tertiary qualifications desirable.

Division No. 3, Policy Branch

S. J. Costello 234-56000	Clerk \$10029-10704 (Class 6), Third Division, Department of Education, Canberra	Clerk \$12218-12721 (Class 8), Third Division, Canberra (No. 160)
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Duties: Contribute to policy advice for the Special Minister of State on a wide range of issues.

Qualifications: Tertiary qualifications desirable, appreciation of policy issues essential.

DEPARTMENT OF TRANSPORT

AIR TRANSPORT GROUP

CENTRAL STAFF

Civil Aviation Agency, Airways Engineering Branch

R. J. Tooth 74/39329R	Radio Technician \$7052-7756, Fourth Division, Department of Science, Mel- bourne	Radio Technical Officer, Grade 1 \$7756- 8694, Fourth Division, Lae (No. 261)
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Duties: Under direction of the Senior Radio Technical Officer in charge, but with direct supervision, carry out technical inspections, some performance testing and corrective maintenance on highly complex novel equipments.

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

VICTORIA-TASMANIA REGION

Executive Services Branch

A. G. Morris 58/50518A	Clerk \$6887-7764 (Class 2/3), Third Division, Civil Aviation Agency, Central Staff, unattached	Internal Auditor, Grade 1 \$8015-8770 (Class 4), Third Division, Internal Audit Section, Melbourne (No. 50)
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Duties: Conduct audits of Regional activities as prescribed in the Manual of Internal Audit. Perform special audits as directed. Prepare reports and recommendations as necessary regarding irregularities, non-compliance with procedures, instructions, etc.

QUEENSLAND REGION

Airways Engineering Branch

C. M. Ritchie 58/58985W	Radio Technical Officer, Grade 1 \$7756- 8694, Fourth Division	Radio Technical Officer, Grade 2 \$8929- 9443, Fourth Division, Radio Installa- tion Section, Brisbane (No. 297)
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Duties: Assist radio engineers on general project engineering functions. Calculate equipment and materials required for radio installation projects, programme delivery dates and estimate costs.

J. E. West 58/51100G	Radio Technical Officer, Grade 1 \$7756- 8694, Fourth Division	Radio Technical Officer, Grade 2 \$8929- 9443, Fourth Division, Radio Mainte- nance Section, Brisbane (No. 284)
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Duties: Shift supervisor—Direct maintenance and carry out technical inspections, performance testing and corrective maintenance on the more complex Departmental equipment.

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

WESTERN AUSTRALIA REGION

Airways Engineering Branch

E. van Rijnswood 71/75800T	Engineer, Class 1 \$6454-9262, Third Division	Engineer, Class 2 \$9903-11046, Third Division, Radio Installation Section, Perth (No. 5)
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Duties: Under overall direction of Class 3 Engineer, Radio Installation, assume responsibility for planning, design and installation of radio engineering projects. These comprise principally airways operations centres with associated transmitting and receiving stations, and navigation aids.

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

Drafting Branch

P. J. Cobain 69/75990X	Draftsman, Grade 1 \$7052-8694, Third Division	Draftsman, Grade 2 \$8929-9443, Third Division, Airways Engineering Section, Perth (No. 6)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF TRANSPORT—continued

J. M. Weedon 69/75244T	Draftsman, Grade 1 \$7052-8694, Third Division	Draftsman, Grade 2 \$8929-9443, Third Division, Airways Engineering Section, Perth (No. 4)
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Duties above two positions: Prepare designs and drawings of radio/electronics engineering projects in relation to radio communications, navigational aids and radar. Prepare more complex circuit diagrams, site plans and layouts of equipment and works. Carry out inspections and prepare estimates.

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

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Shipbuilding Division

P. A. Loeff 224-53246	Clerk \$6887-7764 (Class 2/3), Third Division, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Administration Section, Sydney (No. 52)
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Duties: Assistant Accountant. Maintain detailed financial registers, extract data and prepare financial statements for the Australian Shipbuilding Board in relation to progress of ships under construction. Prepare data for annual and revised estimates.

VICTORIA

Surface Transport Group, Victoria Region

R. G. Bozen 234-73855	Clerk \$3346-6671 (Class 1), Third Division, Melbourne	Clerk \$6887-7764 (Class 2/3), Third Division, Mercantile Marine Section, Melbourne (No. 35)
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Duties: Deputy Superintendent (Stabilisation).

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Accounting and Supply Division, Accounting Operations Branch

R. Mote 58/46865C	Senior Finance Officer, Grade 1 \$12218-12721 (Class 8), Third Division	Senior Finance Officer, Grade 2 \$13224-13725 (Class 9), Third Division, Operations Management Section, Canberra (No. 63)
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Duties: Review and appraise departmental ADP accounting systems from the aspects of accounting principle, conformity with legislation and compatibility with related ADP systems.

Qualifications: Sound knowledge of Treasury accounting, legislation and procedures. Appreciation of systems aspects of ADP processing. Accountancy or equivalent qualifications desirable.

Social Security Division, Education, Science and General Branch

W. J. Tarlo 73/57696R	Research Officer, Grade 1 \$7107-8770, Third Division	Investigation Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Science and Culture Section, Canberra (No. 65)
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Duties: Undertake investigations as directed and provide general assistance in the work of the Sub-section.

Qualifications: Degree or part degree in Economics, Commerce or Arts together with aptitude for investigation work desirable.

AUSTRALIAN BUREAU OF STATISTICS

VICTORIA

Computer Service Centre

J. C. B. Vinck 69/38060A	Senior Computer Operator, Grade 1 \$7583-7784, Fourth Division	Senior Computer Operator, Grade 2 \$8132-8402, Fourth Division, Systems Operations Section, Melbourne (No. 99)
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Duties: Monitor and control the operations of a Control Data 3300 computer.

Note: The above position involves shift work.

Finance Branch, Private Finance, Trade and Transport Section

H. I. Ferst 70/40764E	Clerk \$8015-8778 (Class 4), Third Division	Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Melbourne (No. 39)
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Duties: Assist in investigations with the object of assessing statistical feasibility, soundness of concept, and adequacy of definitions and classifications and of form design in respect of existing and proposed new collections.

Qualifications: Appropriate university degree. Previous statistical experience desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Population Survey Operations Branch, Sample Management, Processing and Development Section

R. E. Senn 73/36262C	Research Officer, Grade 1 \$7107-8770, Third Division	Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Development Sub-section, Melbourne (No. 8)
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Duties: Undertake research in connection with, and assist in the development and review of, the population survey operating system, including field work and office functions.

Qualifications: Appropriate university degree. Previous statistical experience desirable.

Publications and Research Branch

Z. L. Kozak 72/38508X	Clerk \$6887-7764 (Class 2/3), Third Division	Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Research and Analysis Section, Melbourne (No. 13)
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J. Andrewartha 73/36726P	Research Officer, Grade 1 \$7107-8770, Third Division	Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Research and Analysis Section, Melbourne (No. 11)
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Duties above two positions: Investigate proposals for the introduction of new statistical collections, extensions of existing collections or special purpose ad hoc surveys and prepare reports thereon.

Qualifications: Appropriate university degree. Previous statistical experience desirable.

Administrative Branch

J. L. Nasser 65/36746R	Clerk \$9022-9777 (Class 5), Third Division, Personnel Section	Assistant Inspector \$10029-10704 (Class 6), Third Division, Organisation and Methods Section, Melbourne (No. 57)
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Duties: Investigate and report on organisation and classification matters and make recommendations on machine proposals. Undertake reviews of methods and procedures as directed and prepare reports and recommendations.

Qualifications: Experience in organisation and methods fields; aptitude for investigation work and report writing. Previous statistical experience desirable.

AUSTRALIAN TAXATION OFFICE

HEAD OFFICE

Management Division, Management Services Branch

S. Wityk 70/38849A	Clerk \$6887-7764 (Class 2/3), Third Division, Australian Taxation Office, Victoria	Clerk \$8015-8770 (Class 4), Third Division, Personnel, Management and Advising Section, Canberra (No. 22)
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Duties: Assist the Personnel Officer and control and direct the work of the Clerks, Class 2/3 and Clerical Assistants. Maintain a constant oversight of the staffing of Third and Fourth Divisions positions in Head Office; initiate action for the recruitment of new Third and Fourth Division personnel.

In lieu of notification appearing in *Gazette* No. 47 of 6.6.74.

NEW SOUTH WALES

Income Tax Division, Assessing Branch

S. T. Absalom 69/12353P	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice P. K. Woods, prov. prom. 24.4.74 (No. 506)
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C. Adams 69/10952W	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice N. G. Watts, prov. prom. 12.9.74 (No. 388)
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S. F. Austin 70/12600T	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice M. Neimanis, prov. prom. 12.9.74 (No. 509)
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S. Avakian 71/10470R	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice J. L. Tinsley, prov. prom. 12.9.74 (No. 392)
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K. D. Babich 71/11927W	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice D. J. Green, prov. prom. 12.9.74 (No. 378)
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<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
DEPARTMENT OF THE TREASURY—continued		
G. R. Bailey 70/12128X	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice P. R. Dille, prov. prom. 12.9.74 (No. 382)
J. H. Bamfield 70/10936W	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice D. M. Donoghue, prov. prom. 12.9.74 (No. 537)
L. M. Bosley 69/13700P	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice J. C. Tinker, prov. prom. 12.9.74 (No. 358)
C. M. Bourke 68/12427E	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice J. A. Coupe, prov. prom. 24.4.74 (No. 384)
G. A. Brown 68/11318G	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice C. A. Donovan, prov. prom. 12.9.74 (No. 622)
A. S. Byrne 69/12040R	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice G. B. Sutton, prov. prom. 12.9.74 (No. 445)
R. Cachia 71/13039C	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice S. W. Van, prov. prom. 12.9.74 (No. 385)
A. J. Calcutt 70/12181E	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice R. F. Chipman, prov. prom. 12.9.74 (No. 475)
A. J. Carpenter 68/12026P	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice I. R. Linton, prov. prom. 12.9.74 (No. 488)
A. C. Connelly 70/12117M	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice S. M. Glassick, prov. prom. 12.9.74 (No. 360)
R. A. Crowe 69/13024G	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice B. Glitsos, prov. prom. 12.9.74 (No. 456)
C. H. Crowne 69/10972E	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice K. A. Moore, prov. prom. 13.6.74 (No. 450)
P. A. Devine 69/12351E	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney (No. 616)
R. C. Draper 68/11873W	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice I. H. Ohannessian, prov. prom. 12.9.74 (No. 487)
P. L. Edwards 70/14388E	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice V. C. Kollist, prov. prom. 12.9.74 (No. 368)
K. J. Farrell 70/11488E	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney (No. 623)

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
R. G. Firmani 70/12199A	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8815-8770 (Class 4), Third Division, Section C-D, Sydney, vice J. P. Bodnar, prov. prom. 12.9.74 (No. 476)
P. A. Fisher 67/14341P	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice K. L. Stokes, prov. prom. 12.9.74 (No. 504)
R. L. Fitton 69/10838W	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice R. J. Hoad, prov. prom. 12.9.74 (No. 516)
A. J. Fitzgibbon 70/11489K	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice R. J. Lummis, prov. prom. 12.9.74 (No. 473)
R. N. Fitzpatrick 70/11358A	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice M. Kranitis, prov. prom. 12.9.74 (No. 500)
C. H. Franklin 65/10816K	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice E. J. Jones, prov. prom. 12.9.74 (No. 489)
B. L. Frost 71/11527K	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice W. B. Curtis, prov. prom. 12.9.74 (No. 524)
R. J. T. Gallagher 66/12118T	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice R. B. Lynch, prov. prom. 12.9.74 (No. 483)
R. L. Gascoigne 69/10192W	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice B. A. Ransby, prov. prom. 12.9.74 (No. 482)
C. M. Gellatly 70/14159W	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice D. H. Sayegh, prov. prom. 12.9.74 (No. 513)
G. J. Giles 70/11613C	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice M. Price, prov. prom. 12.9.74 (No. 468)
D. J. Godfrey 69/11376E	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice M. N. Brown, prov. prom. 13.6.74 (No. 494)
H. T. Golebiowski 70/12569R	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice G. G. Carroll, prov. prom. 12.9.74 (No. 371)
A. J. Gray 69/11658C	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice T. A. Hesford, prov. prom. 12.9.74 (No. 620)
D. G. Green 71/11540R	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice K. J. Henry, prov. prom. 12.9.74 (No. 471)
W. M. Gunter 66/11489M	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice W. J. Dawson, prov. prom. 12.9.74 (No. 498)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY—continued

R. C. Hadfield 70/12687E	Assessor, Grade 2 2/3), Third Division	\$6887-7764 (Class	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice R. K. Groll, prov. prom. 12.9.74 (No. 477)
R. T. Hall 69/10722C	Assessor, Grade 2 2/3), Third Division	\$6887-7764 (Class	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice J. P. Bellew, prov. prom. 12.9.74 (No. 428)
P. G. Hansel 69/12027K	Assessor, Grade 2 2/3), Third Division	\$6887-7764 (Class	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice J. P. Wright, prov. prom. 12.9.74 (No. 386)
B. M. Hayes 70/10352M	Assessor, Grade 2 2/3), Third Division	\$6877-7764 (Class	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice K. C. Akhurst, prov. prom. 12.9.74 (No. 387)
B. Hogan 70/11916T	Assessor, Grade 2 2/3), Third Division	\$6887-7764 (Class	Assessor, Grade 3 \$8015-8770, (Class 4), Third Division, Section C-D, Sydney, vice S. N. Kerr, prov. prom. 12.9.74 (No. 461)
J. A. Imbert 70/11015G	Assessor, Grade 2 2/3), Third Division	\$6887-7764 (Class	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice G. J. White, prov. prom. 12.9.74 (No. 377)
N. R. Isbister 70/12696G	Assessor, Grade 2 2/3), Third Division	\$6887-7764 (Class	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice L. F. Lambert, prov. prom. 12.9.74 (No. 472)
P. A. Kingston 66/12663A	Assessor, Grade 2 2/3), Third Division	\$6887-7764 (Class	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice G. J. Cox, prov. prom. 12.9.74 (No. 503)
R. J. Kinred 70/10353R	Assessor, Grade 2 2/3), Third Division	\$6887-7764 (Class	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice B. H. Robinson, prov. prom. 12.9.74 (No. 469)
L. M. Langley 66/12001W	Assessor, Grade 2 2/3), Third Division	\$6887-7764 (Class	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice P.A. Crawford, prov. prom. 12.9.74 (No. 499)
G. G. Lee 69/11077G	Assessor, Grade 2 2/3), Third Division	\$6887-7764 (Class	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice P. J. Pellarini, prov. prom. 12.9.74 (No. 352)
S. M. McArthur 71/11755R	Assessor, Grade 2 2/3), Third Division	\$6887-7764 (Class	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice R. M. Ewings, prov. prom. 12.9.74 (No. 427)
P. J. McAuliffe 71/11756T	Assessor, Grade 2 2/3), Third Division	\$6887-7764 (Class	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice P. D. Wood, prov. prom. 12.9.74 (No. 351)
H. F. McDonald 70/11664R	Assessor, Grade 2 2/3), Third Division	\$6887-7764 (Class	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice V. L. Schreiber, prov. prom. 12.9.74 (No. 465)
K. M. McGowan 70/10958T	Assessor, Grade 2 2/3), Third Division	\$6887-7764 (Class	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice D. N. McCroary, prov. prom. 12.9.74 (No. 383)

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
J. D. McGruer 70/11677M	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice B. G. Butler, prov. prom. 12.9.74 (No. 389)
K. C. McInnes 68/10467K	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice K. J. Aird, prov. prom. 24.4.74 (No. 470)
B. L. McIntosh 67/14444M	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8870 (Class 4), Third Division, Section C-D, Sydney, vice P. F. Fernon, prov. prom. 12.9.74 (No. 484)
R. J. McPherson 68/10593W	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice P. D. Kisley, prov. prom. 12.9.74 (No. 502)
W. L. McRobie 68/12220E	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice G. T. Brooks, prov. prom. 12.9.74 (No. 355)
S. M. Melville 70/11670E	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice E. J. Kostal, prov. prom. 12.9.74 (No. 478)
G. P. Mooney 67/11974T	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice M. R. Swann, prov. prom. 12.9.74 (No. 624)
D. Nell 66/11676K	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice J. A. Turner, prov. prom. 12.9.74 (No. 391)
K. McA. North 68/12257G	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice M. Mayhew, prov. prom. 12.9.74 (No. 481)
K. Novakovic 69/13506X	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice R. N. Learmont, prov. prom. 12.9.74 (No. 379)
V. F. Ostler 70/10401G	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice G. E. Charlton, prov. prom. 12.9.74 (No. 435)
P. R. Pascoe 69/13484K	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice B. A. Geyer, prov. prom. 12.9.74 (No. 491)
B. A. Pearce 70/10845P	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice D. I. Robinson, prov. prom. 12.9.74 (No. 361)
S. G. Prineas 65/10814W	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice J. P. McManis, prov. prom. 12.9.74 (No. 463)
W. K. Ridley 69/13020P	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8773 (Class 4), Third Division, Section C-D, Sydney (No. 621)
P. D. Skeers 70/11013X	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice M. P. Groll, prov. prom. 12.9.74 (No. 365)

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
DEPARTMENT OF THE TREASURY—continued		
B. C. A. Smith 70/12221A	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice R. I. Black, prov. prom. 12.9.74 (No. 444)
G. J. Smith 71/11878A	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney (No. 348)
J. L. Smith 71/13033A	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice G. D. Swords, prov. prom. 12.9.74 (No. 531)
D. P. Story 70/10865C	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice R. W. Johnson, prov. prom. 12.9.74 (No. 511)
M. L. Sutton 70/10698T	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice W. R. Hutchinson, prov. prom. 12.9.74 (No. 455)
S. C. Sutton 69/11123P	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice R. B. Kilmister, prov. prom. 12.9.74 (No. 501)
D. L. Tam 69/11337G	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice A. Drinkwater, prov. prom. 12.9.74 (No. 356)
R. J. Venarie 69/12039A	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice T. York, prov. prom. 12.9.74 (No. 346)
M. J. Welsh 67/14535T	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice C. R. Merlino, prov. prom. 12.9.74 (No. 496)
G. L. Whitfield 71/11961W	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice R. Collingridge, prov. prom. 12.9.74 (No. 440)
B. J. Wilson 65/10255C	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice J. F. R. Morony, prov. prom. 12.9.74 (No. 505)
C. M. Woodlands 71/11971C	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Sydney, vice G. R. Lewis, prov. prom. 12.9.74 (No. 345)
A. Farla 67/13080X	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Estate Duty and Gift Duty Section, Sydney, vice K. T. A. Ching, prov. prom. 12.9.74 (No. 1076)
G. T. Masson 69/39398W	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Estate Duty and Gift Duty Section, Sydney, vice G. C. Cox, prov. prom. 12.9.74 (No. 1077)
J. R. Mistarz 70/15003M	Assessor, Grade 2 2/3), Third Division	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Estate Duty and Gift Duty Section, Sydney, vice J. W. Efsthathiou, prov. prom. 12.9.74 (No. 1078)

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
VICTORIA		
Management Branch		
M. T. Blevins 67/39719A	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Projects and ADP Section, Melbourne, vice M. Vekovic, prov. prom. 22.8.74 (No. 1304)
<i>Duties:</i> Oversight the work of Clerical Assistants, Grade 1 engaged in the checking and enveloping of all types of notices and cheques.		
M. K. Manning 69/38290P	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Projects and ADP Section, Melbourne (No. 1328)
W. L. Ferguson 68/38895A	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Projects and ADP Section, Melbourne, vice S. C. Ferdin- ands, prov. prom. 22.8.74 (No. 1372)
<i>Duties above two positions:</i> Oversight the work of Clerical Assistants, Grade 1 engaged in the checking of all types of notices and refund cheques printed by computer process.		
E. A. Macciocca 72/41177P	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Projects and ADP Section, Melbourne (No. 1407)
<i>Duties:</i> Operate Bursting equipment.		
A. J. Smith 74/37887W	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne, vice H. F. Roberts prov. prom. 22.8.74 (No. 153)
<i>Duties:</i> Supervise, control and direct the work of the staff engaged on company files.		
K. Sendikas 69/39331X	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 3028)
E. J. Shomali 70/38418P	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 3031)
J. D. Chetcuti 70/40639X	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 3032)
<i>Duties above three positions:</i> Control and direct a group of Filing Assistants engaged on provisional files.		
D. McGregor 73/37547A	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 3810)
<i>Duties:</i> Control movements of income tax returns showing large income.		
J. F. Sizeland 71/36721K	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 3019)
<i>Duties:</i> Supervise, direct and train staff employed in the resubmit unit.		
S. J. Hair 69/39749C	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne, vice A. M. Alderman, prov. prom. 22.8.74 (No. 2151)
<i>Duties:</i> Process surveys as required for income movement calculation and maintain section library.		
L. E. Collins 69/40090T	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne, vice K. A. Nicholson, prov. prom. 22.8.74 (No. 2181)
A. L. Smyth 68/39205W	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 2183)
D. E. Richardson 68/38596C	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 2184)
D. B. Rankin 69/39410P	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 2185)

*Name and personnel
number (also seniority
reference if Regulation
1C9G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY—continued

E. M. Matthews 72/41178T	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 2189)
F. J. Dichiera 69/38182G	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Assessing Branch	Clerical Assistant, Grade 3 \$ 5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne; vice J. A. Cherrie, prov. prom. 22.8.74 (No. 2190)
L. Philipas 70/39678K	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 2191)
J. J. Spiteri 69/40303X	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne, vice I. M. Greig, prov. prom. 22.8.74 (No. 2192)

Duties above eight positions: Extract and record statistical data from provisional returns.

E. F. Woodhouse 74/36908T	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Unattached	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Accounting Section, Melbourne (No. 1602)
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Duties: Supervise and direct the staff engaged in examination and sorting of cheques.

A. F. Heide 68/38327R	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Investigation Branch	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Projects and ADP Section, Melbourne (No. 1294)
L. J. Grima 71/36789W	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Projects and ADP Section, Melbourne (No. 3579)

Duties above two positions: Assist the Production Controllers.

I. P. Roberts 70/38412M	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Enforcement Section, Melbourne (No. 3719)
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Duties: Control and direct the work of a team engaged on recovery files.

H. Davies 68/38894W	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Projects and ADP Section, Melbourne (No. 3743)
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Duties: Examine cases rejected from computer processing.

L. E. Bacash 71/40138P	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 1140)
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Duties: Supervise, direct and control staff employed on searching duties.

G. J. Geyer 69/36380A	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne, vice H. M. S. Kelly, prov. prom. 22.8.74 (No. 1146)
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Duties: Supervise and control the work of the Lodgment Journal Officers and Returns Assistants.

D. McF. Lindsay 70/36616A	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Assessing Branch	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne, vice A. L. Blume, prov. prom. 22.8.74 (No. 1150)
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Duties: Supervise and control the staff and work of the Filing Area.

G. P. Hughes 69/39308K	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 1145)
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Duties: Supervise and control the work of the Index Assistants.

P. F. Caruana 68/36457X	Clerk, \$3346-6671 (Class 1), Third Divi- sion	Clerk, \$6887-7764 (Class 2/3), Third Division, Enforcement Section, Mel- bourne (No. 2076)
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Duties: Authorise the issue of clearance letters to representatives of deceased taxpayers.

Income Tax Division, Investigation Branch

R. E. White 73/38473E	Typist, Grade 1, \$5275-5636, Fourth Division, Management Branch	Typist, Grade 2 \$5791-6101, Fourth Division, Melbourne (No. 871)
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Duties: Take shorthand notes and transcribe correspondence, submissions and reports therefrom.

Qualifications: Shorthand, at least eighty words per minute.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Assessing Branch

S. Baddeley 69/39486P	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, A Section, Melbourne (No. 144)
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Duties: Search for information at the office of the Registrar of Companies.

C. E. McPherson 70/38694T	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Management Branch	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, A Section, Melbourne (No. 145)
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Duties: Record staff attendances and collate work reports.

QUEENSLAND

Management Branch

R. H. Pont 218-40041	Senior Investigation Officer, Grade 1 \$11039-11714 (Class 7), Third Division, Investigation Branch	Clerk \$12218-12721 (Class 8), Third Division, Regional Offices, Rockhampton (No. 1486)
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Duties: Regional Manager.

B. F. Larsen 224-69889	Clerk \$9022-9777 (Class 5), Third Division, Enforcement Section	Clerk \$10029-10704 (Class 6), Third Division, Regional Offices, Mackay (No. 1555)
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Duties: Regional Manager.

J. P. Lucas 225-21157	Clerk \$8015-8770 (Class 4), Third Division, Enforcement Section	Clerk \$9022-9777 (Class 5), Third Division, Enforcement Section, Brisbane, vice B. F. Larsen, prov. prom. (No. 1537)
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Duties: Assist the Chief Recovery Officer in the general supervision and control of the work of the Recovery Sub-section, and in particular oversight and ensure the efficient operations of the Supreme Court, Composite Debts and Miscellaneous Taxes, Magistrates Court and Filing Units.

D. J. Craig 241-01017	Clerk \$3346-6671 (Class 1), Third Division, unattached	Clerk \$6887-7764 (Class 2/3), Third Division, Regional Offices, Rockhampton (No. 1463)
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Duties: Conduct interviews with taxpayers concerning technical aspects of the application of the various taxation laws and give advice as to the liability of inquirers. Record interviews where necessary and submit reports thereon.

N. A. G. Byrne 229-74738	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division, Records Sub-section	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Projects and ADP Services Section, Brisbane (No. 1365)
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Duties: Examine stopper source documents and direct subject returns to the appropriate officers or areas in accordance with the stopper code.

C. J. Brownson 231-19688	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division, Accounting Section	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Records Sub-section, Brisbane (No. 835)
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Duties: Search throughout the office for files which are classified as urgent and do not fall within the area of search applicable to an initial searcher.

H. E. Long 231-19979	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division, Records Sub-section	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Records Sub-section, Brisbane (No. 746)
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Duties: Maintain index card system, recording all data relevant to a taxpayer's identity.

M. J. Von Nida 227-39869	Data Processing Operator, Grade 2 \$6233, Fourth Division, Projects and ADP Services Section	Data Processing Operator, Grade 3 \$6562, Fourth Division, Projects and ADP Services Section, Brisbane (No. 1332)
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Duties: Oversight groups of not less than 10 Data Processing Operators; allocate work and ensure that the registration of machines is correctly gauged.

L. A. McBride 227-42216	Typist, Grade 1 \$2638-5636, Fourth Division, Enforcement Section	Data Processing Operator, Grade 2 \$6233, Fourth Division, Projects and ADP Services Section, Brisbane (No. 579)
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D. K. Scurfield 228-55667	Typist, Grade 1 \$2638-5636, Fourth Division, Projects and ADP Services Section	Data Processing Operator, Grade 2 \$6233, Fourth Division, Projects and ADP Services Section, Brisbane (No. 764)
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M. Hook 240-98233	Typist, Grade 1 \$2638-5636, Fourth Division, Correspondence (Income Tax) Sub-section	Data Processing Operator, Grade 2 \$6233, Fourth Division, Projects and ADP Services Section, Brisbane, vice M. J. Von Nida, prov. prom. (No. 1341)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY—continued

M. T. Cook 241-01228	Data Processing Operator, Grade 1 \$2638-5636, Fourth Division, Projects and ADP Services Section	Data Processing Operator, Grade 2 \$6233, Fourth Division, Projects and ADP Services Section, Brisbane (No. 1350)
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Duties above four positions: Operate 1020 punch machine and 1021 verifying machine.

Qualifications: Must have passed prescribed test.

WESTERN AUSTRALIA

J. E. Pickering 66/75087T	Assessor, Grade 4 \$9022-9777 (Class 5), Third Division	Clerk \$10029-10704 (Class 6), Third Division, Perth (No. 2)
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Duties: Personal Assistant to Deputy Commissioner.

Income Tax Division, Investigation Branch

R. E. Boffey 58/41648C	Senior Investigation Officer, Grade 1 \$11039-11714 (Class 7), Third Division	Senior Investigation Officer, Grade 2 \$12218-12721 (Class 8), Third Division, Perth (No. 904)
J. E. Dean 58/41720M	Investigation Officer, Grade 3 \$10029- 10704 (Class 6), Third Division	Senior Investigation Officer, Grade 1 \$11039-11714 (Class 7), Third Division, Perth (No. 907)
A. L. Fletcher 61/75057T	Group Controller \$10029-10704 (Class 6), Third Division	Senior Investigation Officer, Grade 1 \$11039-11714 (Class 7), Third Division, Perth (No. 182)
C. F. Sharland 62/10981W	Assessor, Grade 5 \$10029-10704 (Class 6), Third Division	Senior Investigation Officer, Grade 1 \$11039-11714 (Class 7), Third Division, Perth, vice R. E. Boffey, prov. prom. 19.9.74 (No. 208)
L. O. Warner 58/42096K	Investigation Officer, Grade 3 \$10029- 10704 (Class 6), Third Division	Senior Investigation Officer, Grade 1 \$11039-11714 (Class 7), Third Division, Perth (No. 191)
R. I. West 63/75053G	Clerk \$10029-10704 (Class 6), Third Division	Senior Investigation Officer, Grade 1 \$11039-11714 (Class 7), Third Division, Perth, vice J. P. Haigh, prov. prom. 22.8.74 (No. 199)
A. B. F. Driberg 71/75545R	Indoor Examiner \$9022-9777 (Class 5), Third Division	Investigation Officer, Grade 3 \$10029- 10704 (Class 6), Third Division, Perth, vice J. E. Dean, prov. prom. 19.9.74 (No. 192)
K. E. Nixon 68/75253E	Indoor Examiner \$9022-9777 (Class 5), Third Division	Investigation Officer, Grade 3 \$10029- 10704 (Class 6), Third Division, Perth, vice A. T. Chedzey, prov. prom. 22.8.74 (No. 183)
D. S. Phillips 64/78451K	Assessor Supervisor \$9022-9777 (Class 5), Third Division	Investigation Officer, Grade 3 \$10029- 10704 (Class 6), Third Division, Perth (No. 909)
C. S. Wilson 65/75137C	Indoor Examiner \$9022-9777 (Class 5), Third Division	Investigation Officer, Grade 3 \$10029- 10704 (Class 6), Third Division, Perth, vice L. O. Warner, prov. prom. 19.9.74 (No. 213)
P. C. Robinson 67/75334P	Indoor Examiner \$9022-9777 (Class 5), Third Division	Investigation Officer, Grade 3 \$10029- 10704 (Class 6), Third Division, Perth (No. 908)

Assessing Branch

A. A. James 58/41840K	Assessor, Grade 5 \$10029-10704 (Class 6), Third Division	Assessor, Grade 6 \$11039-11714 (Class 7), Third Division, Section A, Perth (No. 9)
R. L. Hinton 58/41820W	Indoor Examiner \$9022-9777 (Class 5), Third Division	Assessor, Grade 5 \$10029-10704 (Class 6), Third Division, Section A, Perth vice A. A. James, prov. prom. 19.9.74 (No. 18)
C. M. Piggott 58/41983K	Assessor, Grade 5 \$10029-10704 (Class 6), Third Division	Assessor Supervisor \$11039-11714 (Class 7), Third Division, Section B, Perth (No. 168)

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
C. G. Carr 63/75239P	Assessor, Grade 4 \$9022-9777 (Class 5), Third Division	Assessor Supervisor \$10029-10704 (Class 6), Third Division, Section C-D, Perth, vice P. A. Edwards, prov. prom. 22.8.74 (No. 22)
M. B. Ellis 64/78582T	Assessor, Grade 4 \$9022-9777 (Class 5), Third Division	Assessor Supervisor \$10029-10704 (Class 6), Third Division, Section C-D, Perth (No. 23)
D. M. Truslove 65/75149T	Clerk \$9022-9777 (Class 5), Third Division	Group Controller \$10029-10704 (Class 6), Third Division, Section E-F, Perth, vice A. L. Fletcher, prov. prom. 19.9.74 (No. 74)

**DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT
AUSTRALIAN CAPITAL TERRITORY
Management Division, Statistical Branch**

P. Carters 74/86407M	Clerk \$10029-10704 (Class 6), Third Division, Resource Allocation Division, Canberra	Clerk \$11039-11714 (Class 7), Third Division, Canberra (No. 297)
<i>Duties:</i> Assist with analysis of statistics and preparation of specialised tables as required by subject matter Branches; ensure timelines; relevance and accuracy of statistical reports produced; copy and micro-form; arrange for dissemination of statistical material within the Department. <i>Qualifications:</i> Considerable statistical experience desirable.		
J. Trevithick 72/88494A	Programmer \$10029-10704 (Class 6), Third Division, Bureau of Agricultural Economics, Canberra	Programmer \$12218-12721 (Class 8), Third Division, Canberra (No. 296)
<i>Duties:</i> Analysis, design, programming and implementation of ADP systems; provision of programming advice to project teams. <i>Qualifications:</i> Considerable experience in analysis, design and implementation of computer-based systems, including disc-based systems.		
I. P. Lowe 74/87020T	Programmer \$11383-11886 (Class 8), Third Division, Department of the Treasury, Canberra	Senior Programmer \$12389-12890 (Class 9), Third Division, Canberra (No. 294)
<i>Duties:</i> Manage the Department ADP services; provide systems analysis, design, programming and data processing support to multi-disciplinary project teams. <i>Qualifications:</i> Considerable experience in analysis, design and implementation of computer-based systems including disc-based systems.		
D. Wallace 58/21907W	Clerk \$12218-12721 (Class 8), Third Division, Canberra	Senior Project Officer \$13224-13725 (Class 9), Third Division, Project Pool, Canberra (No. 292)
<i>Duties:</i> Responsible to a Director or Supervising Project Officer for the control, direction and management of a small project team consisting of several project officers and necessary support staff, who are engaged on detailed investigations, research and enquiries in matters related to urban and regional development. <i>Qualifications:</i> Experience related to the duties together with tertiary qualifications desirable.		
P. H. Pollard 73/88539W	Project Officer \$12218-12721 (Class 8), Third Division, Canberra, unattached	Senior Project Officer \$13224 (Class 9), Third Division, Project Pool, Canberra (No. 289)
<i>Duties:</i> Responsible to a Director or Supervising Project Officer for the control, direction and management of a small project team whose current interests are focused on such inner-city questions as how to ensure balanced development in the central business districts; increase the provision of housing for low income families; and, preserve and improve community facilities. <i>Qualifications:</i> Tertiary qualifications and experience in one or more of the fields of Economics, Law, Social Work, Planning and Sociology, desirable.		