

Australian Government Gazette

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**PUBLIC
SERVICE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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, promotions, etc. for Parliamentary departments

JOINT HOUSE DEPARTMENT

Promotion: Victor Henry Jones, Clerical Assistant Grade 3, (\$5883-6324), Fourth Division, Department of Defence, be promoted to the office of Clerical Assistant, Grade 4 (\$6471-6765), Fourth Division, Joint Committee of Public Accounts, Joint House Department.

(Ex. Min. No. 8)

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Promotion: Beverley Lynette Simons, Parliamentary Officer, \$9022-9777, Class 5, Third Division, promoted as Parliamentary Officer, \$11039-11714, Class 7, Third Division, Department of the House of Representatives (position No. 15).

(Ex. Min. No. 12)

Positions created and abolished

DEPARTMENT OF AGRICULTURE

Western Australia

Offices created: Regional Office, Management Services Section: Third Division—Clerk \$2713-5594 (one). Fourth Division—Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 1 (one).

(Ex. Min. No. 35)

DEPARTMENT OF EDUCATION

Australian Capital Territory

Offices created: A.C.T. Branch Office: Third Division—Education Officer, Class 2 \$8702-9568 (two). Fourth Division—Clerical Assistant, Grade 4 (one); Typist, Grade 1 (one).

Central Office

Offices created: Management Services Branch, Reserve Pool: Third Division—Clerk \$8886-9548 (two); Education Officer, Class 1 \$6041-8412 (seven); Clerk \$6912-7652 (ten); Clerk \$5806-6666 (sixteen); Clerk \$2713-5594 (sixteen). Fourth Division—Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 4 (three); Clerical Assistant, Grade 3 (eight); Clerical Assistant, Grade 2 (seven); Typist, Grade 1 (three); Clerical Assistant, Grade 1 (twelve); Attendant \$3697-3916 (two).

New South Wales

Offices created: New South Wales Branch Office: Third Division—Education Officer, Class 3 \$9921-10978 (one); Education Officer, Class 2 \$8702-9568 (one); Education Officer, Class 1 \$6041-8412 (five); Clerk \$6912-7652 (seven).

Offices abolished: New South Wales Branch Office: Fourth Division—Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 2 (two); Clerical Assistant, Grade 1 (one); Clerical Assistant, Grade 1 (one). Third Division—Clerk \$6912-7652 (one).

Victoria

Offices created: Victoria Branch Office: Third Division—Clerk \$13004-13498 (one); Education Officer, Class 3 \$9921-10978 (one); Education Officer, Class 2 \$8702-9568 (one); Clerk \$8886-9548 (two); Clerk \$7899-8639 (one); Education Officer, Class 1 \$6041-8412 (two); Clerk \$6912-7652 (eleven); Clerk \$5806-6666 (three); Clerk \$2713-5594 (three).

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

Queensland

Offices created: Queensland Branch Office: Third Division—Education Officer, Class 2 \$8702-9568 (one); Education Officer, Class 1 \$6041-8412 (four).

South Australia

Offices created: South Australia Branch Office: Third Division—Clerk \$9876-10538 (one); Clerk \$8886-9548 (one); Clerk \$7899-8639 (one); Education Officer, Class 1 \$6041-8412 (one); Clerk \$6912-7652 (five); Clerk \$5806-6666 (four); Clerk \$2713-5594 (three). Fourth Division—Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 2 (one); Clerical Assistant, Grade 1 (nine).

Western Australia

Offices created: Western Australia Branch Office: Third Division—Education Officer, Class 1 \$6041-8412 (two). Fourth Division—Clerical Assistant, Grade 1 (three); Clerical Assistant, Grade 2 (one).

Tasmania

Offices created: Tasmania Branch Office: Third Division—Education Officer, Class 2 \$8702-9568 (one); Education Officer, Class 1 \$6041-8412 (one); Clerk \$7899-8639 (one); Clerk \$6912-7652 (two).

(Ex. Min. No. 50)

DEPARTMENT OF FOREIGN AFFAIRS

Australian Capital Territory

Offices created: Consular and Legal Division, Consular, Protocol and Immigration Branch, Protocol Section: Third Division—Clerk \$10029-10704 (one). Overseas Division, Australian High Commission, London: Fourth Division—Machine Operator (two).

(Ex. Min. No. 105)

Offices created: Management Services Division, Services Branch, Finance Section, Overseas Accounts Sub-section: Third Division—Clerk \$9022-9777 (one), Clerk \$8015-8770 (one). Management Services Division, Communications, Technical and General Services Section, General Services Sub-section: Fourth Division—Clerical Assistant, Grade 5 (one); Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 2 (one); Clerical Assistant, Grade 1 (one).

Offices created: Overseas Property Bureau: Second Division—Director \$21417 (one); Assistant Director \$17776 (two); Third Division—Engineer \$15310-16292 (one); Clerk \$15236-15739 (one); Engineer \$13718-14623 (two); Clerk \$14229-14733 (five); Clerk \$13224-13725 (eleven); Clerk \$12218-12721 (eight); Clerk \$11039-11714 (four); Clerk \$10029-10704 (seven); Clerk \$8015-8770 (eight); Fourth Division—Clerical Assistant, Grade 6 (one); Steno-secretary, Grade 2 (one); Clerical Assistant, Grade 4 (five); Steno-secretary, Grade 1 (two); Typist, Grade 2 (three); Typist, Grade 1 (two).

(Ex. Min. No. 114)

DEPARTMENT OF HOUSING AND CONSTRUCTION

Head Office

Offices created: Management Services Division, Establishment Services Branch Pool Section: Fourth Division—Works Supervisor (one); Drafting Assistant, Grade 1 (one); Technical Officer (Engineering), Grade 2 (one); Senior Draftsman (one); Draftsman, Grade 2 (one); Draftsman, Grade 2 (two); Draftsman, Grade 1 (one); Works Supervisor (three); Senior Technical Officer (Eng.) Grade 1 (one); Technical Officer (Eng.), Grade 1 (one); Technical Assistant, Grade 2 (one); Data Processing Operator, Grade 2 (one). Third Division—Quantity Surveyor \$10953-12090 (one); Engineer \$13322-14209 (one); Engineer \$11348-12664 (one); Architect \$11233-12587 (one); Engineer \$13322-14209 (one); Architect \$9527-10673 (one); Quantity Surveyor \$9359-10488 (one); Engineer \$9581-10702 (one); Engineer \$11348-12664 (two); Engineer \$11348-12664 (one); Engineer \$9581-10702 (one); Engineer \$9581-10702 (one); Project Manager \$14882-15845 (one); Architect \$11233-12587 (one); Architect \$9527-10673 (one). Engineering Division: Third Division—Programmer \$11032-11525 (one); Engineering Design Branch: Technical Computing Section, Engineering Division: Third Division—Physicist \$9397-10521 (one). Engineering Design Branch, Hydro-electric and Special Investigations Section, Management Services Division: Fourth Division—Senior Technical Officer (Eng.) Grade 2 (one). Establishments Services Branch, Pool Section: Fourth Division—Senior Technical Officer (Eng.) Grade 2 (one); Works Supervisor (one); Works Supervisor (one); Drafting Assistant, Grade 1 (one); Technical Officer (Eng.), Grade 2 (one); Senior Draftsman (one); Draftsman, Grade 2 (one); Draftsman, Grade 2 (two); Draftsman, Grade 1 (one); Works Supervisor (three); Senior Technical Officer (Eng.), Grade

1 (one); Technical Officer (Eng.), Grade 1 (one); Technical Assistant, Grade 2 (one); Data Processing Operator, Grade 2 (one).

(Ex. Min. Nos 26, 28, 31)

Australian Capital Territory

Offices created: Management Services Division, Design Administration Branch, Contracts Section: Third Division—Clerk \$6912-7652 (one). Management Services Division, Construction Administration Branch: Third Division—Clerk \$9876-10538 (one); Clerk \$7899-8639 (one); Clerk \$6912-7652 (one).

Offices abolished: Management Services Division, Construction Administration Branch: Fourth Division—Clerical Assistant, Grade 3 (two).

New South Wales

Offices created: General Works Division, Metropolitan Area No. 1: Third Division—Clerk \$4955-5708 (one). General Works Division, Metropolitan Area No. 2: Third Division—Clerk \$4955-5708 (one); General Works Division, Metropolitan Area No. 3—Third Division—Clerk \$4955-5708 (one).

Queensland

Offices created: General Works Division Metropolitan Area Branch: Third Division—Clerk \$5808-6666 (one).

Northern Territory

Offices created: Management Services Division, Regional Office, Alice Springs: Third Division—Clerk \$6912-7652 (two); Clerk \$5806-6666 (two); Fourth Division—Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 3 (four); Typist, Grade 1 (two); Accounting Machinist, Grade 1 (one).

Office abolished: Management Services Division, Regional Office, Alice Springs: Third Division—Clerk \$2713-5594 (one).

(Ex. Min. Nos 25, 26, 28, 31)

DEPARTMENT OF SOCIAL SECURITY

Tasmania

Offices created: Regional Office, Glenorchy: Third Division—Registrar \$8886-9548 (one). Fourth Division—Clerical Assistant, Grade 4 (one); Typist, Grade 1 (one). Regional Office, Bellerive: Third Division—Registrar \$8886-9548 (one); Pensions Officer \$7899-8639 (one). Fourth Division—Clerical Assistant, Grade 4 (one); Typist, Grade 1 (one).

(Ex. Min. No. 38)

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 DEFENCE—ARMY OFFICE Victoria

Section 85 (1): Eric Clarence Archer, Clerical Assistant, Grade 3, 16.7.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

Australian Capital Territory

Section 86: Roswald Lindin Loosley, Works Supervisor, 12.8.74.

South Australia

Section 67 (Invalidity): Basil Eddowes Thomas, Clerk, 16.9.74.

DEPARTMENT OF MANUFACTURING INDUSTRY

South Australia

Section 85 (1): Herbert Charles Grainge, Photographer, 5.9.74.

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

POSTMASTER-GENERAL'S DEPARTMENT

Central Office

Section 67 (Invalidity): Timothy Gerald Karanges, Clerk, 29.7.74.

New South Wales

Section 67 (Invalidity): John Devine, Clerk, 9.8.74; Gisella Terlikar, Phonogram Operator, 20.8.74; Richard Victor Joseph Chappelow, Lines Supervisor, Grade 1, 26.8.74; John Stanislaus Sykes, Clerk, 1.10.74. *Section 85 (i):* Robert Norman Mortlock, Postmaster, Grade 2, 30.9.74.

Section 86: Edgar Herbert Allen Moore, Postal Officer, Grade 2, 16.10.74.

Queensland

Section 67 (Invalidity): Worthy Daw, Postman, 18.7.74; William Joseph Keogh, Assistant Superintendent, 2.8.74.

Section 85 (1): Leonard Thomas Cheney, Lines Supervisor, Grade 1, 26.4.74.

Section 86: Thomas Remilton Craine, Clerical Assistant, Grade 1, 21.8.74.

DEPARTMENT OF TRANSPORT

Air Transport Group

New South Wales Region

Section 67 (Invalidity): Albert Wanless, Draftsman, Grade 2, 13.6.74; Raymond Charles Broomham, Airport Fireman, 22.7.74.

Western Australia Region

Section 67 (Invalidity): Arthur Maurice Ruse Glasson, Supervisor (Workshops), 26.7.74.

DEPARTMENT OF THE TREASURY

Australian Taxation Office

Queensland

Section 67 (Invalidity): Edward Cecil Trautweiler, Assessor Supervisor, Grade 6, 30.8.74.

DISMISSAL

DEPARTMENT OF CUSTOMS AND EXCISE

New South Wales

Section 55: David John Gazzard, Examining Officer, with effect on and from 9.20 a.m., 10 September 1974.

H. B. MACDONALD
Secretary
Public Service Board

NOTICES UNDER SECTION 29

Public Service Act 1922-1973

INSTRUMENT AND NOTICE UNDER SECTION 29

I, FELIX CAMERON NORDECK, 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:

- (1) hereby, in pursuance of sub-section (2) of section 29 of that Act, alter the designation and the classification of each office in the Fourth Division, the designation and classification of which is specified in the first column of the Schedule to this Instrument, from that designation and classification to the designation and classification specified in the second column of that Schedule opposite to that first-mentioned office; and
- (2) having thereby made the same alteration of the classification of all offices having the same designation and classification, hereby direct, in pursuance of sub-section (4) of section 29 of that Act, that sub-section (3) of that section shall not apply in relation to the alteration of the classification of those offices; and
- (3) having thereby made an alteration of the classification of each office in each case where there is no other office having the same designation and classification as such an office hereby, in pursuance of sub-section (5) of section 29 of that Act—
 - (a) declare that the alteration of that classification is related to the alteration of the classification of the offices referred to in paragraph two of this notice; and
 - (b) direct that sub-section (3) of section 29 shall not apply in relation to the alteration of the classification of the classification of each office first mentioned in this paragraph.

Dated this 2nd day of September 1974

F. C. NORDECK
Delegate of the Public Service Board

THE SCHEDULE

<i>First Column</i> <i>Designation</i>	<i>Classification</i>	<i>Second Column</i> <i>Designation</i>	<i>Classification</i>
	\$		\$
Inspector	4710-5160	Clerical Assistant, Grade 4 . . .	5398-5686
Senior Inspector	5460-5660	Clerical Assistant, Grade 5 . . .	5879-6265

DETERMINATIONS UNDER THE PUBLIC SERVICE ACT

Public Service Act 1922-1973

DETERMINATION UNDER SECTION 53

I, DESMOND LAWRENCE LINEHAN, a member of the Public Service Board to whom the Public Service Board has, by instrument in writing under section 16 of the *Public Service Act 1922-1973*, delegated all its powers and functions under that Act, in pursuance of section 53 of that Act—

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

Office	Date of determination
Fourth Division	
Typist, Grade 1, 2, 3	} 7 June 1973; and
Typist Supervisor, Grade 1, 2	
Typist Controller, Grade 1, 2	

- (b) determine that a person shall not be transferred or promoted to an office in the Fourth Division specified in the First Column of the 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 sixteenth day of September 1974.

D. L. LINEHAN
Delegate of the Public Service Board

SCHEDULE

First Column Designation of Office	Second Column Qualifications and Conditions
Fourth Division	
Typist, Grade 1, 2	1. The officer has passed an examination conducted by or on behalf of the Board for appointment, promotion or transfer as Typist, Grade 1, 2; or
Typist Supervisor, Grade 1, 2	
Typist Controller, Grade 1, 2	
	2. The officer has qualified for the award of an approved certificate at a standard acceptable to the Board.
Typist, Grade 3	1. (a) The officer has passed an examination conducted by or on behalf of the Board for appointment, promotion or transfer as Typist, Grade 1, 2; or (b) the officer has qualified for the award of an approved certificate at a standard acceptable to the Board; and
	2. The Board is satisfied that the officer can write shorthand at a rate of not less than 140 words per minute and can correctly transcribe that shorthand.

FELLOWSHIPS, SCHOLARSHIPS, ETC.

FRENCH NATIONAL SCHOOL OF ADMINISTRATION SCHOLARSHIP

SCHOLARSHIPS to attend the course for foreign students at the National School of Administration in Paris in 1975 have been awarded to the following permanent officers:

Name	Department or Major Office
G. Noti	Metric Conversion Board, Sydney
T. N. Uren	Housing and Construction, Sydney

FINANCIAL ASSISTANCE AWARDED FOR STUDY ABROAD

The Public Service Board has granted financial assistance to the following permanent officer for study abroad'

Name	Department	Proposed study
L. J. Hebiton	Postmaster-General's, Perth	Study Telecommunications at the G.E.C.-A.E.I. headquarters in Coventry, England, for 2 years

APPOINTMENT, RECRUITMENT AND EXAMINATION NOTICES

EXAMINATION No. 6676

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

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 Melbourne.

Persons eligible to enter

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

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

Applications close 10 October 1974.

EXAMINATION No. VP4313

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

This examination will be held on Saturday, 9 November 1974 in accordance with the conditions notified in *Periodic Gazette*, No. 25 A of 22 March 1974.

Applications on the prescribed form should be lodged with the Director, Posts and Telegraphs, Adelaide, South Australia not later than 17 October 1974.

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

EXAMINATION RESULTS

Results of the following examinations have been finalised.

<i>Exam. No.</i>	<i>Title (and date notified where applicable)</i>	<i>Date held</i>
6645	Appointment Promotion or Transfer as Clerical Assistant, Grade 1, Melbourne (18.7.74)	10.8.74
WP1438	Appointment as Telephonist, Western Australia	31.8.74
WP1439	Appointment or Transfer as Assistant Postal Officer (Postman Duties) Western Australia	31.8.74
WP1441	Appointment or Transfer as Assistant Postal Officer (Postal Officer, Grade 1 Duties) Western Australia	14.9.74

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

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

H. B. MACDONALD
Secretary
Public Service Board

VACANCIES—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 ABORIGINAL AFFAIRS

AUSTRALIAN CAPITAL TERRITORY

Management Services Branch

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

Duties: No. 97—Treasury Estimates Officer. Prepare Departmental estimates of revenue and expenditure. Undertake critical examination of draft annual and additional estimates and prepare draft explanations in support of these estimates.

Qualifications: Accountancy qualifications desirable.

Apply: A1

Policy Division, Information and Public Relations Branch

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

Duties: No. 241—Research and prepare Ministerial and Departmental press statements and replies to press queries. Undertake press liaison duties.

Qualifications: Proven experience in journalism desirable.

Apply: A1

DEPARTMENT OF AGRICULTURE

CENTRAL OFFICE

Management Services Branch

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

Duties: No. 36—Carry out audits and investigations concerning bounties, subsidies, levies and other schemes administered by the Department.

Qualifications: Accounting qualifications necessary. Auditing and investigation experience desirable.

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

Apply: X1

Bureau of Agricultural Economics

*Officer-in-charge \$14229-14733 (Class 10), Third Division (several positions), Canberra

Duties: Plan, direct and control the work of a Section, within the Bureau, 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: Considerable experience in planning and co-ordinating economic research. Ability to administer a research programme. Appropriate university degree desirable.

Apply X1

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

Duties: Supervise the planning and execution of economic research projects into various aspects of various rural industries and the marketing of related products. Advise on the design of projects and on methods of analysis.

Qualifications: Wide experience in the supervision of economic research. Appropriate tertiary qualifications.

Apply: X1

*Principal Research Officer \$12218-12721 (Class 8), Third Division (several positions), Canberra

Duties: Direct and supervise in detail those parts of research programmes that involve field surveys, economic analysis of trends in production, and the economic efficiency of rural industries. Liaise with Government and non-government organisations engaged in economic and scientific research into rural production.

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

Apply X1

*Senior Research Officer, Grade 2 \$11039-11714 (Class 7), Third Division (several positions), Canberra

Duties: Conduct economic research into various aspects of various rural industries and the marketing of related products. Prepare papers for publication and departmental use.

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

Apply: X1

*Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division (several positions), Canberra

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.

Apply: X1

NEW SOUTH WALES

Regional Office

Meat Inspector, Grade 2 \$8025-8469, Fourth Division, Industry Group No. 1 Section, Inspection and Technical Services Sub-section, Sydney

Duties: No. 244—Supervision of inspection at a registered slaughtering establishment.

Qualifications: Certificate of Competency as a Meat Inspector or equivalent qualification. Some experience in the supervision of staff desirable.

Apply: X1

QUEENSLAND

Forestry and Timber Bureau, Forest Research Branch
Technical Officer (Science), Grade 2 \$8929-9443,
Fourth Division, Regional Section, Queensland Sub-
section, Atherton

Duties: No. 3314—Identify and collect botanical material from rain forest species in association with ecological surveys and establishment of field plots and experiments. Develop and apply methods of field identification.

Qualifications: An approved technical college certificate or other approved qualifications together with experience in botanical collecting and processing desirable.

Apply: X1

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

**Management and Special Services Division,
Operations Branch**

Clerk \$10029-10704 (Class 6), Third Division, Operations Section, Police Administration Sub-section, Canberra

Duties: No. 161—Undertake reviews, investigations and research associated with the policies and activities of the Police Forces, mainly in areas involving the examination of administrative policy; prepare reports, recommendations, Ministerial and other correspondence.

Apply: D1

AUSTRALIAN CAPITAL TERRITORY

**Management and Special Services Division,
Operations Branch**

Clerical Assistant, Grade 4 \$6471-6795, Fourth Division, A.C.T. Police Section, Canberra

Duties: No. 161—Maintain standard personnel records for members of the A.C.T. Police Force. Prepare Treasury Forms 28 relating to salary, overtime, deductions etc.

Qualifications: Knowledge of Police Arbitral Tribunal Determinations, Police Ordinance and Regulations desirable.

Apply: D1

NORTHERN TERRITORY

Northern Territory Police

Storeman \$4580-4808, Fourth Division, Darwin

Duties: No. 29—Maintain stocks of equipment and stationery and bin tally cards showing receipts, issues and balances, bring under notice when requisitioning level reached, take on charge receipts.

Apply: D27

**DEPARTMENT OF THE CAPITAL
TERRITORY**

AUSTRALIAN CAPITAL TERRITORY

Finance and Supply Branch

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

Duties: NP—Supervise and direct an audit team in the execution of an allocated section of the audit programme.

Apply: E1

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

Duties: NP's—Conduct audit investigations relating to an allocated section of the audit programme. Submit reports on the results of investigations and follow-up as necessary to ensure that corrective action is taken.

Apply: E1

Clerk \$6887-7764 (Class 2/3), Third Division, Internal Audit Section (two positions), Canberra

Duties: NP's—Assist in the conduct of audit investigations. Conduct minor audit investigations as directed and prepare associated reports.

Apply: E1

Housing and Welfare Division, Housing and Welfare Policy Branch

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

Duties: No. 1833—Undertake the less important investigations and research associated with the formulation of Social Welfare Policy; critically examine policy proposals submitted to the Section, prepare associated reports and recommendations.

Qualifications: Experience in research and investigation work an advantage. Academic qualifications to be stated.

Apply: E1

Housing Operations Branch

Clerk \$10029-10704 (Class 6), Third Division, Government Housing Operations Section, Canberra

Duties: No. 958—Prepare correspondence in reply to ministerial and parliamentary representations, inquiries from the A.C.T. Advisory Council, Voter's Voice, Press and representative organisations on housing matters in the A.C.T.

Qualifications: Ability to prepare correspondence of a high standard, and carry out in-depth investigations.

Apply: E1

Clerk \$8015-8770 (Class 4), Third Division, Government Housing Operations Section, Canberra

Duties: No. 417: Co-ordinate the collection of Housing Branch Statistics, prepare monthly Branch Statistics and Summaries. Collect and disseminate statistics relating to Housing matters.

Apply: E1

Clerk \$8015-8770 (Class 4), Third Division, Government Housing Operations Section, Canberra

Duties: No. 464—Control and co-ordinate the work of the Arrears and Inquiries Cell. Supervise rental recovery action and recommend necessary legal recovery action or eviction. Prepare the most important correspondence. Approve or disapprove Rental Rebates.

Qualifications: Ability to prepare reports and correspondence.

Apply: E1

**DEPARTMENT OF THE CAPITAL
TERRITORY—continued****City Manager's Office, Transport Branch**

Director \$14229-14733 (Class 10), Third Division, Transport Operations Section, Canberra

Duties: No. 273—Direct, control and co-ordinate the activities of the Transport Operations Section including Government Operations, Public Transport Operations and Administrative Services Sub-section.

Qualifications: Academic qualifications to be stated.

Apply: E1

Assistant Director \$13224-13725 (Class 9), Third Division, Transport Operations Section, Canberra

Duties: No. 277—Control and direct the activities and staff of the Public Transport Operations Sub-section including the implementation of Departmental Policies and plans for public transport services in the A.C.T.

Qualifications: Considerable experience in the management of a major operational undertaking, preferably in the transport field. Ability to direct and control major operations and staff groups.

Apply: E1

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

Duties: No. 269—Control and direct the activities and staff of the Review and Development, Publicity and Complaints and Education cells. Liaise with governmental and semi-governmental authorities and other sections and Branches of the Department on future development projects.

Qualifications: Ability to lead teams of officers undertaking development and review projects in the field of public transportation.

Apply: E1

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

Duties: No. 1812—Study continuously the operation of existing services. Analyse statistics and report on trends. Recommend action where necessary.

Apply: E1

Transport Supervisor, Grade 6 \$7552-7946, Fourth Division, Transport Operations Section, Canberra

Duties: No. 283—Supervise and direct the day to day activities of staff of Canberra Omnibus Service. Review daily manpower and vehicle requirements, allocate staff and vehicles and arrange performance of extra duty where required.

Apply: E1

Transport Supervisor, Grade 5 \$6962-7355, Fourth Division, Public Transport Operations Section, Canberra

Duties: No. 1033—Control and co-ordinate staff, vehicles, plant and services of the Woden Transport Depot and insure the maintenance of standards of service.

Qualifications: Extensive supervisory experience and ability. Thorough knowledge of public transport operations and depot services.

Apply: E1

DEPARTMENT OF DEFENCE**AUSTRALIAN CAPITAL TERRITORY****Manpower Policy and Management Services Division,
Management Services Branch**

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

Duties: No. 2318—Insure delivery dates for orders are met, distribute and update period contracts and provide assistance to Procurement and Purchasing Officers.

Apply: H1

VICTORIA

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

Duties: No. 498—Magnetic Tape Librarian. Assist with assembly and checking of data for computer processing.

Qualifications: Previous experience in a computer or data preparation environment desirable.

Note: Above position involves shift work.

Apply: H2

**DEPARTMENT OF DEFENCE—AIR
OFFICE****AUSTRALIAN CAPITAL TERRITORY****Branch of the Air Member for Supply and Equipment**

*Senior Technical Officer (Buildings) Grade 1 \$9918-10473, Fourth Division, Directorate of Air Force Works, Canberra

Duties: No. 106—Under limited direction prepare Design Briefs for building construction supported by outline sketch drawings and other illustrations. Advise user on practical building application of requirements. Prepare submissions and correspondence on architectural matters. Liaise with the Department of Housing and Construction during preparation of sketch plans for building works. Participate in handover of completed structures from Department of Housing and Construction to user.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive experience in administration of building works is highly desirable.

Apply: H1

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

Assistant Inspector \$10029-10704 (Class 6), Third Division, Organisation and Methods Section, Canberra

Duties: No. 19—Conduct and assist in general review work allocated by Assistant Director Reviews.

Qualifications: Experience in the O&M field or similar activity or potential for such activity desirable.

Apply: H1

Joint Services Staff College

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

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

Qualifications: Typing speed of 30 words per minute, preferably with a shorthand speed of 100 words per minute.

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

Apply: H1

NEW SOUTH WALES

Logistic Command, 21st Supply Battalion

Senior Stores Supervisor, Grade 3 \$8700, Fourth Division, Warehousing Section, General Stores Sub-section, Moorebank

Duties: No. 209—Supervise, direct and control the activities of the General Stores Company including the co-ordination of staff to workload.

Apply: H7

232 Supply Company

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

Duties: No. 26—Machine post to Stock Control Cards and simultaneously produce on Stock Control Sheets entries arising from Receipt Vouchers, Issue Vouchers, Transfer Vouchers, Adjusting Vouchers, Stocktaking Adjusting Vouchers, Cancellation of 'dues in' and '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

2nd Military District, Office of the Chief Engineer

*Technical Officer (Survey), Grade 1 \$7058-8832, Fourth Division, Works Section, Paddington

Duties: No. 22—Prepare survey drawings indicating property boundaries, levels, structures, engineering services above and below ground level and effect computations associated therewith. Carry out surveys of existing properties or properties on which it is proposed to carry out approved works. Establish trial lines and survey cross sections for roads, earthworks, levels of construction. Maintain all survey records and equipment.

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

Apply: H7

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Dockyards and Maintenance Division, Fleet Maintenance Branch

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

Duties: No. 146—Undertake routine clerical duties for the Ikara Project Team including: Receive and dispatch correspondence including dispatch and recording of Safe Hand Mail. Maintain associated file location records. Collate and distribute section publications. Routine typing and maintain section filing system including Configuration Control.

Apply: H1

Naval Personnel Branch

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

Duties: No. 33—Investigate all queries arising from check of leave travel warrants issued by ships and establishments.

Apply: H1

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

Duties: No. 150—Select library books, etc. Place orders, check receipts, maintain appropriate records. Prepare and maintain indexes of ships libraries and books held in stock.

Apply: H1

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

Duties: No. 175—Maintain records associated with removals for estimate purposes.

Apply: H1

Supply Division, Planning Co-ordination and Services Branch

Assistant Navy Store Officer (Class 6) \$10029-10704, Third Division, Policy and Planning Section, Canberra

Duties: No. 27—Develop and continually review master plans for all Navy Supply establishments including the examination of proposal for new works and facilities. Undertake detailed investigations and research on special projects in relation to supply activities.

Apply: H1

Planning Co-ordination and Management Control Section

Assistant Navy Store Officer (Class 6) \$10029-10704, Third Division, Canberra

Duties: Nos 6, 7—Undertake investigations and research into various aspects of supply systems including their development and implementation using EDP techniques. Draft operating procedures and manuals and represent on working parties, committees, etc.

Apply: H1

DEPARTMENT OF EDUCATION**CENTRAL OFFICE****Policy Division, Planning and Review Branch**

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

Duties: No. 830—Participate in or conduct special investigations and prepare advice as required. Assist in the preparation of associated papers and reports and in drafting of Ministerial submissions.

Qualifications: Tertiary qualifications desirable.

Apply: I1

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

Duties: No. 831—Extract data and arrange and assemble briefs and submissions as directed. Provide general administrative assistance to the section including preparation of minor correspondence. Provide a reference service for section officers.

Apply: I1

*Principal Project Officer \$15236-15739 (Class 11), Third Division, Project Analysis Section (two positions), Canberra

Duties: Nos 823, 824—Undertake and co-ordinate policy analysis and investigations concerning Australian Education and formulate policy advice. Prepare more important briefs for the Minister and Secretary. Represent the Department on inter-Departmental meetings and liaise with other educational bodies.

Qualifications: Tertiary qualifications and extensive experience in analysing and advising on policy desirable.

Apply: I1

*Senior Project Officer \$13224-13725 (Class 9), Third Division, Project Analysis Section (four positions), Canberra

Duties: Nos 825, 828—Undertake policy analysis and investigations concerning Australian Education and formulate policy advice. Prepare briefs for the Minister and Secretary. Undertake special investigations and prepare reports and recommendations as requested.

Qualifications: Tertiary qualifications and experience in analysing and advising on policy desirable.

Apply: I1

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

Duties: No. 829—Oversight the provision of a high level information analysis service to provide the Clerks (Class 11) with necessary data. Conduct individual policy analysis and investigations as required.

Qualifications: Tertiary qualifications desirable.

Apply: I1

AUSTRALIAN CAPITAL TERRITORY**A.C.T. Schools Authority, Finance, Accounts and Establishments Branch**

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

Duties: No. 475—SPR Team Leader. Supervise the activities of a cell concerned with the processing of salary variations, leave applications, overtime payments, superannuation variations and allowances.

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders, and the ADP salaries system desirable.

Apply: I1

Commonwealth Teaching Service

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Northern Territory Liaison Section, Darwin

Duties: No. 837—Typist/Receptionist. Undertake typing for members of the Northern Territory Liaison Section. Receive official visitors, especially serving CTS teachers and applicants for teaching positions. Answer general inquiries raised, in person or by telephone, from members of the public.

Qualifications: Ability to type at least 35 words per minute.

Apply: I1

VICTORIA**State Office**

Clerk \$6887-7764 (Class 2/3), Third Division, Sponsored Overseas Students Section, Sponsored Sub-section, Melbourne

Duties: No. 53—Assist in the preparation and co-ordination of induction programs for overseas students and maintain a card reference system. Provide general clerical assistance for the Education Officers of the section.

Apply: I3

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Sponsored Overseas Students Section, Sponsored Sub-section, Melbourne

Duties: No. 100—Arrange subject tutorials for students as directed and prepare related payment authorisations. Escort students as required during Induction period.

Apply: I3

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Sponsored Overseas Students Section, English Teaching Sub-section, Melbourne

Duties: No. 145—Arrange subject tutorials for students as directed and prepare related payment authorisations. Maintain register of Tutorial arrangements and compile statistical returns.

Apply: I3

SOUTH AUSTRALIA**State Office**

Typist Supervisor, Grade 1 \$6562-6741, Fourth Division, Administration Section, Adelaide

Duties: No. 53—Supervise day to day activities of the typing pool. Train new typists, maintain workload statistics, oversight operation of telex.

Apply: I5

Clerk \$8015-8770 (Class 4), Third Division, Administration Section, Adelaide

Duties: No. 40—Senior Clerk. Supervise and direct the work of the Administration Section, including Finance, Registry and Typing services.

Qualifications: Sound knowledge of the conditions relating to overseas training awards, Audit Act, Public Service Act and Regulations and General Orders required.

Apply: I5

NORTHERN TERRITORY

Northern Territory Education Division, Management Services Branch

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

Duties: No. 172—Certifying Officer. Act as Departmental certifying officer in Northern Territory and alternate authorising officer.

Apply: I8

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

Duties: No. 1352—Assistant Estimates Officer. Assist with preparation of draft forward, revised and additional estimates; prepare advices for branches on details required and ensure cut-off dates are met, collate and summarise returns.

For both of the above vacancies the following apply:

District Allowance: Grade IV

Accommodation: Single and married accommodation available.

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

Apply: I8

Branch Office

*Clerk \$13224-13725 (Class 9), Third Division, Northern Territory Liaison Section, Darwin

Duties: No. 836—Undertake special assignments and high level liaison work where issues require local investigation and transmission of the Commissioner's viewpoint, and act as the main CTS link in dealings with client authorities and teacher representative organisations. Interpret and give decisions on CTS policy in relation to individual problems of teachers in the Northern Territory.

Qualifications: Academic qualifications desirable, together with a sound knowledge of Commonwealth Teaching Service activities.

Apply: I1

Special Projects Branch

*Clerk \$9022-9777 (Class 5), Third Division, Koolinda College (two positions), Darwin

Duties: NP—Recreation Activities Officer. Promote and encourage the development of youth and recreation activities. Organise leadership in recreational training. Develop mental and physical skills through recreational activities.

Qualifications: Qualifications and/or experience in the fields of recreation, physical education or youth work.

Apply: I8

*Clerk \$9022-9777 (Class 5), Third Division, Yirara College (two positions), Alice Springs

Duties: NP—Recreation Activities Officers. Promote and encourage the development of youth and recreation activities. Organise leadership and recreational training. Develop mental and physical skills through recreational activities.

Qualifications: Qualifications and/or experience in the fields of recreation, physical education or youth work.

Apply: I8

*Clerk \$9022-9777 (Class 5), Third Division, Dhupuma College, Nhulunbuy

Duties: NP—Recreation Activities Officer. Promote and encourage the development of youth and recreation activities. Organise leadership and recreational training. Develop mental and physical skills through recreational activities.

Qualifications: Qualifications and/or experience in the fields of recreation, physical education or youth work.

Apply: I8

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

Policy Co-ordination Division, Management Services Branch

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

Duties: No. 147—Establish and review library practices and procedures.

Qualifications: Knowledge of library practices and experience in library work desirable.

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

Apply: J1

DEPARTMENT OF FOREIGN AFFAIRS

OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

AUSTRALIAN CAPITAL TERRITORY

Secretariat Division, Multilateral Organisations Branch

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

Duties: No. 897—Undertake research and investigation duties and prepare submissions, and briefing papers of a policy nature relating to development assistance aspects of Australia's involvement in multilateral organisations.

Qualifications: Aptitude for duties; appropriate academic qualifications desirable.

Apply: K1

DEPARTMENT OF HEALTH**CENTRAL STAFF****Management Services Division, Establishments and Finance Branch**

Director \$14229-14733 (Class 10), Third Division, Personnel Management Section, Canberra

Duties: NP—Control, direct and co-ordinate the staff and activities of the Personnel Management Section encompassing the following: (a) Personnel and Industrial; (b) Recruitment, Training and Development; (c) Library; and (d) Office Services.

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

Apply: M1

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

Duties: No. 188—Control and direct the activities of the Recruitment Cell. Undertake research into recruitment and staffing difficulties, staff wastage and turnover, recruitment techniques and procedures and recruitment resources.

Qualifications: Wide experience in recruitment work desirable.

Apply: M1

Senior Training Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Personnel Management Section, Canberra

Duties: No. 256—Plan and conduct supervision, auxiliary skills and procedural training courses. Design on-the-job training schemes. Assist in the conduct of management conferences.

Qualifications: Aptitude for or experience in the conduct of training courses, desirable.

Apply: M1

Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Personnel Management Section, Canberra

Duties: No. 268—Organise and control the clerical/administrative functions of the training group. Assist the Inspector and Training Officers with training administration.

Apply: M1

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

Policy and Planning Division, Policy Secretariat and Legislation Branch

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

Duties: No. 66—Direct the activities of a sub-section engaged in reviews of territories legislation and the development of new and amending legislation. Prepare instructions for Legislative Drafting Division of Attorney-General's Department and liaise with branches of the Department and the Attorney-General's Department.

Qualifications: Appropriate tertiary qualifications desirable.

National Health and Medical Research Council Division, Administration Branch

Clerk \$10029-10704 (Class 6), Third Division, Grants and Committee Services Section, Canberra

Duties: No. 6—Supervise and co-ordinate staff engaged in provision of NH and MRC grants and services. Provide assistance to committees of the NH and MRC as required.

Qualifications: Accounting and/or grants experience desirable.

Apply: M1

Clerk \$10029-10704 (Class 6), Third Division, Grants and Committee Services Section, Canberra

Duties: No. 9—Preparation of correspondence, inquiries, Parliamentary replies, etc., associated with the National Health and Medical Research Council. Prepare agenda papers, act as minute secretary and prepare reports of relevant NH and MRC committee meetings. Assist in the conduct of surveys and special investigations.

Qualifications: A knowledge of the organisation of medicine in Australia desirable.

Apply: M1

NEW SOUTH WALES**Executive Services Branch, Automatic Data Processing Section**

Data Processing Operator, Grade 2 \$6233, Fourth Division (several positions), Sydney

Duties: Under supervision, tape punch or verify pharmaceutical benefits data in accordance with relevant procedures.

Qualifications: Successful completion of proficiency tests for Data Processing Operator, Grade 1, or equivalent examination.

Apply: M2

Institute of Child Health

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

Duties: No. 466—Prepare library material for use. Issue books, circulate periodicals, maintain loan records. Assist at stocktakes and assist with inquiries from staff and students.

Apply: M12

NORTHERN TERRITORY**Planning and Development Division, Master and Project Planning Branch**

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Project Planning Section, Darwin

Duties: No. 369—Maintain project history cards for all major projects in design or under construction in the Northern Territory. Update project progress chart. Arrange distribution of monthly project progress reports and attend to inquiries on such matters. Assist in the collection and collation of specific information for inclusion in functional briefs/submissions.

Apply: M8

Darwin Hospital

*Tutor Sister \$7020-8200, Fourth Division, Nursing Section, Darwin

Duties: Several positions—Arrange programs of lectures and tutorials for the training of Student Nurses, Nursing Aides-in-training and Graduate Nurses.

Qualifications: General Nursing Certificate. A Diploma in Nursing Education of the College of Nursing, Australia, or the Sister Tutor Diploma of the New South Wales College of Nursing desirable.

District Allowance: Grade IV

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

Accommodation: Single board and lodging (air-conditioned) is available for \$28 per fortnight.

Apply: M8

Katherine Hospital

*Physiotherapist, Class 2 \$8987-9876, Third Division, Para-medical Section, Katherine

Duties: No. 1692—Undertake a physiotherapy service at the Katherine Hospital, including: (a) planning, developing and implementing a treatment program; (b) performing physiotherapy treatment of in-patients and out-patients as required; (c) advising the Medical Superintendent on matters relating to physiotherapy; (d) training patients and staff in aspects of physiotherapy.

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

District Allowance: Grade IV.

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

Accommodation: Single accommodation is available. Married accommodation is available after a waiting period of approximately 3 months. However, a successful married interstate applicant may be assisted with a rental allowance in the interim. Applicants should state requirements.

Apply: M8

*Radiographer, Grade 2 \$7212-7918, Third Division, Para-medical Section, Katherine

Duties: No. 1375—Provide a radiography service to the Katherine Hospital including: (a) programming work in accordance with priorities and resources; (b) consulting with medical staff on examinations as appropriate.

Qualifications: A Certificate of Competence in Radiography or an appropriate diploma in Radiography or Nucleography; or equivalent qualification.

District Allowance: Grade IV

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

Accommodation: Single accommodation is available. Married accommodation is available after a waiting period of 3 months. However, a successful interstate applicant may be assisted with a rental allowance in the interim. Applicants should state requirements.

Apply: M8

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Management Division, Establishment Services Branch

Inspector \$12218-12721 (Class 8), Third Division, Industrial Section, Hawthorn

Duties: No. 31—Responsible for the formulation of policy in respect of safety and accident prevention measures relating to Works Projects, both Contract and Day Labour. Undertake research into occupational safety, develop safety training programs. Examine and interpret accident statistics and reports, issue recommendations for remedial action. Oversight the implementation of the Australian Government Safety code throughout the Department.

Qualifications: The applicant should possess a technical background, with a sound knowledge of industrial safety, and proven administrative ability.

Apply: AK1

AUSTRALIAN CAPITAL TERRITORY

Management Services Division, Internal Audit Branch

Internal Auditor, Grade 1 \$7180-7935 (Class 4), Third Division, Canberra

Duties: No. 3—Examine Departmental practices and procedures and appraise internal audit check systems.

Qualifications: Accountancy qualifications or stage reached with such studies to be stated.

Apply: AK2

Technical Division

*Works Supervisor \$9076-9407, Fourth Division, Construction Section, Canberra

Duties: No. 170—Under the direction of the project Engineer, control and supervise the construction of engineering contracts.

Qualifications: Extensive experience in construction of roads, sewers, stormwater lines, water mains and associated structures desirable.

Apply: AK2

NEW SOUTH WALES

Management Services Division, Programming and Financial Services Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Accounts Section, Wages Sub-section, Sydney

Duties: Nos 120, 121—Receive and distribute incoming time sheets, leave forms, etc.; maintain a section of the Employee Index.

Apply: AK3

Clerk \$8015-8770 (Class 4), Third Division, Planning, Programming and Budgeting Section, Planning and Economic Studies Sub-section, Sydney

Duties: No. 9—Carry out or assist in activities associated with the prediction of the Region's workloads and the economic analysis of operations within the Region.

Qualifications: Academic qualifications, or partial completion of academic qualifications, with emphasis on economics or statistics, are desirable.

Apply: AK3

**DEPARTMENT OF HOUSING AND
CONSTRUCTION—continued****Projects Division No. 1**

Assistant Director \$19597, Second Division, Sydney

Duties: No. 2—Manage the activities of the Division. Participate as a member of the Directorate in the management of the Region's activities.

Qualifications: Proven high level administrative ability, together with appropriate experience. Degree or diploma in Architecture or Engineering from a recognised university or technical college or institution is desirable or other such qualifications which, in the opinion of the Board, are appropriate to the efficient discharge of the duties.

Apply: AK3

General Works Division, Bathurst Area Branch

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

Duties: No. 292—Control administrative services within the area. Develop, in conjunction with the Area Manager and Client Departments, draft Repairs and Maintenance programs. Prepare area work plans.

Qualifications: Good administrative ability with a knowledge of works administration desirable.

Apply: AK3

VICTORIA AND TASMANIA**Management Services Division, Manpower Branch**

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Personnel Services Section, Office Services (Plan Printing and Production) Sub-section, Melbourne

Duties: No. 162—Proof read typed documents. Refer typing errors to Typist in charge and check corrections.

Apply: AK4

NORTHERN TERRITORY**Technical Division**

Engineer, Class 2 \$10653-11796, Third Division, Engineering Design Section, Darwin

Duties: No. 14—Under the general direction of Supervising Electrical Engineer take charge of and direct activities of the Electrical Design Cell, prepare estimates and carry the more important Electrical Design projects including HV Generation and distribution systems.

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.

District Allowance: Grade IV

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

Utilities Division

*Power Station Control Room Operator, Grade 1 \$8250-8580, Fourth Division, Electricity Supply Undertakings Section, Stokes Hill Power Station (four positions), Darwin

Duties: Nos 134-137—Under direction, operate electrical equipment in the control room, high voltage switchgear in switchrooms and switchyards, and low voltage switchgear associated with boilers, turbines, water cooling plant and building services.

Qualifications: First Class Engine Drivers Certificate and relevant experience desirable.

District Allowance: Grade IV

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

*Power Station Plant Operator, Grade 1 \$7100-7430, Fourth Division, Electricity Supply Undertakings Section, Stokes Hill Power Station (13 positions), Darwin

Duties: Nos 138-150—Control and operate boiler plant and ancillary equipment.

Qualifications: A boiler attendants certificate issued in accordance with the Northern Territory Inspection of Machinery Ordinance or equivalent desirable.

District Allowance: Grade IV

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

*Power Station Plant Operator, Grade 2 \$7595-7925, Fourth Division, Electricity Supply Undertakings Section, Stokes Hill Power Station (8 positions), Darwin

Duties: Nos 151-158—Control and operate turbo-alternator plant and ancillary equipment.

Qualifications: A boiler attendants certificate issued in accordance with the Northern Territory Inspection of Machinery Ordinance or equivalent desirable.

District Allowance: Grade IV

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

DEPARTMENT OF LABOR AND IMMIGRATION

VICTORIA

Employment, Training and Industrial Services Division, Employment Branch

Clerk \$9022-9777 (Class 5), Third Division, Special Employment Categories Section, Youth Employment Sub-section, Geelong

Duties: No. 124—Interview and provide clients (generally secondary students) with tertiary course and career information and assistance; liaise with and refer to tertiary education authorities and other appropriate guidance services.

Qualifications: University degree or equivalent tertiary qualifications desirable. Experience with and a substantial knowledge of requirement for professional and career employment.

Apply: P3

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Special Employment Categories Section, Youth Employment Sub-section, Geelong

Duties: No. 125—Assist in the maintenance of information material and equipment of the Careers Reference Centre; general office work, including inquiries, filing, stores requisition, attending switchboard; ability to type necessary.

Apply: P3

DEPARTMENT OF MANUFACTURING INDUSTRY

CENTRAL OFFICE

Finance and Management Services Division, Establishments Branch

Senior Inspector \$12218-12721 (Class 8), Third Division, Personnel Management and Development Section, Canberra

Duties: NP—Undertake more important organisation and classification investigations throughout the Department.

Qualifications: Relevant establishments experience desirable. Tertiary qualifications to be stated.

Apply: AF1

Inspector \$11039-11714 (Class 7), Third Division, Personnel Management and Development Section, Canberra

Duties: NP—Undertake organisation and classification investigations throughout the Department.

Qualifications: Experience in organisation and classification activities an advantage. Tertiary qualifications to be stated.

Apply: AF1

Assistant Inspector \$10029-10704 (Class 6), Third Division, Personnel Management and Development Section, Canberra

Duties: NP—Undertake less involved organisation and classification investigations throughout the Department.

Qualifications: Investigation and analytical experience desirable. Tertiary qualifications to be stated.

Apply: AF1

Australian Industrial Research and Development Grants Board

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

Duties: Investigate and make recommendations on complex application under the Industrial Research and Development Grants Act.

Qualifications: Experience in industry investigations an advantage. Accountancy qualifications highly desirable.

Apply: AF1

NEW SOUTH WALES

General Administration Branch

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

Duties: No. 78—Direct and control the staffing sub-section. Plan and implement recruiting action, effect staff movements including transfers and promotions. Supervise selection standards and participate in manpower planning projects.

Qualifications: Sound knowledge of the Public Service Act and Regulations, procedures in relation to appointment, promotion and transfer and a knowledge of the principles and practices of manpower planning desirable.

Apply: AF2

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

Duties: No. 102—Conduct research and advise upon matters of a personnel nature including industrial relations, awards and determinations. Liaise with government and industrial organisations. Review and monitor procedures and conduct special projects.

Qualifications: Sound knowledge of personnel administration and the ability to conduct independent investigations are desirable.

Apply: AF2

Stores and Transport Branch

*Technical Officer (Engineering), Grade 2 \$9085-9639, Third or Fourth Division, Management Services Section, Alexandria

Duties: No. 81—Safety Officer. Direct the accident prevention programme of the Branch. Make recommendations for the improvement of safety procedures, plant, lifting gear and equipment.

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

Apply: AF2

VICTORIA

Ordnance Factory

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

Duties: No. 171—Maintain production control board, charts and graphs of production progress. Amend production report in line with current information and new orders. Maintain registers of Production Orders and Factory Works Requisitions issued.

Apply: AF15

**DEPARTMENT OF MANUFACTURING
INDUSTRY—continued****Government Aircraft Factories**

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

Duties: No. 94—Staff and Industrial Officer. Supervise and undertake activities associated with Wages Staff Records, compensation, recruitment and general administrative matters. Interview employees and Union Representatives in connection with industrial matters.

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders, Supply and Development Act, Commonwealth Employees' Furlough Act and Compensation (Australian Government Employees') Act desirable.

Apply: AF20

Technical Officer (Engineering), Grade 2 \$8929-9443, Third or Fourth Division, Engineering Section, Fishermen's Bend

Duties: No. 63—Direct the staff of the Scheduling and Estimating Group. Prepare Schedules and cost estimates. Monitor production costs against estimates and direct the application of corrective action if necessary. Control PERT analyses or similar techniques on projects.

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

Apply: AF20

*Technical Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Programme Planning and Management Services Section, Fishermen's Bend

Duties: Nos 88, 90, 92, 94, 96—Under direction prepare planning documents from mechanical drawings and specifications indicating raw materials requirements, source of supply, production method and tooling requirements.

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

Apply: AF20

QUEENSLAND**Regional Office**

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

Duties: No. 50—Assist Regional Representative in minor clerical work.

Qualifications: Typing qualifications required.

Apply: AF4

WESTERN AUSTRALIA**District Contract Board**

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

Duties: No. 20—Arrange and prepare contracts for the provision of services and procurement of supplies.

Apply: AF6

DEPARTMENT OF THE MEDIA**AUSTRALIAN GOVERNMENT PUBLISHING
SERVICE****AUSTRALIAN CAPITAL TERRITORY
Information Division, Publishing Branch**

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

Duties: NP—Undertake all advance arrangements for the promotion and operation of a mobile inquiry/publications sales unit travelling extensively throughout N.S.W. Liaise with local government officers in regard to siting, power supply, telephones, etc. for the vehicle. Arrange advance publicity and advise local organisations. Visit commercial booksellers and newsagents to promote sales of Government publications. Investigate and recommend the appointment of booksellers and newsagents as authorised A/GPS agents. The duties will involve regular absences from headquarters (Canberra).

Qualifications: Extensive commercial experience preferably in sales promotion and bookselling. Possession of 'A' Class driver's licence essential.

Apply: Q2.

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

Duties: No. 6—Regularly visit booksellers and larger newsagents in capital and major provincial cities to promote sales of Australian and overseas government publications. Advise on developments and trends in the industry. The duties will involve regular absences from headquarters (Canberra).

Qualifications: Sales experience preferably in bookselling.

Apply: Q2

*Specifications Officer \$7720-8118, Fourth Division, Client Service and Print Procurement Section, Print Procurement Sub-section, Canberra

Duties: Nos 120, 123—Prepare specifications and cost estimates of jobs for printing by letterpress, offset and photographic processes.

Qualifications: Printing trade qualifications and/or experience in letterpress, offset, photographic and binding processes. Experience in cost estimating and specification writing for a large printing house using these processes desirable.

Apply: Q2

**DEPARTMENT OF MINERALS AND
ENERGY****CENTRAL OFFICE****Bureau of Mineral Resources, Geology and
Geophysics**

*Director \$21417, Second Division, Canberra

Duties: No. 1—To direct the activities of the Bureau of Mineral Resources, which are to carry out geological, geophysical and geochemical surveys and research, and publish the results, to obtain basic information on and review the geology of Australia and its mineral resources.

Qualifications—Wide experience in carrying out and directing investigations in the earth sciences and in mineral resources. Appropriate academic qualifications desirable.

Apply: R1

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Resource Development Division, Forestry, Fisheries, Wildlife, Environment and National Parks Branch

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

Duties: No. 52—Organise and assist in experiments related to bush fire control and testing of fire control equipment. Organise and train fire fighting crews and assist with conduct of extension projects.

Qualifications: Appropriate qualifications and/or experience desirable.

Note: See Departmental preamble for special benefits.

Apply: U1

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

International Trade Organisations Division, No. 2 Branch

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

Duties: No. 1397—Analyse and review information relating to Australia's trade with other countries. Prepare policy drafts and briefs.

Qualifications: Knowledge of commercial policy. Ability to carry out economic research. University degree desirable.

Apply: V1

Policy Development Division, ADP and Technical Services Branch

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

Duties: No. 392—Prepare and maintain consolidated records covering Australian firms and manufacturers.

Qualifications: Ability to precis reports. Knowledge of Australian industry an advantage.

Apply: V1

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Regional Office Services Section, Canberra

Duties: No. 152—Assist in the preparation of materials for briefs and reports. Maintenance of records.

Apply: V1

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Director-General's Office, Industrial Relations Branch

Deputy Assistant Director-General \$17776, Second Division, Negotiation and Conditions of Service Section, Melbourne

Duties: No. 1—Responsible to the Branch Head for the management of the Section.

Apply: W1

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

Engineer, Class 5 \$16060-17042, Third Division, Data and Customer Facilities Branch, Systems Section, Melbourne

Duties: No. 4—Responsible to Branch Head for management of the Section, determining planning requirements for telegraph and data systems.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the board as appropriate to the efficient discharge of the duties. Extensive knowledge of technology and analytical and imaginative abilities to select best solutions for future Australian needs together with ability to negotiate with senior management within the Post Office and with major customers and industry to initiate changes desirable.

Apply: W1

Research Sub-division

Senior Instrument Maker, Grade 1 \$7059-7217, Fourth Division, Standards and Laboratories Engineering Branch, Laboratory Instrumentation Section, Melbourne

Duties: No. 205—Supervise subordinate staff in the construction, repair, adjustment and testing of scientific, electrical and mechanical laboratory instruments and components. Personally undertake the more delicate and precise work requiring particular skill, experience and judgment.

Qualifications: Trade qualifications in instrument making or equivalent. Extensive experience with laboratory type instruments desirable.

Apply: W1

Engineering Works Division, Long Line Equipment Branch

Engineer, Class 5 \$16060-17042, Third Division, Melbourne

Duties: No. 2—Staff Engineer (Works Program Co-ordination). Within policy guidelines set by the Branch Head, co-ordinate, direct and oversight the works program and equipment provisioning functions of the Branch. Establish and maintain inter-section co-operation and collaboration and provide section managers and other engineers with authoritative specialist direction and advice.

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

Apply: W1

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

Duties: No. 45—Staff Clerk.

Qualifications: A knowledge of the Public Service Act and Regulations, Engineering practices and procedures desirable.

Apply: W1

**POSTMASTER-GENERAL'S DEPARTMENT—
continued****Network Performance and Operator Branch**

Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Third or Fourth Division, Lines Operations Section, Melbourne

Duties: No. 83—Undertake the more difficult technical work relating to development, specification, introduction and oversight of maintenance methods and practices for the entire APO External Plant Network.

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

In lieu of notification in *Gazette* No. 75 of 12.9.74. Previous applicants will be considered and need not re-apply.

Apply: W1

Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Third or Fourth Division, Telephone Switching Equipment Operations Section, Melbourne

Duties: No. 41—Within broad guidelines analyse and evaluate the maintenance techniques to be employed for stored programme controlled exchanges and conduct investigations into fault finding techniques and interworking problems.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. An understanding of solid state and integrated circuitry or electronically controlled equipment desirable. Extensive field experience in the operation and maintenance of step and crossbar exchange equipment an advantage. Training courses on stored programme controlled exchange equipment and integrated circuitry will be available to the successful applicant.

Apply: W1

Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Third or Fourth Division, Telephone Switching Equipment Operations Section, Melbourne

Duties: No. 42—Under Engineering direction, and as a member of a team of technical officers, develop techniques and equipment for testing and supervision of crossbar and step-by-step local and trunk switching equipment.

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

Apply: W1

Clerk \$8015-8770 (Class 4), Third Division, Telephone Switching Equipment Operations Section, Melbourne

Duties: No. 57—Sectional Clerk, responsible to Branch Clerk for provision of administrative assistance to the Engineer Class 4, involving preparation of semi-technical and non-technical correspondence, co-ordination of reports, secretarial duties at conferences and control of subordinate staff.

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

Apply: W1

Radio/Communications Branch

Technical Officer (Engineering), Grade 2 \$9085-9639, Third or Fourth Division, Design (Broadband Radio) Section, Melbourne

Duties: No. 84—Undertake prototype testing and evaluation of limited complexity on sound/vision broadcasting and radio communications equipment of advanced types submitted by contractors. Report results and prepare reports.

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

Apply: W1

Support Services Branch

Supervising Draftsman \$10777-11386, Third or Fourth Division, Drafting Section, Melbourne

Duties: No. 2—Assist the Chief Draftsman, Grade 1 (Assistant Controller), with the preparation of drafting procedures and standard instructions.

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

Apply: W1

Illustrator, Grade 2 \$9085-9639, Third or Fourth Division, Drafting Section (two positions), Melbourne

Duties: Nos 40, 68—Originate suitable designs, prepare art work and participate in construction and assembly of exhibitions and displays.

Qualifications above two positions: A diploma of industrial design or graphic art, or other approved qualifications together with appropriate experience and a knowledge of display construction techniques and materials highly desirable.

Apply: W1

Senior Draftsman \$9918-10473, Third or Fourth Division, Drafting Section, Melbourne

Duties: No. 22—Design and drafting work of an electronic nature including logic circuits and printed wiring board layouts of major complexity in the Research Sub-group.

Apply: W1

Senior Draftsman \$9918-10473, Third or Fourth Division, Drafting Section, Melbourne

Duties: No. 91—Prepare more complex and unusual designs of plant and equipment in the Lines Sub-section. The position also involves drafting work on Mechanical Aids and Telegraph equipment.

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

Apply: W1

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Recruitment and Training Section, Melbourne

Duties: No. 89—Provide clerical assistance to Engineers and Technical Instructors engaged on training for eligibility and eligibility tests. Record, receipt and dispatch lessons, text books, papers and references for correspondence students.

Qualifications: Ability to organise and co-ordinate activities and to work with professional staff desirable.

Apply: W1

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Recruitment and Training Section, Melbourne

Duties: No. 78—Handle all counter and telephone requests for Engineering Instructions. File and record all applications and supervise the sorting, packing and dispatch of Instructions to all States and Overseas. Maintain records of stock levels and bring replenishment requirements to notice.

Note: This position was advertised in *Gazette* No. 29 of 4.4.74. Previous applicants will be considered and need not re-apply.

Apply: W1

Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Third or Fourth Division, Workshops Production Section, Melbourne

Duties: No. 84—Commissioning, operation and development of sophisticated N.C. processes for manufacture of telecommunications equipment; co-operation with other Sections or Branches as required.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Administrative and trade experience in numerical logic controlled processes together with a knowledge of chemical and electroplating processes desirable.

Apply: W1

Telephone Switching Equipment Branch

Senior Technical Officer (Engineering), Grade 3 \$11711-12035, Third or Fourth Division, Circuit Design Section, Melbourne

Duties: No. 144—Accept responsibility for control of complex technical investigations into circuit designs for service and operational equipment having nationwide application in the National telephone network. Undertake the more complex design and development of circuits for operational equipment having National application.

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

In lieu of notification in *Gazette* No. 75 of 12.9.74. Previous applicants will be considered and need not re-apply.

Apply: W1

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

Duties: No. 143—Statistical and general clerical duties in provisioning and purchasing activities.

Qualifications: Mathematical aptitude desirable.

Apply: W1

Telecommunications Division, Commercial Sub-division

Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Macro-Forecasting Techniques Section, Melbourne

Duties: No. 9—Collection of relevant statistical data from internal and external sources. Examine and extract telecommunication and economic indication data from prime source and code into computer coding forms. Prepare graphs.

Qualifications: Experience in preparation and coding of data for computers desirable.

Apply: W1

NEW SOUTH WALES

Director's Staff

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

Duties: No. 21—Supervise teams of auditors; carry out major audits and special investigations; assist in programming and reporting.

Qualifications: Progress in tertiary studies to be stated.

Apply: W2

Engineering Division, Administrative Branch

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

Duties: No. 322—Staff Clerk. No. 423—Pay-sheet preparation and examination.

Apply: W2

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Costing Section (five positions), Sydney

Duties: Nos 96, 127, 317, 353, 413—Process costs associated with Engineering projects.

Apply: W2

Accounting Machinist, Grade 2 \$6233, Fourth Division, Costing Section (two positions), Sydney

Duties:

No. 162—Cost abstraction and reconciliation.

No. 165—Post ledger cost cards using National 32 ledger machines.

Qualifications above two positions: Applicants must have passed prescribed test.

Apply: W2

Construction Branch

Principal Telecommunications Technical Officer \$11970-12287, Third or Fourth Division, Electronic Exchange Installation Section, Sydney

Duties: No. 1—Responsible for the proper maintenance and operation of a large capacity 10C trunk exchange and long line carrier station.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, Country Installation No. 3 Section, Sydney

Duties: No. 13—Responsible for installation of all subscribers telegraph installations in the metropolitan area and complex installations in country areas.

Note: This position is to be transferred to Metropolitan Operations Branch shortly.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Metropolitan Installation No. 1 Section, Sydney

Duties: No. 22—In charge of X-bar and step by step installations in the metropolitan area. Oversight private contractor installations.

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

Apply: W2

**POSTMASTER-GENERAL'S DEPARTMENT—
continued****Metropolitan Operations Branch**

Principal Telecommunications Technical Officer
\$11970-12287, Third or Fourth Division, City
Operations Section, Sydney

Duties: Officer-in-charge of a large Pre-2000 type city subscriber and co-main exchange.

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, City Operations Section (five positions), Sydney

Duties: A, B—Officer-in-charge of a Subscribers District Centre. C—Officer-in-charge of a large subscribers maintenance group (North Area). D—Officer-in-charge of a large subscribers maintenance group (South Area). E—Officer-in-charge of a large step by step tandem exchange.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, City Operations Section (four positions), Sydney

Duties above four positions: Shift supervisor of a large carrier terminal exchange.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, City Operations Section (four positions), Haymarket

Duties above four positions: Shift supervisor of a large ARM trunk exchange and long line terminal station.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, City Operations Section, Sydney

Duties: Officer-in-charge of an overseas radio terminal.

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

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, Metropolitan Operations No. 1 Section, North Sydney

Duties: In charge position of the Subscriber District Centre at North Sydney.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Metropolitan Operations No. 1 Section, Northbridge

Duties: Officer-in-charge telephone exchange.

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

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, Metropolitan Operations No. 2 Section, Redfern

Duties: Officer-in-charge, Redfern Subscribers District Centre. Responsible for the control of subscribers service activity in a district centre.

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

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, Metropolitan Operations No. 3 Section, Ryde

Duties: Officer-in-charge of a Subscriber District Centre. Responsible for the efficient performance of the centre.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, Metropolitan Operations No. 3 Section, Hornsby

Duties: Officer in charge of a technician's district comprising step by step and cross bar exchanges.

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

Apply: W2

Engineer, Class 2 \$10653-11796, Third Division, Metropolitan Operations No. 4 Section, Parramatta

Duties: No. 212—Responsible to the controlling Engineer and provide higher level professional Engineering assistance for particular projects or operational areas as required.

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

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, Metropolitan Operations No. 4 Section, Blacktown

Duties: Officer-in-charge of a 17,000 line crossbar, terminal tandem exchange with associated carrier equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, Metropolitan Operations No. 4 Section (two positions), Parramatta

Duties: A—Officer-in-charge of a 12,000 line crossbar exchange, X and Y tandems and associated carrier equipment. B—Officer-in-charge of the operation and performance of the subscriber district centre.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, Metropolitan Operations No. 4 Section, North Parramatta

Duties: Officer-in-charge of a 3,500 line crossbar and 3,500 line step by step exchange.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 §10777-11386, Third or Fourth Division, Metropolitan Operations No. 4 Section, Parramatta

Duties: Officer-in-charge of a large substation installation depot and store.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 §10777-11386, Third or Fourth Division, Metropolitan Operations No. 4 Section, Rooty Hill

Duties: Officer-in-charge of a 6000 line crossbar exchange, repeater station and two step by step exchanges.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 §9918-10473, Third or Fourth Division, Metropolitan Operations No. 4 Section, Riverstone

Duties: Officer-in-charge of a 2000 line crossbar and 2000 line step by step exchange as well as portable exchanges.

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

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 §11711-12035, Third or Fourth Division, Metropolitan Operations No. 5 Section, Bankstown

Duties: Officer-in-charge of a Subscriber District Centre. Responsible for the satisfactory performance of the centre and operations of subscribers maintenance staff.

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 §11711-12035, Third or Fourth Division, Metropolitan Operations No. 5 Section, Carramar

Duties: Officer-in-charge of a 2000 type step by step and crossbar terminal exchange as well as broadband carrier equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 §11711-12035, Third or Fourth Division, Metropolitan Operations No. 5 Section, Liverpool

Duties: Officer-in-charge of a crossbar terminal and tandem exchange as well as broadband carrier equipment.

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

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 §11711-12035, Third or Fourth Division, Metropolitan Operations No. 6 Section, Sutherland

Duties: In charge of the centre operations group and field staff associated with the Subscriber District Centre.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 §10777-11386, Third or Fourth Division, Metropolitan Operations No. 6 Section, Miranda

Duties: In charge of a substation installation group. Responsible for the more complex installations in subscribers premises.

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

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 §11711-12035, Third or Fourth Division, Metropolitan Operations No. 7 Section, Homebush

Duties: Officer in charge of a Subscribers District Centre, centre operations group. Responsible for the operation of the centre and for the maintenance of subscribers equipment, including PABX's.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 §10777-11386, Third or Fourth Division, Metropolitan Operations No. 7 Section, Burwood

Duties: Officer-in-charge of Burwood subscriber installation depot. Responsible to the Senior Technical Officer Grade 3 for the installation of substation equipment and for the supervision of the depot.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 §10777-11386, Third or Fourth Division, Metropolitan Operations No. 7 Section, Lidcombe

Duties: Officer-in-charge of Lidcombe subscriber installation depot. Responsible to the Senior Technical Officer Grade 3 for the installation of substation equipment and for the supervision of the depot.

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

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 §11711-12035, Third or Fourth Division, Metropolitan Operations No. 8 Section, Newtown

Duties: Responsible for the technical aspects of operating a subscribers district centre. Control staff, store and vehicle fleet associated with the maintenance of PABX equipment and substation apparatus.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 §9918-10473, Third or Fourth Division, Metropolitan Operations No. 8 Section, Newtown

Duties: Responsible for the operation of a substation installation depot and vehicle fleet.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 §9918-10473, Third or Fourth Division, Metropolitan Operations No. 8 Section, Rockdale

Duties: Responsible for the operation of a substation installation depot and its associated substation store and vehicles.

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

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 §11711-12035, Third or Fourth Division, Metropolitan Operations No. 9 Section, Chatswood

Duties: Responsible for the management of Chatswood Subscriber District Centre. Overall supervision and organisational procedures within the centre and overall supervision of field staff engaged on subscriber and PABX maintenance.

Apply: W2

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

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Metropolitan Operations No. 9 Section, Dee Why

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Metropolitan Operations No. 9 Section, Willoughby

Duties above two positions: Officer in charge of a subscribers installation depot. Responsible for supervision and organisation of field staff engaged on installation and subscribers equipment.

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

Apply: W2

Planning and Programming Branch

Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Third or Fourth Division, Transmission and Line Planning (Metropolitan) Section, Sydney

Duties: No. 205—Within broad guidelines, carry out particularly complex technical investigations associated with the preparation of the trunk and junction network development plans for the metropolitan area of New South Wales. Participate in review of the 5-year broadband plan. Carry out special studies and provide a support function to Engineers as required.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. A wide knowledge of trunk and junction equipment, broadband and normal bearer and cable characteristics and network transmission performance standard desirable. Ability to work within broad guidelines on matters related to the technical aspects of development of the network and to control staff also desirable.

Apply: W2

Technical Officer (Engineering), Grade 2 \$9085-9639, Third or Fourth Division, Transmission and Line Planning (Country) Section, Sydney

Duties: No. 51—Under general direction, analyse complex technical data and make assessments required for regional network planning purposes and preparation of the State 5-year broadband network with a view to development of forward plans and policies.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. A sound knowledge of transmission bearer and network planning, with particular emphasis on broadband bearer aspects, desirable. A knowledge of utilisation techniques an advantage.

Apply: W2

Regional Operations Branch

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, Telegraphs and Data Section, Railway Square

Duties: Officer-in-charge, Datal Maintenance Group.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Telegraphs and Data Section (two positions), Sydney

Duties above two positions: Shift leader, Chief Telegraph Office.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Telegraphs and Data Section (two positions), Haymarket

Duties above two positions: Shift leader, auto telex exchange.

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

Apply: W2

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

Duties: Officer in charge of district comprising 18,000 line ARF exchange plus 16,000 lines of ARF in district exchanges, 3,000 line telephone ARM, 800 line ARB and associated ARM, 4 broadband bearers and AFG Manual Assistance Centre.

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, Monaro Section, Bowral

Duties: Officer in charge of district comprising 200 line ARF exchange, step by step and ARK SCAXs, broadband radio and cable, subscribers installation and maintenance.

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, Monaro Section, Canberra

Duties: Officer in charge of the subscribers maintenance organisation in Canberra. Responsible for listing, analysis and dispatch for maintenance of approximately 50,000 subscribers services, including 200 PABXs, step by step and ARK SCAXs.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, Monaro Section, Canberra

Duties: Officer in charge of installation of subscribers equipment in Canberra area.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Monaro Section, Bombala

Duties: Officer in charge of district comprising 600 line ARF exchange, step by step and ARF SCAXs, and long line equipment, subscribers installation and maintenance.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Monaro Section, Jindabyne

Duties: Officer in charge of district including step by step and ARK SCAXs, medium capacity radio systems, subscribers installation and maintenance.

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

Apply: W2

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

Duties: Take charge of cable laying and conduit installation Task Force engaged upon major capital works projects within the Monaro Section.

Qualifications: Experience in the management, co-ordination and supervision of major underground line plant installation activities desirable.

Note: Considerable travelling and long periods of absence from nominal headquarters will be required of the occupant of this position.

Apply: W2

Lineman, Grade 2 \$5990-6167, Fourth Division, Monaro Section, Yass

Duties: Co-axial cable patrol.

Qualifications: Applicants should be qualified cable jointers.

Apply: W2

Principal Telecommunications Technical Officer \$11970-12287, Third or Fourth Division, Newcastle Section, Hamilton

Duties: Officer in charge of a metropolitan district comprising: ARM, AFG, ARF, step by step exchange equipment, long line equipment, broadband radio repeaters, co-axial cable repeaters and various types of PABXs.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, Newcastle Section, Bulahdelah

Duties: Officer in charge of country district comprising: ARK and APO, SCAXs, long line equipment, manual exchanges, broadband radio repeaters and co-axial repeaters.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, Newcastle Section, Singleton

Duties: Officer in charge of country district comprising CB and magneto manual exchanges, ARK and APO SCAXs, long line equipment and broadband radio repeaters.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Newcastle Section, Stockton

Duties: Officer in charge of an outer metropolitan district comprising: ARF exchange, ARK and APO SCAXs, long line equipment and various types of PABXs.

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

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, North Coast Section, Grafton

Duties: Officer in charge of district with ARM, ARF, AFM, ARK and step by step exchange equipment, broadband radio and co-axial cable, long line equipment and sub-station equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, North Coast Section, Taree

Duties: Officer in charge of a district comprising automatic, manual and long line equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, North Coast Section, Ballina

Duties: Officer in charge of district with ARF exchange, APO and ARK SCAX equipment, long line equipment, broadband radio repeater, PABX and sub-station equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, North Coast Section, Wauchope

Duties: Officer in charge of a district comprising SCAXs equipment, CB multiple and manual exchange equipment, FGF and STC co-axial equipment, PABX and sub-station equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, North Coast Section, Middle Brother

Duties: Officer in charge of national and commercial TV transmitting station.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, North Coast Section, Mt Mombil

Duties: Officer in charge of co-sited national and commercial TV transmitting station, radio telephone repeater and mobile RT base equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, North Coast Section, Mt Nardi

Duties: Officer in charge national TV transmitting station, broadband radio telephone repeater and mobile RT base equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, North Coast Section, Dungog

Duties: Officer in charge of country district comprising ARK and APO SCAXs, step by step exchange and long line equipment.

Apply: W2

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

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, North Coast Section, Gloucester

Duties: Officer in charge of district with APO and ARK SCAX's, manual and CB multiple exchange equipment, TV translator, long line equipment, PABX and sub-station equipment.

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

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, Northern Section, Moree

Duties: Officer-in-charge of country district comprising REG ELP exchange, ARK and APO SCAX's, long line equipment, broadband radio repeater and terminals, co-axial cable equipment, manual exchanges and subscribers equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, Northern Section, Glen Innes

Duties: Officer-in-charge of country district comprising CB exchange, ARK and APO SCAX's, manual exchanges, long line equipment, medium capacity radio terminal and subscribers equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, Northern Section, Gunnedah

Duties: Officer-in-charge of country district comprising REG ELP exchange, ARK and APO SCAX's, long line equipment, medium capacity radio terminal and repeater, manual exchanges and subscribers equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, Northern Section, Narrabri

Duties: Officer-in-charge of country district comprising REG ELP exchange, ARK and APO SCAX's, long line equipment, medium and small capacity radio terminals, manual exchanges and subscribers equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Northern Section, Barraba

Duties: Officer-in-charge of country district comprising ARK exchange, ARK SCAX's, manual exchanges, long line equipment, medium capacity radio terminal and subscribers equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Northern Section, Tenterfield

Duties: Officer-in-charge of country district comprising REG ELP exchange, long line equipment, manual exchanges and subscribers equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Northern Section, Walgett

Duties: Officer-in-charge of country district comprising magneto exchange, APO and ARK SCAX's, long line equipment, manual exchanges and subscribers equipment.

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

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, Outer Sydney Section, Penrith

Duties: Officer-in-charge of a technicians district comprising ARF, REG ELP, SRB minor switching centre, ARK-M terminal exchanges, cable carrier and broadband systems.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, Outer Sydney Section, Richmond

Duties: Officer-in-charge of a large technicians district comprising ARF 102, REG ELP H4 equipment, minor switching centre, 24 terminal exchanges, cable carrier and broadband systems, PABX's including 1,200 line penta conta.

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

Apply: W2

Cable Assigner \$6710, Fourth Division, Outer Sydney Section, Gosford

Duties: Cable allocation, recording and associated duties.

Apply: W2

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Riverina Section, Cootamundra

Duties: No. 103—Provide general clerical assistance to the Senior Telecommunications Technical Officer in charge of the telephone exchange.

Note: Hours of duty are 8.00 a.m. to 5.00 p.m.

Apply: W2

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

Duties: Take charge of a service district comprising ARF/ARM/hybrid exchanges, broadband microwave radio repeating equipment, 12 MHZ co-axial terminal and repeating equipment in conjunction with manual, ARK/APO type terminal exchanges.

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, Riverina Section, Griffith

Duties: Take charge of a service district comprising ARF and ARM crossbar equipment, co-axial cable terminals and main and dependent repeaters, other long line equipment, CAX's, manual exchanges and TV repeater.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, Riverina Section, Cootamundra

Duties: Take charge of a service district containing 12 MHZ co-axial/V120 carrier terminal and repeating equipment, in conjunction with a manual minor switching centre and associated manual ARK/APO type terminal exchanges.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, Riverina Section, Leeton

Duties: Take charge of a service district comprising manual exchanges, ARF crossbar, CAX's, co-axial cable main and dependent repeaters, long line equipment and broadband microwave repeater.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, Riverina Section, Narrandera

Duties: Take charge of a service district comprising ARF crossbar, crossbar and step by step CAX's, co-axial cable main and dependent repeaters, long line equipment and manual exchanges.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Riverina Section, Barham

Duties: Take charge of a service district containing crossbar and step by step CAX's, manual exchanges and long line equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Riverina Section, Hay

Duties: Take charge of a service district containing manual exchanges, remote controlled magneto exchanges, long line equipment and television translator.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Riverina Section, Hillston

Duties: Take charge of a service district containing manual exchanges, remote controlled magneto exchanges, remote controlled electronic exchanges, long line equipment and VHF radio link.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Riverina Section, Jerilderie

Duties: Take charge of a service district containing manual exchanges, ARK/APO type CAX's, long line and telegraph systems.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Riverina Section, Lockhart

Duties: Take charge of a service district comprising manual, automatic and long line equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Riverina Section, Tumbarumba

Duties: Take charge of a service district comprising manual exchanges, long line equipment and a VHF radio link, and ARK/APO type CAX's.

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

Apply: W2

Technical Officer (Engineering), Grade 2 \$9085-9639, Third or Fourth Division, Western Section, Dubbo

Duties: No. 603—Undertake preparatory planning and design work for aerial and underground plant projects. Supervise and train estimating staff.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. If the selected applicant does not possess acceptable qualifications he will be required to pass a test of knowledge and competence to establish his eligibility for nomination to the position.

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, Western Section, Bathurst

Duties: Officer in charge of a technician's district comprising automatic, manual and long line equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, Western Section, Broken Hill

Duties: Officer in charge of a large technician's district comprising manual and long line equipment.

Note: Driving ability and acceptance of travel by light aircraft are essential.

District Allowance: Broken Hill, Grade I.

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, Western Section, Dubbo

Duties: Officer in charge of a technician's district comprising automatic, carrier and broadband equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, Western Section (six positions) Blayney, Cowra, Forbes, Lithgow, Mudgee, Young

Duties above six positions: Officer in charge of a technician's district comprising automatic, manual and long line equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, Western Section, Bourke

Duties: Officer in charge of a large technician's district of approximately 30,000 square miles. Equipment includes automatic, manual and long line equipment.

Note: Driving ability and acceptance of travel by light aircraft are essential.

District Allowance: Bourke, Grade II.

Apply: W2

POSTMASTER-GENERAL'S DEPARTMENT—
continued

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Western Section (three positions), Molong, Rylestone, Trundle

Duties above three positions: Officer in charge of a technician's district comprising manual and long line equipment.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Western Section, Cobar

Duties: Officer in charge of a large technician's district comprising magneto, long line and broad-band equipment.

Note: Suitable housing may be difficult to obtain.

District Allowance: Cobar, Grade II.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Western Section, Condobolin

Duties: Officer in charge of a large country district comprising automatic, manual and long line equipment.

Note: Acceptance of travel by light aircraft is essential.

District Allowance: Condobolin, Grade 1.

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

Apply: W2

Line Inspector \$8694-9193, Fourth Division, Western Section, Nyngan

Duties: Line Inspector (Service).

Apply: W2

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

Duties: Estimating.

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, Wollongong Section, Campbelltown

Duties: Officer in charge of a crossbar hybrid type exchange, crossbar minor switching centre for the area, with associated MAC co-axial cable and long line terminal equipment and SCAX's.

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

Apply: W2

Support Services Branch

Senior Electrical Fitter and Mechanic, Grade 1 \$7263-7441, Fourth Division, Buildings Engineering Services Section (five positions), Sydney

Duties: Nos 49, 51, 56, 158, 240—Under limited supervision, take charge of, and participate in, the work of a group of Electrical Fitter and Mechanics and any support staff. Estimate minor works and prepare job estimates as required.

Qualifications above five positions: Recognised electrical tradesman, eligible for advancement beyond the special class barrier, desirable.

Apply: W2

Draftsman, Grade 2 \$9085-9639, Third or Fourth Division, Drafting, Section, Canberra

Duties: No. 128—Design and drafting work in a Country Drafting Sub-section.

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

In lieu of notification appearing in the *Gazette* of 2.5.74. Previous applicants will be considered and need not re-apply.

Apply: W2

Draftsman, Grade 2 \$9085-9639, Third or Fourth Division, Drafting Section, Haymarket

Duties: No. 337—Design and preparation of the more important drafting work of the Country Equipment No. 2 Sub-section.

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

Apply: W2

Assistant (Plan Printing), Grade 3 \$5307-5600, Fourth Division, Drafting Section, Sydney

Duties: No. 289—Supervise staff employed on plan printing and associated work; control output and flow of work. Operate and care of machinery; receive, dispatch and index printing orders.

Qualifications: Relevant experience desirable.

Apply: W2

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

Duties: No. 319—Provide clerical assistance to the Senior Telecommunications Technical Officer. Prepare time cards, labour and job history cards, staff statements, sub-orders and associated records. Attend to general inquiries and telephone interception unit.

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

Apply: W2

Postal Services Division, Mail Exchange Branch

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

Duties: No. 535—Prepare and deliver lectures on Postal facilities and requirements to Business and Commercial Organisations, Business and Technical Colleges, Schools, etc. Deal with applications for postings under Householder Delivery Service. Maintain liaison in relation to Philatelic Mail.

Apply: W2

Post Offices Branch

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

Note: The above position is 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 (three positions), Canberra City (Relief), Charlestown, Condobolin (Relief)

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

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

Apply: W2

Postal Planning Branch

Clerk \$9022-9777 (Class 5), Third Division, Mail Exchange Planning Section, Sydney

Duties: No. 14—Conduct the less complex investigations and undertake research into functional and operational projects concerning mail exchanges and transport depots. Prepare reports and recommendations.

Apply: W2

Telecommunications Division, Country Region

Clerk \$8015-8770 (Class 4), Third Division, Central and Head Office Section, Canberra District Telephone Office Sub-section, Canberra

Duties: No. 460—Deal with written and verbal complaints concerning the Canberra Telecommunications Service, initiate investigations. Interview customers and representatives of Public organisations in connection with service complaints.

Qualifications: Experience and knowledge of Telecommunications practices and procedures is desirable.

Apply: W2

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

Duties: No. 78—Staff Clerk.

Apply: W2

Metropolitan Region, Sales Branch

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

Duties: No. 167—Examine and collate data obtained from Traffic Counts taken at Subscriber premises and provide general clerical assistance to Communications Consultants.

Apply: W2

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

Duties: No. 327—Undertake and supervise field surveys throughout New South Wales and forecast subscribers telephone and telegraph development. Duties involve some country assignments and absence from headquarters as required on personal projects or as member of a team.

Qualifications: Appropriate qualifications desirable including interviewing experience and ability to control staff. Formal training in statistical method, analytical ability and proficient report writing an advantage.

Apply: W2

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

Duties: No. 146—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 and prepare reports and capacity for detail and analytical ability an advantage.

Apply: W2

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

Duties: No. 246—Correspondence, inspections and issue of orders for public telephones.

Qualifications: Knowledge of Telecommunications Division procedures desirable.

Apply: W2

Service Branch

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

Duties: No. 254—Responsible to the Traffic Officer Reperforator Sub-section or Traffic Officer (Operations) for the supervision of traffic flow and of switching equipment or alternatively of staff and movement of traffic in manipulative areas.

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

Note: Shift work is involved.

Apply: W2

Persomel and Industrial Relations Branch

Clerk \$6887-7764 (Class 2/3), Third Division, Industrial Relations No. 2 Section, Industrial Assessing Group (several positions), Sydney

Duties: NP—Assess salary advancements.

Apply: W2

VICTORIA

Director's Office

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

Duties: No. 9—Assistant Public Relations Officer. Assist in publicity projects as directed. Supervise and direct the activities of subordinate staff of the Section.

Qualifications: Experience in Public Relations activities and control of staff is desirable. Tertiary qualifications to be stated.

Apply: W3

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

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Public Relations Section, Melbourne

Duties: No. 31—Research data to prepare minor historical articles and assist the Historical Officer in preparation of major articles. Answer queries; prepare files; assist in Museum display work; maintain catalogue of equipment; address student groups on Post Office historical matters; interview departmental officers and members of the public to acquire information or items of historical value.

Qualifications: Good basic knowledge of Victorian history and geography an asset. Applicants should possess suitable writing ability and be able to address an audience. Typing ability would be advantageous.

Apply: W3

Engineering Division, Construction Branch

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Metropolitan Installation No. 2 (North) Section, Richmond

Duties: No. 104—Maintain Bin Tally Card records and process associated vouchers.

Note: Hours of duty 8 a.m. to 4.45 p.m.

Apply: W3

Metropolitan Operations Branch

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

Duties: Shift leader of an 18,000 line exchange comprising crossbar equipment.

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

Apply: W3

Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, City Operations Section, Melbourne

Apply: W3

Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Metropolitan Operations No. 1 (West) Section, Footscray

Apply: W3

Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Metropolitan Operations No. 2 (North West) Section, Brunswick

Apply: W3

Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Metropolitan Operations No. 4 (North East) Section, Hawthorn

Apply: W3

Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Metropolitan Operations No. 5 (East) Section, South Yarra

Apply: W3

Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Metropolitan Operations No. 7 (South) Section, Brighton

Duties: Nos 164 (Melbourne), 167 (Footscray), 170 (Brunswick), 174 (Hawthorn), 179 (South Yarra) and 185 (Brighton)—Senior Assistant to Officer in charge of Fault Dispatch Centre.

Qualifications above six positions: Ability to control and direct staff together with knowledge of engineering procedures desirable.

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

Apply: W3

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, City Operations Section, Melbourne

Apply: W3

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Metropolitan Operations No. 1 (West) Section, Footscray

Apply: W3

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Metropolitan Operations No. 2 (North West) Section, Brunswick

Apply: W3

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Metropolitan Operations No. 4 (North East) Section (two positions), Hawthorn

Apply: W3

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Metropolitan Operations No. 5 (East) Section, South Yarra

Apply: W3

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Metropolitan Operations No. 7 (South) Section (two positions), Brighton

Duties: Nos 165 (Melbourne), 168 (Footscray), 171 (Brunswick), 175 and 176 (Hawthorn), 180 (South Yarra) and 186 and 187 (Brighton)—Officer in charge of records. Co-ordinate the sub-section in regard to telephone order procedures and process the more complex orders where necessary.

Qualifications above eight positions: Ability to control and direct staff desirable.

Note above eight positions: Shift work may be involved.

Apply: W3

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Metropolitan Operations No. 1 (West) Section, Footscray

Apply: W3

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Metropolitan Operations No. 2 (North West) Section, Brunswick

Duties: Nos 169 (Footscray) and 172 (Brunswick)—Administrative assistant to Officer in charge of Fault Dispatch Centre.

Qualifications above two positions: Ability to attend to staff matters, particularly in relation to attendance, leave rosters, working reports, etc. together with knowledge of engineering procedures desirable.

Apply: W3

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

Apply: W3

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Metropolitan Operations No. 4 (North East) Section (two positions), Hawthorn

Apply: W3

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Metropolitan Operations No. 5 (East) Section, South Yarra

Apply: W3

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Metropolitan Operations No. 7 (South) Section (two positions), Brighton

Duties: No. 166 (Melbourne), 177 and 178 (Hawthorn), 181 (South Yarra) and 188 and 189 (Brighton)—Plotting assistant. Supervise day to day card room and dispatch activities.

Qualifications above six positions—Ability to provide neat and legible records desirable.

Note above eight positions: Shift work involved.

Apply: W3

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

Apply: W3

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

Duties: Nos. 160 (Glen Iris) and 256 (South Oakleigh)—Provide general clerical assistance to the Senior Telecommunications Technical Officer in charge of the Telephone exchange.

Note above two positions: Hours of duty 8 am to 5 pm.

Apply: W3

Metropolitan Branch

Senior Storeman \$5747-6005, Fourth Division, Metropolitan Operations No. 2 (North West) Section, Brunswick

Duties: 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: Knowledge of stores procedures desirable.

Apply: W3

Planning and Programming Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Transmission and Line Planning (Country) Section, Melbourne

Duties: No. 167—Records Assistant.

Apply: W3

Regional Operations Branch

Engineer, Class 2 \$10653-11796, Third Division, Non Exchange Services Co-ordination Section, Melbourne

Duties: No. 85—Oversight of field groups engaged on Datel Installation and maintenance and/or transmission measurements for the Non Exchange Service lines.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. A detailed knowledge of Datel services and of transmission aspects of Non Exchange services is desirable.

Apply: W3

Engineer, Class 2 \$10653-11796, Third Division, South East Central Section, Dandenong

Duties: No. 31—Under general direction, perform the usual professional engineering work and under technical supervision, perform professional work of a more novel, complex and/or critical type in relation to the activities concerning a Country Operations Section.

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

Apply: W3

Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Third or Fourth Division, South East Central Section, Cowes

Duties: Officer in charge of a country technicians district with an SXS exchange, RAX's, subscriber's equipment, long line and radio equipment.

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

Apply: W3

Lines Supervisor, Grade 3 \$8033, Third Division, Central Western Section, Gisborne

Apply: W3

Lines Supervisor, Grade 3 \$8033, Fourth Division, Gippsland Section, Wonthaggi

Duties above two positions: Area Supervisor.

Apply: W3

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Telegraphs and Data Section, Melbourne

Duties: No. 92—Maintain computer library and an inventory of computer parts and stationery supplies.

Apply: W3

Senior Storeman \$5747-6005, Fourth Division, Telegraphs and Data Section, Kensington

Duties: 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: Knowledge of stores procedures desirable.

Apply: W3

Support Services Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Industrial Engineering and Training Section (two positions), Hawthorn East

Duties: Nos 10, 11—General assistance to Instructional Staff and maintain records of Stage 1 and Stage 2 respectively of the Apprentice Telecommunications Tradesman School.

Apply: W3

**POSTMASTER-GENERAL'S DEPARTMENT—
continued****Postal Services Division, Post Offices Branch**

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Metropolitan Section, Melbourne

Duties: No. 46—Leave clerk. Prepare general correspondence on less complex matters. Provide general office assistance as necessary. Maintain postmen's leave records.

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

Apply: W3

Postal Clerk \$5662-6824, Fourth Division (five positions), Frankston, Kerang (relief), Oakleigh South, Orbost and St Kilda

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

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

Apply: W3

Telecommunications Division, Country Region

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

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

Qualifications: Sound knowledge of sales practices and procedures desirable.

In lieu of notification appearing in *Gazette* No. 73 of 5.9.74. Previous applicants must re-apply.

Apply: W3

Metropolitan Region, Sales Branch

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

Duties: No. 321—Examine more complex applications and requests from PABX customers and advise on appropriate facilities.

Qualifications: A sound knowledge of all current PABX systems and Sales Branch procedures is desirable.

Apply: W3

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Sales Advisory Section, Melbourne

Duties: No. 99—Maintain PABX records and statistical returns.

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

Apply: W3

Service Branch

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Main Trunk Exchange, Melbourne

Duties: No. 295—Paying Officer.

Apply: W3

Finance and Accounting Branch

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

Duties: No. 175—Team Leader, Staff Pay Group.

Apply: W3

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

Duties: No. 82—Relief Officer, Revenue Section.

Apply: W3

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

Duties: No. 177—Prepare overall reconciliation statement of deductions from salaries and wages.

Duties: No. 238—Assistant Team Leader, Staff Pay Group.

Duties: Nos 235, 236, 237—Checker, Staff Pay Group. Examine extra duty claims and Staff allowances. Check computations of salary and deduction variations.

Apply: W3

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

Duties: No. 25—Mark off Paymasters Cash Book cheques paid and returned by the Reserve Bank.

Duties: No. 180—Post allowances on draft pay-sheets.

Apply: W3

Supply Branch

Clerk \$9022-9777 (Class 5), Third Division, Stock Control and Accounting Section, Springvale

Duties: No. 175—Special Projects Officer.

Qualifications: Experience in Supply work desirable. Knowledge of Postmaster-General's Department materials and operations would be advantageous.

Apply: W3

Clerk \$6887-7764 (Class 2/3), Third Division, Stock Control and Accounting Section (three positions), Springvale

Duties: No. 115—Rejects Investigation Officer. Interpretation of ADP input and output data.

Qualifications: Knowledge of supply procedures with aptitude for ADP work is desirable.

Duties: No. 161—Assistant Purchasing Officer (Clothing).

Qualifications: Knowledge of purchasing procedures is desirable.

Note above position: Occupant must hold a current State Motor Drivers licence.

Duties: No. 164—Stock provisioner and expediter.

Qualifications: Knowledge of Supply Branch stock control procedures is desirable.

Apply: W3

Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Stock Control and Accounting Section, Springvale

Duties: No. 168—Officer in charge, pre-transcription and document processing.

Qualifications: Experience in material supply operations and knowledge of ADP procedures desirable. Ability to control staff essential.

Apply: W3

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Stock Control and Accounting Section (three positions), Springvale

Duties: No. 169—Requisitions Reconciliation Officer.

Qualifications: Knowledge of Supply Branch procedures desirable.

Duties: No. 170—Uniforms Liaison (all States) and Document Processing Officer.

Qualifications: Knowledge of Supply Branch procedures desirable and particular ability to expeditiously finalise inquiries with Requisitioning Officers essential.

Duties: No. 171—Control and verify input messages to DTU. Dispatch tapes to and receive and distribute output from DPC.

Qualifications: Knowledge of Supply Branch, DTU and DPC procedures desirable.

Apply: W3

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Stock Control and Accounting Section, Springvale

Duties: No. 173—Surplus and Recovered Materials Advices Officer.

Qualifications: Knowledge of Supply Branch procedures desirable.

Apply: W3

Senior Storeman \$5747-6005, Fourth Division (15 positions), Warehousing Section, Melbourne

Duties: 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: Knowledge of stores procedures desirable.

Apply: W3

QUEENSLAND

Engineering Division, Regional Operations Branch

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

Duties: No. 1309—Examinations and Certificates Clerk.

Apply: W4

*Technical Officer (Engineering), Grade 2 \$9085-9639, Third or Fourth Division, Radio Section (three positions), Bundaberg, Mackay, Mt Isa

Duties: Nos 1492, 1433, 1493—Responsible to the District Radio Inspector for the investigation of the more complex cases of interference to radio reception from Broadcasting, Television and Radio-communication stations; inspection of all types of radiocommunication stations licensed under the wireless Telegraphy Regulations; the conduct of practical examinations for all classes of Radio Operators Certificates of Proficiency and investigation of offences against the Wireless Telegraphy Act.

Qualifications above three positions—An approved technical college certificate or other approved qualifications and requisite experience. Possession of a Commercial Radio Operator's Certificate of Proficiency and television qualifications desirable.

Note above three positions: A current motor vehicle driver's licence is necessary.

District Allowance: Mackay Grade 1. Mt Isa Grade IV.

Apply: W4

Postal Services Division

Project Officer \$10029-10704 (Class 6), Third Division, Postal Planning Section, Brisbane

Duties: No. 10—Conduct research and complex studies into the traffic operations of the Postal Services Division and other matters affecting more than one Branch of the Division and recommend future courses of action.

Qualifications: Sound knowledge of Divisional activities, particularly the inter-related operations of the three Branches. A knowledge of statistics and mail circulation principles desirable.

Apply: W4

Mail Exchange Branch

Senior Postal Officer, Grade 1 \$7087-7651, Fourth Division, Brisbane

Duties: Take control of sectional activities in traffic areas of Mail Exchange Branch. Shift work involved.

Qualifications: Sound knowledge of Mail Exchange Branch procedures desirable.

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

Apply: W4

Post Offices Branch

Postmaster, Grade 4 \$10377-11131, Third Division, Everton Park

Apply: W4

Postmaster, Grade 3 \$9231-10091, Third Division, North Brisbane

Apply: W4

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

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

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

Apply: W4

Telecommunications Division, Metropolitan Region

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

Duties: No. 193—General clerical duties, Meter Complaints and Recovery Sub-section.

Qualifications: Knowledge of Service Branch procedures desirable.

Apply: W4

**POSTMASTER-GENERAL'S DEPARTMENT—
continued****Finance and Accounting Branch**

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

Duties: No. 145—Assist Paymaster with the payment of salaries and wages.

Duties: No. 135—Assistant Team Leader, Staff Pay Team.

Duties: No. 95—Check computations of variations in payments to Non-official Staff.

Duties: Nos 33, 124, 136, 137, 138—Compute and check Salaries and Wages variations, deductions variations and allowances claims.

Apply: W4

Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Finance Section, Brisbane

Duties: No. 143—Maintain Payments Control Register for payroll deductions.

Apply: W4

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

Duties: No. 96—Assistant Labour Abstract Officer.

Apply: W4

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

Duties: Nos 41, 142—Associate allowances with Salaries on draft pay sheets.

Apply: W4

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

Duties: No. 140—Reconciling Officer. Reconcile uncertified expenditure vouchers and control reconciliations relating to inter-office remittances. Defence Service Homes transactions and revenue collections.

Apply: W4

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Post Offices Accounting Section, Brisbane

Duties: No. 105—Sort and pair documents relating to revenue collections and remittances, and assist in the reconciliation of the relative ledger accounts.

Apply: W4

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

Duties: No. 261—Senior Credit Officer.

Apply: W4

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

Duties: No. 6—Credit Officer (Metropolitan).

Duties: No. 134—Banking Officer, Receiver of Public Moneys Sub-section.

Apply: W4

Personnel and Industrial Relations Branch

Clerk \$9022-9777 (Class 5), Third Division, Establishments and Management Advisory Services Section, Brisbane

Duties: No. 135—Investigate office machines proposals; prepare reports and recommendations; assist Methods Officer (Machines) in the more complex machine investigations.

Apply: W4

Clerk \$8015-8770 (Class 4), Third Division, Establishments and Management Advisory Services Section (two positions), Brisbane

Duties: No. 127—Forms Designer.

Qualifications: Knowledge of forms design, printing processes and accurate penmanship desirable.

Duties: No. 148—Conduct field and other investigations into establishment variation proposals and undertake special assignments as directed.

Qualifications: Knowledge of Departmental reorganisation and an aptitude for investigatory work desirable.

Apply: W4

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

Duties: No. 37—Assist the Industrial Officer in matters relating to application of conditions of service, rates of pay, allowances and other entitlements. Superannuation Board Liaison Officer.

Qualifications: Sound knowledge of Awards and Determinations relating to P.M.G. staff conditions and entitlements desirable.

Apply: W4

Clerk \$8015-8770 (Class 4), Third Division, Staffing and General Services Section, Brisbane

Duties: No. 180—Provide relief in the Establishments and Management Advisory Services Section.

Qualifications: General knowledge of the organisation and functions of the Department and an aptitude for investigatory work desirable.

Apply: W4

SOUTH AUSTRALIA**Engineering Division, Construction Branch**

Engineer, Class 2 \$9903-11046, Third Division, Country Installation Section, Adelaide

Duties: No. 1499—Circuit Standards Engineer. Responsible for examination and approval of circuits developed within the State. Carry out circuit design functions and act as consultant on circuit design methods and standards.

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

Apply: W5

NORTHERN TERRITORY

Engineering Division, Country Branch

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

Duties: No. 1233—Works Officer, Radio Australia. Perform duties associated with Engineering Works including project estimating, approval, distribution and completion and finalisation procedures. Assist with material, budgeting and supply activities.

District Allowance: Grade IV.

Taxation Allowance: Zone 'A'.

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

Apply: W5

WESTERN AUSTRALIA

Engineering Division, Metropolitan Operations Branch

Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Third or Fourth Division, City Operations Section (2 positions), Perth

Duties: Shift leader for a 12,000 continuously manned step by step Exchange with after hours responsibility for FDC and extended alarms within the metropolitan area and the Pinjarra Technicians District.

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

Note: Positions located at Head Office in Perth.

Apply: W6

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

Duties: In charge of Technicians District.

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

Apply: W6

Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Third or Fourth Division, Metropolitan Operations No. 2 Section, Armadale

Duties: In charge of Technicians District.

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

Apply: W6

Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Third or Fourth Division, Metropolitan Operations No. 2 Section, Medina

Duties: In charge of Technicians District.

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

Apply: W6

Country Branch

Clerk \$6887-7764 (Class 2/3), Third Division, Central Section, Head Office, Perth

Duties: No. 8990—Works Officer (Costing). Perform clerical work associated with Engineering Works Authorities.

Apply: W6

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Central Section, Head Office, Perth

Duties: No. 8994—Office work associated with stores, tool kits, pricing, accountable forms, telephone orders and public telephone cabinets.

Note: The above two positions may be transferred to the country at a later date.

Apply: W6

Cable Assigner \$6710, Fourth Division, North West Section, Head Office, Perth

Duties: Carry out any clerical work associated with the recording of details of subscribers telephone cables for North West district.

Qualifications: Knowledge of cable jointing procedures desirable.

Note: The locality of the above position is tentative pending determination of the actual location of the sectional headquarters.

Apply: W6

Support Services Branch

Supervising Draftsman \$10495-11059, Third or Fourth Division, Drafting Section, Perth

Duties: Control, co-ordinate and check the work of the Survey No. 2 Sub-section.

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

Apply: W6

Postal Services Division

Project Officer \$10029-10704 (Class 6), Third Division, Postal Planning Section, Head Office, Perth

Qualifications: Extensive experience in the Postal Services Division particularly in the mail handling functions desirable. Academic qualifications should be stated.

Apply: W6

Mail Exchange Branch

Senior Mail Officer \$6591-6824, Fourth Division, Traffic Section, Perth

Duties: Registration Section. The occupant will be required to rotate with other Senior Mail Officers in the section on checking, statistical and supervisory duties.

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

Apply: W6

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

Post Offices Branch

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

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

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

Apply: W6

Assistant Inspector \$9022-9777 (Class 5), Third Division, Geraldton

Duties: No. 3726—Control the clerical section of the District Postal Manager's office and prepare correspondence and reports for the signature of the District Postal Manager.

Apply: W6

Transport Branch

Assistant Transport Overseer \$5939, Fourth Division, Perth

Duties: Provide assistance to the Transport Overseer, Heavy Cartage Sub-section.

Qualifications: Knowledge of Transport Branch practices as applicable to cartage of heavy stores desirable.

Apply: W6

Telecommunications Division, Sales Branch

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Directory Sales and Meter Checks Section, Perth

Duties: No. 880—Preparation of Telephone Directory manuscript card advices to Advertising Contractor and maintain delivery records from telephone orders and cut over schedules.

Qualifications: Knowledge of Sales Branch Instructions and telephone order procedures as they relate to the Telephone Directory desirable.

Apply: W6

Country Region

Monitor \$6034-6381, Fourth Division, District Telephone Office, Bunbury

Qualifications: Applicants must be qualified as Monitor (Telephone).

Note: Shift duty involved.

Apply: W6

Finance and Accounting Branch

Clerk \$9022-9777 (Class 5), Third Division, Revenue Section, Perth

Duties: No. 290—Direct and control the work of the miscellaneous Postal and Telegraph Debtors Sub-section.

Apply: W6

TASMANIA

Postal Services Division, Post Offices Branch

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

Duties: No. 2.

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: W7

**DEPARTMENT OF THE PRIME
MINISTER AND CABINET**

CENTRAL OFFICE

Development Division, Regional Development Branch

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

Duties: No. 531—Provide general clerical assistance within the Branch.

Apply: Y1

**THE OFFICE OF THE PUBLIC SERVICE BOARD
CENTRAL OFFICE**

ADP Division, Management Information Branch

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Statistical Section (Operations), Canberra

Duties: No. 433—Code returns associated with the Continuous Record of Personnel and Surveys of Temporary and Exempt Employees. Critically examine returns for errors and inconsistencies and, where necessary, initiate query action with departments.

Apply: Y4

**OFFICE OF THE PRICES JUSTIFICATION
TRIBUNAL**

VICTORIA

Services Branch

Senior Programmer \$13224-13725 (Class 9), Third Division, Melbourne

Duties: NP—Provide system analysis, design, programming and processing support to multi-disciplinary teams. Undertake inquiries and negotiations with consultants and computer service bureaus.

Qualifications: Extensive experience in systems analysis and programming desirable. Experience in management information systems an advantage. Academic qualifications to be stated.

Apply: Y24

Secretary's Branch

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

Duties: No. 613—Assist with the preparation of notices and exemptions in implementation of the Tribunal's decisions as required.

Apply: Y24

AUDITOR-GENERAL'S OFFICE

CENTRAL OFFICE

Management Services Branch

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

Duties: No. 29—Salaries Clerk—Preparation of salary variation advices and maintenance of personnel records.

Apply: Y15

DEPARTMENT OF REPATRIATION AND COMPENSATION

CENTRAL OFFICE

Management Services Division, Insurance Branch

*Assistant Secretary \$17776, Second Division, Canberra

Duties: Control a group responsible for the development and implementation of Australian Government policies associated with the setting up of a Government Insurance Office.

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

Apply: Z1

NEW SOUTH WALES

Branch Office

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

Duties: No. 81—Receive and preliminary examine new claims for Service and Adequate Means of Support Pensions, supplementary assistance and allowances. Register claims and raise work record cards. Provide general clerical assistance to examining staff, attend to telephone inquiries and maintain statistics.

Qualifications: Knowledge of appropriate Pensions procedures an advantage.

Apply: Z2

Repatriation General Hospital

Rehabilitation Officer, Grade 2 \$10029-10704, Third Division, Administrative Services Section, Concord

Duties: No. 199—Exercise technical control of staff and direct the activities of the Rehabilitation Sections at the Branch Office and Institutions. Interview and advise patients in matters of rehabilitation.

Qualifications: University qualifications preferably in Psychology with an aptitude for Rehabilitation work and some experience in a related field desirable. A knowledge of the Repatriation Act and Regulations an advantage.

Apply: Z2

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

Duties: No. 84—Supply Officer. Manage the supply group. Investigate instances where goods supplied do not conform to specifications. Examine results of annual stocktakes and investigate discrepancies.

Qualifications: Proven supervisory ability. Sound knowledge of Treasury regulations, accounts procedures and stores keeping and stores holding requirements of a large institution desirable.

Apply: Z2

*Food Services Manager, Grade 5 \$9962-10819, Third or Fourth Division, General Services (Miscellaneous) Section, Concord

Duties: No. 71—Manage the planning, preparation and distribution of all meals for patients and staff at the hospital. Control all food services staff, revise and modify operating procedures and methods, participate in formulating estimates of provisions and finance for food service operations, assist in selecting tenderers for provisions and equipment. In conjunction with the Training Section develop appropriate training programmes.

Qualifications: Qualifications equivalent to diploma or certificate in catering and hotel management or other equivalent qualification in food service management desirable.

Apply: Z2

SOUTH AUSTRALIA

Repatriation General Hospital, Daw Park

*Medical Laboratory Technologist, Class 2 \$10465-11611, Third Division, Technical Services Section, Daw Park

Duties: No. 54—Control and manage the histopathology laboratory including the mortuary and the cytology section. Supervise and assist with the training of staff.

Qualifications: An appropriate degree or diploma in science, applied science or medical laboratory technology or equivalent qualifications.

Apply: Z5

WESTERN AUSTRALIA

Branch Office

Clerk \$9022-9777 (Class 5), Third Division, Personnel Section, Perth

Duties: No. 34—Industrial Officer. Maintain close liaison with representatives of industrial organisations and prepare reports. Continually review and report on variations in State Awards where common interests obtain. Prepare reports on matters which may cause industrial unrest. Executive Officer Safety and Uniform Committees and meetings with union representatives.

Qualifications: Extensive knowledge and experience in industrial matters.

Apply: Z6

TASMANIA

Repatriation General Hospital

*Matron, Grade 3 \$11120, Fourth Division, Nursing Services, Hobart

Duties: No. 1—Direct and co-ordinate the hospital nursing services.

Qualifications: Proven administrative ability and post-graduate nursing administration diploma desirable.

Apply: Z7

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

Senior Inspector \$13224-13725 (Class 9), Third Division, Establishments and Services Section, Canberra

Duties: NP—Develop improved systems for staff and establishment control within the Department to ensure that establishment and staffing reflect Departmental priorities and workloads.

Qualifications: Wide experience in establishments work and/or establishments control systems.

Apply: AA1

BUREAU OF METEOROLOGY**NEW SOUTH WALES****Regional Office**

Meteorologist, Class 2 \$10465-11611, Third Division, Applied Meteorology Section, Sydney

Duties: No. 156—Conduct research into the application of meteorological radar and maintain radar weather watch during special meteorological situations. Assist with other related research projects.

Qualifications: Appropriate degree or diploma with experience in the operation of radar equipment. Ability to undertake independent research.

Apply: AA5

VICTORIA**Regional Office**

Meteorologist, Class 2 \$10465-11611, Third Division, Forecasting and Warning Section, Melbourne

Duties: No. 82—Responsible for the provision of forecasts and warnings information and advice to the off-shore oil drilling and related industries in the Victorian Region using synoptic and meso-scale analyses and facilities.

Qualifications: Appropriate university degree or diploma. Experience in the provision of forecasting and warnings essential. Interest in maritime meteorology desirable.

Apply: AA6

DEPARTMENT OF SERVICES AND PROPERTY**CENTRAL OFFICE****Management Services Branch**

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

Duties: No. 786—Conduct audit investigations related to an allocated section of the audit program and submit reports on the results.

Qualifications: Experience in audit work. Progress in accountancy studies to be stated.

Apply: AC1

AUSTRALIAN ELECTORAL OFFICE**NEW SOUTH WALES**

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

Duties: No. 21—Examination and indexing of electoral claims, transfer notifications, etc.

Apply: AC10

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

*Social Worker, Class 2 \$9545-10310, Third Division, Campbelltown District Office, Campbelltown

Duties: No. 1673—Provide and develop a social casework and social group work service to persons resident in the District Office area. Undertake community work and liaise with community organisations.

Qualifications: An appropriate degree or diploma in social work/social studies or equivalent qualifications. Relevant experience desirable.

*This vacancy is open to persons both inside and outside the Australian Public Service.

Apply: AD2

*Social Worker, Class 2 \$9545-10310, Third Division, Mt Druitt District Office, Mt Druitt

Duties: No. 2023—Provide and develop a social casework and social group work service to persons resident in the District Office area. Undertake community work and liaise with community organisations.

Qualifications: An appropriate degree or diploma in social work/social studies or equivalent qualifications. Relevant experience desirable.

*This vacancy is open to persons both inside and outside the Australian Public Service.

Apply: AD2

VICTORIA**Management Branch**

*Instructor (Woodwork) \$6179-6808, Fourth Division, Rehabilitation and Services Section, Glen Waverley Rehabilitation Centre, Glen Waverley

Duties: No. 1278—Instructor. Responsible to the Senior Occupational Therapist for the treatment and assessment of the disabled, referred to the workshop for recovery and return to employment. Duties include planning of suitable projects, instructing and assisting rehabilitatees and reporting on relevant progress.

Qualifications: A qualified person with at least 5 years post-apprenticeship experience.

Apply: AD3

NORTHERN TERRITORY**Regional Office**

Social Worker, Class 2 \$9545-10310, Third Division, Darwin

Duties: Responsible for the provision and development of a Social Work Service to departmental beneficiaries and the maintenance of a liaison with local community and social agencies and the development of community initiatives.

Qualifications: An appropriate degree or diploma in Social Work or Social Studies, or equivalent qualifications.

District Allowance: Grade VII.

Apply: AD5

Social Worker, Class 2 \$9545-10310, Third Division,
Alice Springs

Duties: Responsible for the provision and development of a Social Work Service to departmental beneficiaries and the maintenance of a liaison with local community and social agencies and the development of community initiatives.

Qualifications: An appropriate degree or diploma in Social Work or Social Studies, or equivalent qualifications.

District Allowance: Grade IV.
Apply: AD5

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

Division No. 3, Policy Branch

Principal Project Officer \$15236-15739 (Class 11), Third Division, Canberra

Duties: No. 153—Work in a small team advising the Minister assisting the Prime Minister on policy issues of concern to the Government generally.

Qualifications: Tertiary qualifications desirable; capacity for practical analysis of policy issues essential.

Apply: AE1

VICTORIA

Australian Archives

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Repository Management Section, Processing Sub-section, Middle Brighton

Duties: No. 30—Carry out Processing Procedures required for the transfer of Records to Archives.

Apply: AE2

DEPARTMENT OF TRANSPORT

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Management Services Branch

Clerk \$10029-10704 (Class 6), Third Division, Finance Section, Urban Transport and Rail Transfers Sub-section, Canberra

Duties: No. 20—Assist with analysis investigation and review of financial aspects of projects, programmes and operational considerations in connection with urban transport systems and railway systems.

Qualifications: Related experience. Tertiary qualifications should be stated.

Apply: AH1

DEPARTMENT OF THE TREASURY

CENTRAL OFFICE

Management Services Branch

*Library Officer, Grade 2 \$7464-8163, Third Division, Finance and General Services Section, Library Sub-section, Canberra

Duties: No. 258: Directly supervise the operation of the technical services section of the library. Catalogue new services and monographs.

Qualifications: Experience in cataloguing essential.

Note: This is a temporary vacancy for approximately 12 months only.

Apply: A11

Accounting and Supply Division, Accounting Policy Branch

Senior Finance Officer, Grade 2 \$13224-13725 (Class 9), Third Division, Legislation and General Section, Legislation Sub-section, Canberra

Duties: No. 28—Control Legislation Sub-section. Review and recommend amendments to Audit Act and subsidiary legislation and directions.

Qualifications: Accountancy or equivalent qualifications desirable. Extensive experience in Treasury or Departmental accounting investigations at a senior level and ability to control team of investigators an advantage.

Apply: A11

General Financial and Economic Policy Division, Economic Branch

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

Duties: No. 28—Undertake or assist in the research and investigation work of the Division.

Qualifications: Degree in Economics, Commerce or Arts (Economics) preferably at first or second class honours level or higher degree, together with appropriate research experience.

Apply: A11

AUSTRALIAN BUREAU OF STATISTICS

AUSTRALIAN CAPITAL TERRITORY

Economics Accounts Division, National Accounts and Public Finance Branch

Supervisor \$13224-13725 (Class 9), Third Division, National Income and Expenditure Section, Investigation and Analysis Sub-section, Canberra

Duties: No. 16—Supervise all aspects of work in the Sub-section; direct development of new national accounting projects as required for economic and social policy purposes and for general use. Make recommendations regarding statistical policy in relation to these developments. Review concepts, definitions and classifications.

Qualifications: Honours degree in economics or other relevant subjects, post-graduate training and considerable statistical experience desirable.

Apply: A110

DEPARTMENT OF THE TREASURY—continued
Overseas Transactions Division, Foreign Investment
Branch

Assistant Supervisor \$12218-12721 (Class 8), Third Division, International Surveys Section, Balance of Payments Surveys, Canberra

Duties: No. 5—Supervise and direct the day-to-day work of the International Trade Credit Group. Conduct major investigations associated with the development of surveys of international trade credit. Ensure the reliability, consistency and timeliness of the statistics compiled. Liaise with users and suppliers of the statistics.

Qualifications: Appropriate academic qualifications desirable and extensive statistical experience.

Apply: A110

*Principal Research Officer \$12218-12721 (Class 8), Third Division, Overseas Participation Section, Canberra

Duties: No. 10—Control the day-to-day activities of a project team engaged in the study of Foreign ownership and control in a sector of the Australian Economy. Develop appropriate concepts and measures and undertake more complex investigations. Responsible for collection and analysis of information required for study.

Qualifications: Appropriate university degree and extensive statistical or other appropriate research experience.

Apply: A110

Index of addresses

- A1 The Secretary, Department of Aboriginal Affairs, P.O. Box 17, Woden, A.C.T. 2606
- A2 Department of Aboriginal Affairs, Box 5025, Darwin, N.T. 5794
- A5 The Regional Director, Department of Aboriginal Affairs, Guardian Royal Exchange Group Building, 50 Grenfell Street, Adelaide, S.A. 5000
- A6 The Director, Department of Aboriginal Affairs, 1st Floor, Willmar House, 600 Murray Street, West Perth, W.A. 6005
- D1 The Secretary, Attorney-General's Department, Canberra, A.C.T. 2600
- D2 The Administrative Officer, Attorney-General's Department, G.P.O. Box 4055, Sydney, N.S.W. 2001
- D3 The Administrative Officer, Attorney-General's Department, 99 Queen Street, Melbourne, Vic. 3000
- D4 The Administrative Officer, Attorney-General's Department, G.P.O. Box 14088, 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 14088, Brisbane, Qld 4001
- D16 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1362H, Adelaide, S.A. 5001
- D17 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box U1994, Perth, W.A. 6001
- D18 The Deputy Crown Solicitor, C.M.L. Building, 18 Elizabeth Street, Hobart, Tas. 7000
- D19 The Inspector-General in Bankruptcy, Attorney-General's Department, Canberra, A.C.T. 2600
- D20 The Commissioner of Police, Commonwealth Police Service, P.O. Box 339, Kingston, A.C.T. 2604
- D21 The Principal Registrar, Registry of the High Court of Australia, 450 Law Courts Place, Melbourne, Vic. 3000
- D22 The Industrial Registrar, 451 Little Bourke Street, Melbourne, Vic. 3000
- D23 The Chief Reporter, Commonwealth Reporting Service, 451 Little Bourke Street, Melbourne, Vic. 3000
- D24 The Commissioner of Trade Practices, 5th Floor, City Mutual Building, Hobart Place, Canberra City, A.C.T. 2601
- D25 The Principal Legal Officer, Registration Offices Branch, P.O. Box 1515, Canberra City, A.C.T. 2601
- D26 The First Parliamentary Counsel, Office of Parliamentary Counsel, Canberra, A.C.T. 2600
- D27 The Commissioner, Northern Territory Police, P.O. Box 63, Darwin, N.T. 5794
- E1 The Secretary, Department of the Capital Territory, P.O. Box 158, Canberra City, A.C.T. 2601. Attention: Assistant Secretary, Establishments
- F1 First Assistant Director, General, Management Services Division, Air Transport Group, Department of Transport, G.P.O. Box 18390, Melbourne, Vic. 3001
- F2 The Regional Director, Department of Transport, P.O. Box J93, Brickfield Hill, N.S.W. 2000
- F3 The Regional Director, Department of Transport, P.O. Box 1733P, Melbourne, Vic. 3001
- F4 The Regional Director, Department of Transport, P.O. Box 600, Fortitude Valley, Qld 4006
- F5 The Regional Director, Department of Transport, G.P.O. Box 2270, Adelaide, S.A. 5001
- F6 The Regional Director, Department of Transport, G.P.O. Box X2212, Perth, W.A. 6001
- F7 The Director, Civil Aviation Agency, P.O. 2087, Konedobu, P.N.G.
- G1 The Comptroller-General, Department of Customs and Excise, Canberra, A.C.T. 2600
- G2 The Collector of Customs, G.P.O. Box 8, Sydney, N.S.W. 2001
- G3 The Collector of Customs, 11 William Street, Melbourne, Vic. 3000
- G4 The Collector of Customs, G.P.O. Box 1464T, Brisbane, Qld 4001
- G5 The Collector of Customs, P.O. Box 50, Port Adelaide, S.A. 5015
- G6 The Collector of Customs, G.P.O. Box A9, Perth, W.A. 6001
- G7 The Collector of Customs, G.P.O. Box 148B, Hobart Tas. 7000
- G8 The Collector of Customs, P.O. Box 210, Darwin, N.T. 5794
- H1 The Secretary, Department of Defence, P.O. Box 33, Canberra, A.C.T. 2600
- H2 The Secretary, Department of Defence, 'A' Block, Victoria Barracks, St Kilda Road, Melbourne, Vic. 3004
- H3 Department of Defence, Area Finance Officer (Air), G.P.O. Box 4131, Sydney, N.S.W. 2001
- H4 The Chief Executive Officer (Air), Headquarters Support Command, R.A.A.F., Victoria Barracks, Melbourne, Vic. 3004
- H5 Department of Defence, Area Finance Officer (Air), P.O. Box 537, Fortitude Valley, Qld 4006
- H6 Department of Defence, Area Finance Officer (Air), London House, 214 St George's Terrace, Perth, W.A. 6000
- H7 Department of Defence, Regional Secretary (Army), N.S.W.
- H8 Department of Defence, Regional Secretary (Army), Vic.
- H9 Department of Defence, Regional Secretary (Army), Qld
- H10 Department of Defence, Regional Secretary (Army), S.A.
- H11 Department of Defence, Regional Secretary (Army), W.A.
- H12 Department of Defence, Regional Secretary (Army), Tas.
- H13 Force Secretary, Headquarters, P.N.G. Defence Force
- H14 Department of Defence, Deputy Assistant Secretary (Army Office), HQ ANZUK Support Group, Singapore
- H15 The Area Secretary, H.M.A. Naval Establishments, Garden Island, N.S.W. 2000
- H16 The Personnel Manager, H.M.A. Naval Dockyard, Garden Island, N.S.W. 2000
- H17 The Executive Officer, Victoria Administration, Department of Defence (Navy Office), Victoria Barracks, Melbourne, Vic. 3004
- H18 The Assistant Manager, H.M.A. Naval Dockyard, c/o Private Bag No. 4, P.O. Williamstown, Vic. 3016
- H19 The Civil Secretary and Accountant, Naval Staff Office, Edward Street, Brisbane, Qld 4000
- H20 The Civil Secretary and Accountant, Naval Staff Office, P.O. Box 58, Fremantle, W.A. 6160
- H21 The General Manager, H.M.A. Naval Dockyard, Nelson Place, Williamstown, Vic. 3016
- I1 The Secretary, Department of Education, P.O. Box 826, Woden, A.C.T. 2606
- I2 The Regional Director, Sydney Office, Department of Education, G.P.O. Box 3987, Sydney, N.S.W. 2001
- I3 The Regional Director, Melbourne Office, Department of Education, 450 St Kilda Road, Melbourne, Vic. 3000
- I4 The Regional Director, Brisbane Office, Department of Education, G.P.O. Box 5861, Brisbane, Qld 4001
- I5 The Regional Director, Adelaide Office, Department of Education, Red Cross House, 228 North Terrace, Adelaide, S.A. 5000
- I6 The Regional Director, Perth Office, Department of Education, P.O. Box 59, Nedlands, W.A. 6009
- I7 The Regional Director, Australian Department of Education, G.P.O. Box 1349-N, Hobart, Tas. 7001
- I8 The Director of Education, Department of Education, P.O. Box 4821, Darwin, N.T. 5794
- I9 The Secretary, Australian Universities Commission, Reserve Bank Building, London Circuit, Canberra City, A.C.T. 2601
- I10 The Secretary, Commission on Advanced Education, P.O. Box 1860, Canberra City, A.C.T. 2601
- J1 The Secretary, Department of the Environment and Conservation, P.O. Box 1937, Canberra City, A.C.T. 2601
- K1 The Director-General, Office of Australian Development Assistance Agency, P.O. Box 887, Canberra City, A.C.T. 2601
- K2 The Regional Director, Papua New Guinea Office, G.P.O. Box 4201, Sydney, N.S.W. 2001
- K3 The Registrar, International Training Institute, Middle Head Centre, Middle Head, Mosman, N.S.W. 2088
- K4 The Officer-in-charge, Australian Development Assistance Agency, P.O. Box 789, Fortitude Valley, Qld 4006
- L1 The Secretary, Department of Foreign Affairs, Canberra, A.C.T. 2600
- L2 The Regional Director, Department of Foreign Affairs, Flotta Lauro Building, 486 Bourke Street, Melbourne, Vic. 3000
- L3 The Regional Director, Department of Foreign Affairs, 18th Floor, Westfield Towers, 100 William Street, Sydney, N.S.W. 2001
- M1 The Director-General of Health, Department of Health, P.O. Box 100, Woden, A.C.T. 2606
- M2 The Director of Health, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- M3 The Director of Health, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- M4 The Director of Health, G.P.O. Box 567, Brisbane, Qld 4001
- M5 The Director of Health, G.P.O. Box 2219, Adelaide, S.A. 5001
- M6 The Director of Health, G.P.O. Box M970, Perth, W.A. 6001
- M7 The Director of Health, G.P.O. Box 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, G.P.O. Box 2817AA, Melbourne, Vic. 3001
- P2 The Director, Department of Labor and Immigration, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- P3 The Director, Department of Labor and Immigration, Princes Gate, 151 Flinders Street, Melbourne, Vic. 3000
- P4 The Director, Department of Labor and Immigration, G.P.O. Box 1382, Brisbane, Qld 4001
- P5 The Director, Department of Labor and Immigration, G.P.O. Box 2299, Adelaide, S.A. 5001
- P6 The Director, Department of Labor and Immigration, G.P.O. Box R1273, Perth, W.A. 6001
- P7 The Director, Department of Labor and Immigration, G.P.O. Box 585F, Hobart, Tas. 7001
- P8 The Officer-in-charge, Department of Labor and Immigration, P.O. Box 399, Canberra City, A.C.T. 2601
- Q1 The Secretary, Department of the Media, 153 Walker Street, North Sydney, N.S.W. 2060
- Q2 The First Assistant Secretary, Information Division, Department of the Media, G.P.O. Box 84, Canberra, A.C.T. 2600
- Q3 The Chairman, Australian Broadcasting Control Board, Marland House, 562-574 Bourke Street, Melbourne, Vic. 3000
- R1 The Secretary, Department of Minerals and Energy, Canberra, A.C.T. 2600
- T1 The Secretary, Department of Northern Development, P.O. Box 228, Civic Square, A.C.T. 2608
- U1 The Director, Establishments and ADP, Department of the Northern Territory, P.O. Box 231, Darwin, N.T. 5794 (by Airmail)
- V1 The Secretary, Department of Overseas Trade, Canberra, A.C.T. 2600
- V2 The Administrative Officer, Department of Overseas Trade, G.P.O. Box 7054, Sydney, N.S.W. 2000
- V3 The Assistant Director, Department of Overseas Trade, Private Bag, Post Office, South Yarra, Vic. 3141
- V4 The Regional Director, Department of Overseas Trade, 5th Floor, Government Centre, 292 Ann Street, Brisbane, Qld 4000
- V5 The Regional Director, Department of Overseas Trade, G.P.O. Box 477D, Adelaide, S.A. 5001
- V6 The Regional Director, Department of Overseas Trade, G.P.O. Box M967, Perth, W.A. 6001
- V7 The Regional Director, Department of Overseas Trade, 2nd Floor, M.L.C. Building, 65 Murray Street, Hobart, Tas. 7000
- W1 The Director-General of Posts and Telegraphs, Melbourne, Vic. 3000
- W2 The Director of Posts and Telegraphs, G.P.O. Box 6001, Sydney, N.S.W. 2001
- W3 The Director of Posts and Telegraphs, Melbourne, Vic. 3000
- W4 The Director of Posts and Telegraphs, Brisbane, Qld 4000
- W5 The Director of Posts and Telegraphs, Adelaide, S.A. 5000
- W6 The Director of Posts and Telegraphs, Perth, W.A. 6000
- W7 The Director of Posts and Telegraphs, Hobart, Tas. 7000
- X1 The Secretary, Department of Agriculture, Canberra, A.C.T. 2600
- X2 Regional Director, Department of Agriculture, 'Union Carbide House', 157-167 Liverpool Street, Sydney, N.S.W. 2000
- X3 Regional Director, Department of Agriculture, P.O. Box 2246U, Elizabeth Street, Melbourne, Vic. 3001
- X4 Regional Executive Officer, Department of Agriculture, G.P.O. Box 778, Brisbane, Qld 4001
- X5 Regional Executive Officer, Department of Agriculture, G.P.O. Box 2166, Adelaide, S.A. 5001
- X6 Regional Executive Officer, Department of Agriculture, G.P.O. Box M957, Perth, W.A. 6001
- X7 Regional Executive Officer, Department of Agriculture, G.P.O. Box 573F, Hobart, Tas. 7001
- Y1 The Secretary, Department of the Prime Minister and Cabinet, Canberra, A.C.T. 2600
- Y2 The Executive Officer, Australian Council for the Arts, P.O. Box 302, North Sydney, N.S.W. 2060
- Y4 The Secretary, Public Service Board, Canberra, A.C.T. 2600
- Y5 The Public Service Inspector, P.O. Box 391, Canberra City, A.C.T. 2601 Telegraph Code: COMPSI
- Y6 The Public Service Inspector, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000 Telegraph Code: COMPSI Telex: 21241
- Y7 The Public Service Inspector, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne Vic. 3000 Telegraph Code: PSBARB Telex: 30272
- Y8 The Public Service Inspector, G.P.O. Box 1063N, Brisbane, Qld 4001 Telegraph Code: COMPSI Telex: 41589
- Y9 The Public Service Inspector, G.P.O. Box 1167, Adelaide, S.A. 5001 Telegraph Code: COMPSI Telex: 82728
- Y10 The Public Service Inspector, G.P.O. Box P1238, Perth, W.A. 6001 Telegraph Code: COMPSI Telex: 92705
- Y11 The Public Service Inspector, G.P.O. Box 607F, Hobart, Tas. 7001 Telegraph Code: PSI Telex: 58118
- Y12 The Public Service Inspector, P.O. Box 1806, Darwin, N.T. 5794 Telegraph Code: SUBTRES Telex: 85014
- Y13 The First Assistant Commissioner (Arbitration), Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y14 The Australian Public Service Board Representative, P.O. Box 76, Port Moresby, P.N.G.
- Y15 The First Assistant Auditor-General, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y16 The Chief Auditor, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y17 The Chief Auditor, Auditor-General's Office, G.P.O. Box 24, Sydney, N.S.W. 2001
- Y18 The Chief Auditor, Auditor-General's Office, G.P.O. Box 1715, Melbourne, Vic. 3001
- Y19 The Chief Auditor, Auditor-General's Office, G.P.O. Box 1068, Brisbane, Qld 4001
- Y20 The Chief Auditor, Auditor-General's Office, G.P.O. Box 837, Adelaide, S.A. 5001
- Y21 The Chief Auditor, Auditor-General's Office, G.P.O. Box 1913, Perth, W.A. 6001
- Y22 The Chief Auditor, Auditor-General's Office, G.P.O. Box 415D, Hobart, Tas. 7001
- Y23 The Secretary, Office of the Industries Assistance Commission, P.O. Box 80, Canberra, A.C.T. 2600
- Y24 The Director, Office of the Prices Justification Tribunal, 10 Queens Road, Melbourne, Vic. 3004
- Z1 The Secretary, Repatriation and Compensation, Albe-Marle Building, Furzer Street, Phillip, A.C.T. 2606
- Z2 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 3994, Sydney, N.S.W. 2001
- Z3 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 87A, Melbourne, Vic. 3001
- Z4 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 651, Brisbane, Qld 4001
- Z5 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 1652, Adelaide, S.A. 5001
- Z6 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box F352, Perth, W.A. 6001
- Z7 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 481E, Hobart, Tas. 7001
- AA1 The Secretary, Department of Science, P.O. Box 449, Woden, A.C.T. 2606
- AA2 The Chairman, Metric Conversion Board, 18-24 Chandos Street, St Leonards, N.S.W. 2065
- AA3 The Director of Meteorology, Bureau of Meteorology, P.O. Box 1289K, Melbourne, Vic. 3001
- AA4 The Regional Director, Bureau of Meteorology, P.O. 797, Canberra City, A.C.T. 2601
- AA5 The Regional Director, Bureau of Meteorology, P.O. Box 413, Darlinghurst, N.S.W. 2010
- AA6 The Regional Director, Bureau of Meteorology, P.O. Box 1636W, 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 920W, 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 684, 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 9, 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 3560, Hobart, Tas. 7001
- AD8 The General Manager, Interim Executive, Office of the Australian Health Insurance Committee, P.O. Box 40, Woden, A.C.T. 2606
- AE1 The Secretary, Department of the Special Minister of State, Canberra, A.C.T. 2600
- AE2 The Director, Archives Office, Canberra, A.C.T. 2600
- AE3 The Director-General, National Library of Australia, Parkes, A.C.T. 2600
- AF1 The Secretary, Department of Manufacturing Industry, Canberra, A.C.T. 2600
- AF2 The Regional Director, Department of Manufacturing Industry, P.O. Box J1, Brickfield Hill, N.S.W. 2000
- AF3 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 2288U, Melbourne, Vic. 3001
- AF4 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 1391A, Brisbane, Qld 4001
- AF5 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 2339, Adelaide, S.A. 5001
- AF6 The Regional Director, Department of Manufacturing Industry, G.P.O. Box P1237, Perth, W.A. 6001
- AF7 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 771H, Hobart, Tas. 7001
- AF8 The Chief Superintendent, Aeronautical Research Laboratories, G.P.O. Box 4331, Melbourne, Vic. 3001
- AF9 The Chief Superintendent, Defence Standards Laboratories, P.O. Box 50, Ascot Vale, Vic. 3032
- AF10 The Manager, Stores and Transport Branch, Private Bag No. 6, P.O., Ascot Vale, Vic. 3032
- AF11 The Manager, Australian Government (Clothing) Factory, P.O. Box 175, Coburg, Vic. 3058
- AF12 The Manager, Explosives Factory, Private Bag No. 2, P.O., Ascot Vale, Vic. 3032
- AF13 The Manager, Albion Explosives Factory, Private Bag No. 2, P.O., Sunshine, Vic. 3020
- AF14 The Manager, Explosives Factory, Private Bag No. 8, P.O., Yarrowonga, Vic. 3032
- AF15 The Manager, Ordnance Factory, Private Bag No. 1, P.O., Ascot Vale, Vic. 3032
- AF16 The Manager, Ordnance Factory, P.O. Box 147, Bendigo, Vic. 3550
- AF17 The Manager, Central Drawing Office, Private Bag No. 5, P.O., Ascot Vale, Vic. 3032
- AF18 The Manager, Ammunition Factory, Private Bag No. 1, P.O., Footscray, Vic. 3011
- AF19 The Manager, Engine Works, P.O. Box 51, Port Melbourne, Vic. 3207
- AF20 The Personnel Manager, Government Aircraft Factories, Private Bag No. 4, Post Office, Port Melbourne, Vic. 3207
- AF21 The Director, Weapons Research Establishment, G.P.O. Box 2151, Adelaide, S.A. 5001
- AF22 The Manager, Defence Printing Establishment, P.O. Box 263, Brunswick, Vic. 3056
- AG1 The Secretary, Department of Tourism and Recreation, Box 264, Civic Square P.O., Canberra City, A.C.T. 2608
- AH1 The Assistant Secretary, Management Services Branch, Surface Transport Group, Department of Transport, P.O. Box 367, Canberra City, A.C.T. 2601
- AH2 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 308, 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 779E, Brisbane, Qld 4001
- AH5 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 1799, Adelaide, S.A. 5001
- AH6 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 7162, P.O., Cloisters Square, Perth, W.A. 6001
- AH7 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 854I, Hobart, Tas. 7001
- AH8 The Controller, Establishments Section, Surface Transport Group, Department of Transport, G.P.O. Box 2111S, Melbourne, Vic. 3001
- AI1 The Secretary, Department of the Treasury, Canberra, A.C.T. 2600
- AI2 The Director, Sub-Treasury, G.P.O. Box 2702, Sydney, N.S.W. 2001
- AI3 The Director, Sub-Treasury, G.P.O. Box 1926R, Melbourne, Vic. 3001
- AI4 The Director, Sub-Treasury, G.P.O. Box 158, Brisbane, Qld 4001
- AI5 The Director, Sub-Treasury, G.P.O. Box 1248, Adelaide, S.A. 5001
- AI6 The Director, Sub-Treasury, G.P.O. Box M937, Perth, W.A. 6001
- AI7 The Director, Sub-Treasury, G.P.O. Box 295C, Hobart, Tas. 7001
- AI8 The Director, Sub-Treasury, P.O. Box 3971, Darwin, N.T. 5790
- AI9 The Controller, Royal Australian Mint, Canberra, A.C.T. 2600
- AI10 The Commonwealth Statistician, Australian Bureau of Statistics, Canberra, A.C.T. 2600
- AI11 The Deputy Commonwealth Statistician, G.P.O. Box 796, Sydney, N.S.W. 2001
- AI12 The Deputy Commonwealth Statistician, G.P.O. Box 2796Y, 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 712G, 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>
DEPARTMENT OF DEFENCE—ARMY OFFICE			
AUSTRALIAN CAPITAL TERRITORY			
G. E. Tye 73/10832R	Clerk (Class 2/3), Third Division, Sydney	Clerk (Class 2/3), Third Division, Civil Personnel Section, Establishments Branch, Establishments and General Division, Central Office, Canberra (No. 41)	23.5.74
DEPARTMENT OF EDUCATION			
AUSTRALIAN CAPITAL TERRITORY			
D. R. Hawke 236-11103	Clerk (Class 4), Third Division, Australian Government and Retirement Benefits Office	Clerk (Class 4), Third Division, Schools Commission Secretariat, Liaison and Services Branch (No. 65)	7.3.74
NEW SOUTH WALES			
A. Holt 230-33884	Education Officer, Class 2, Third Division	Liaison Officer (Class 7), Third Division, Schools Commission, Sydney, (No. 79)	7.3.74
DEPARTMENT OF HEALTH			
NEW SOUTH WALES			
A. R. Eisenberg 236-57507	Technical Officer (Science), Grade 1 \$7052-8694, Third or Fourth Division, Department of Science	Technical Officer (Medical Laboratory) Grade 1, \$7052-8694, Third or Fourth Division, Pathology and Microbiology Sub-section, School of Public Health and Tropical Medicine, Sydney (No. 601)	4.4.74
DEPARTMENT OF OVERSEAS TRADE			
CENTRAL STAFF			
D. R. Sinclair 233-74072	Clerk \$9022-9777 (Class 5), Third Division, Department of Immigration, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Management Services Branch (No. 487)	25.7.74
POSTMASTER-GENERAL'S DEPARTMENT			
CENTRAL OFFICE			
R. P. Killey 59/60451R	Engineer Class 4, Third Division, Engineering Planning and Research Division	Engineer Class 4, Third Division, Engineering Planning and Research Division, Planning and Programming Sub-division, Transmission and Line Planning Branch, Performance Objections Section, Melbourne (No. 18)	11.7.74
NEW SOUTH WALES			
R. W. C. Carolan 59/32702W	Assistant Postal Officer, (Postal Clerk-in-training) Fourth Division, Postal Services Division, Strathfield	Clerical Assistant, Grade 4, Fourth Division, Postal Services Division, Post Offices Branch, Metropolitan Section, Metropolitan District No. 6, Sydney (No. 193)	4.4.74

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
R. J. Jepsen 59/28542K	Clerk (Class 6), Third Division, Finance and Accounting Branch, Sydney	Clerk (Class 6), Third Division, Finance and Accounting Branch, Revenue Section, Sydney (No. 114)	13.6.74
T. J. Cowell 68/22521A	Assistant Inspector, (Class 5), Third Division, unattached	Assistant Inspector, (Class 5) Third Division, Postal Services Division, Post Offices Branch, Country (South) Section, Wollongong (No. 131)	1.8.74
QUEENSLAND			
R. A. W. McCann 59/21369G	Clerk Class 2/3, Third Division, Postal Services Division	Clerk Class 2/3, Third Division, Postal Services Division, Post Offices Branch, Brisbane (No. 6)	11.7.74
C. Whitecross 59/22458R	Postmaster Grade 4, Third Division, Everton Park	Postmaster Grade 4, Third Division, Postal Services Division, Post Offices Branch, Redcliffe	1.8.74
NORTHERN TERRITORY			
A. Gwiazda 64/70369C	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Casuarina (1966)	26.9.74
WESTERN AUSTRALIA			
A. C. Martin 68/78325M	Postal Clerk, Fourth Division, Postal Services Division	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Kalgoorlie (Relief)	8.8.74
DEPARTMENT OF REPATRIATION AND COMPENSATION			
WESTERN AUSTRALIA			
P. B. Hayes 58/35556X	Clerk (Class 5), Third Division, Department of Repatriation and Compensation, Perth	Clerk (Class 5), Third Division, Personnel and Office Services, Repatriation General Hospital, Hollywood (No. 24)	18.4.74
DEPARTMENT OF SCIENCE			
BUREAU OF METEOROLOGY			
VICTORIA			
B. T. Shields 66/38395X	Meteorologist, Class 2, Facilities Section, Regional Office, Melbourne	Meteorologist, Class 2, Regional Forecast Centre, Regional Office (No. 34)	11.4.74

PROMOTIONS

Corrigenda—provisional promotions

The undermentioned provisional promotions notified on the dates and page numbers indicated, have been amended as follows:

DEPARTMENT OF AGRICULTURE

CENTRAL OFFICE

C. Powell, 19.9.74 (p. 52) Designation promoted from should read 'Research Officer, Grade 2'.

R. H. Blanks, 19.9.74 (p. 52) Designation promoted from should read 'Research Officer, Grade 2'.

DEPARTMENT OF DEFENCE—AIR OFFICE

NEW SOUTH WALES

R. G. McKeirnan, 12.9.74 (p. 80) Surname should read McKiernan.

U. E. Ratcliff, 12.9.74 (p. 81) Surname should read Ratliff.

WESTERN AUSTRALIA

G. H. Vardy, 12.9.74 (p. 93) Position promoted to should read 'Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third Division, W.A. Field Office, Perth (No. 1)'.

J. W. Morgan, 12.9.74 (p. 94) Personnel number should read 62/75271P.

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

C. J. Christina, 19.9.74 (p. 48) Surname should read Cristina.

NEW SOUTH WALES

W. H. R. Boyce, 12.9.74 (p. 96) Personnel No. should read 58/37927R.

VICTORIA

L. K. McMullin, 5.9.74 (p. 53) Withdrawn.

G. R. Hosak, 5.9.74 (p. 54) Surname should read Husak.

DEPARTMENT OF EDUCATION

VICTORIA

R. K. Walker, 8.8.74 (p. 59) Lapsed.

NORTHERN TERRITORY

V. F. Brooks, 22.8.74 (p. 76) Promoted from should include 'Department of Health, Darwin.'

M. P. Lewis, 22.8.74 (p. 75) Withdrawn.

DEPARTMENT OF HEALTH

QUEENSLAND

S. Beevers, 29.8.74 (p. 94) Lapsed.

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

D. J. Jess, 22.8.74 (p. 80) Position No. should read 418.

AUSTRALIAN CAPITAL TERRITORY

G. Ozols, 1.8.74 (p. 71) Withdrawn.

DEPARTMENT OF LABOR AND IMMIGRATION VICTORIA

R. C. Kenshole, 4.4.74 (p. 57) Withdrawn.

DEPARTMENT OF MANUFACTURING INDUSTRY

VICTORIA

G. J. Dalton, 22.8.74 (p. 85) Promotion should read 'vice T. N. Burke, prov. prom. 18.7.74.

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

T. M. Whitlock, 1.8.74 (p. 80) Delete vice K. Wu, prov. prom. 1.8.74.

M. B. O'Donohue, 5.9.74 (p. 69) Name should read M. B. O'Donohue.

H. M. Call, 5.9.74 (p. 70) Should read vice prov. prom.

L. P. Mau 11.7.74 (No. 137).

POSTMASTER-GENERAL'S DEPARTMENT

NEW SOUTH WALES

R. H. Thomson, 8.2.73 (p. 112) Withdrawn—lapsed.

R. H. Thomson, 22.8.74 (p. 59) Confirmation withdrawn.

C. Kennedy, 16.5.74 (p. 105) Withdrawn—lapsed.

VICTORIA

B. R. Kreuger, 8.8.74 (p. 78) Initials should read

B. H. R., surname Kruger.

QUEENSLAND

M. J. Borger, 5.9.74 (p. 90) Position promoted from should read 'Postal Clerk \$5662-6824, Third Division, St George'. Position promoted to should read 'Senior Postal Clerk, Grade 1 \$7087-7651, Third Division, St George.'

TASMANIA

M. Gergely, 15.8.74 (p. 96) Lapsed.

D. J. McCarthy, 12.9.74 (p. 147) Position promoted from should be 'Assessor, Grade 3 \$8015-8770 (Class 4)'.

P. T. Prendergast, 12.9.74 (p. 148) Cause of vacancy should be 'vice I. C. Wade, prov. prom. 29.8.74'.

DEPARTMENT OF SCIENCE

Bureau of Meteorology

HEAD OFFICE

M. R. Stock, 12.9.74 Promoted from should read 'Department of Social Security'.

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL OFFICE

R. B. Rohrlach, 29.8.74 (p. 123) Lapsed.

DEPARTMENT OF SOCIAL SECURITY

CENTRAL OFFICE

V. J. Bourke, 6.6.74 (p. 123) Lapsed.

DEPARTMENT OF TRANSPORT—SURFACE TRANSPORT GROUP

CENTRAL OFFICE

A. J. Bailey, 25.7.74 (p. 117) Cancelled.

DEPARTMENT OF THE TREASURY**Australian Taxation Office****VICTORIA**

R. B. Kabak, 15.8.74 (p. 119) Lapsed.
P. B. Capicchiano, 15.8.74 (p. 119) Lapsed.
K. J. Beare, 15.8.74 (p. 120) Lapsed.

Confirmation of provisional promotions

The following provisional promotions, notified on the dates indicated, have been confirmed:

DEPARTMENT OF AGRICULTURE

P. L. Dunlevie, 22.8.74; T. D. Elliott, P. A. Westerman, S. M. Taylor, I. R. Munro, T. A. Stehr, I. J. McArthur, S. T. De Smet, 29.8.74.

ATTORNEY-GENERAL'S DEPARTMENT

P. A. Bradley, C. E. Miles, 4.4.74; B. D. Macumber, 27.6.74; P. W. Davidson, 15.8.74; W. P. Johnston, K. A. Byrne, D. A. B. Hokin, B. J. Harding, J. C. Conje, I. P. Cork, R. A. Kinter, L. F. E. Miels, O. J. Trainer, 22.8.74.

Office of the Commissioner of Trade Practices

F. M. Parish, 22.8.74; M. J. Doerner, 29.8.74.

DEPARTMENT OF THE CAPITAL TERRITORY

L. C. Pearmain, 21.3.74; S. R. Brown, S. J. Finn, 9.5.74; P. J. Litchfield, 16.5.74; M. I. Millar, 23.5.74; J. E. Crosby, 13.6.74; M. A. Kepars, M. H. Mooney, 29.8.74.

DEPARTMENT OF CUSTOMS AND EXCISE

S. D. Baxter, 21.2.74; E. L. Goddard, B. B. Cotis, E. J. Sams, J. Farmakidis, G. D. Coles, E. G. Whitlam, F. H. Wilder, P. M. Hutchen, M. T. McGoldrick, R. G. Steen, D. R. Wellings, D. Edouard, E. M. Dent, M. J. Chester, R. Asbury, A. P. Manefield, L. J. Glynn, K. L. Harkins, E. M. Brabin, C. P. O'Brien, C. G. Anderson, 15.8.74.

DEPARTMENT OF DEFENCE

A. R. Lombardi, 15.8.74; E. B. Ellis, M. Popp, B. M. Barrie, C. W. Rose, C. J. Oates, A. C. Dillon, 29.8.74.

DEPARTMENT OF DEFENCE—AIR OFFICE

M. J. Hindmarsh, 18.4.74; S. Norton, 2.5.74; K. G. Brent, P. V. Cain, 6.6.74; N. G. Beazley, 15.8.74; J. E. Williams, 29.8.74.

DEPARTMENT OF DEFENCE—ARMY OFFICE

P. J. Jacquemin, 30.5.74; R. B. Leslie, 4.7.74; J. A. Hollow, 8.8.74; M. E. O'Connor, K. R. Sattler, B. J. Thompson, G. D. Webb, B. N. Rohrlach, A. Bennett, P. G. Innes, G. J. Robinson, E. A. Henderson, S. L. Barker, L. Neeld, R. Hrabe, G. Oracz, R. A. Main, C. M. Hoskins, A. J. Kennedy, P. W. Peacock, 15.8.74; R. J. Baker, K. F. Tardent, B. A. Barr, 29.8.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

J. R. McAvoy, 23.5.74; D. H. Uren, H. Lynch, 30.5.74; W. F. Sheahan, A. C. Rosier, 15.8.74; L. M. Van Horn, A. F. Gillespie, M. E. Magi, 29.8.74.

DEPARTMENT OF EDUCATION

M. J. Crute, A. M. Dwyer, 18.7.74; M. E. Mason, N. R. Benson, 8.8.74; I. V. James, T. Fong, R. N. Wilson, J. F. Sebire, V. C. Cowan, J. B. Francis, P. J. McMahon, M. I. Webster, C. A. McIntyre, V. F. Brooks, G. K. Quan, I. Hughes, M. Chalker, V. Goryachev, M. W. Carrier, 22.8.74; J. M. Le Faucheur, K. A. Shepherd, D. J. Thompson, T. Russo, D. M. Gamble, L. J. Smith, V. M. Ohlmus, C. M. Jones, P. J. Mathews, J. C. Hughes, W. L. Daniels, 29.8.74.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

G. J. McAlpine, M. E. Lester, R. L. Holesgrove, W. A. Nicholls, M. Hyman, 29.8.74.

DEPARTMENT OF FOREIGN AFFAIRS**Office of the Australian Development Assistance Agency**

J. M. Filler, 4.7.74.

DEPARTMENT OF HEALTH

A. M. Kemp, 4.7.74; J. H. Maybury, 8.8.74; R. Lyne, S. A. Hayes, P. A. Lines, D. J. Matrljan, K. E. E. Penrose, J. C. Hodge, E. C. Kelly, H. T. Mitchell, G. L. Rayner, J. Gardiner, K. J. Van Epen, K. A. Petrie, J. S. Roberts, J. Tandy, L. E. Cornish, M. M. Raedel, G. M. Goodwin, A. E. Stansfield, E. P. Mortimer, H. B. Guild, L. D. Cramp, M. Degiorgio, 15.8.74; J. Halabut, C. M. Penny, 22.8.74; I. Scott, M. N. Frost, G. E. Stokes, 29.8.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

B. J. Kyriakidis, 16.5.74; G. A. Barber, 13.6.74; T. G. Heydon, 20.6.74; D. J. Inglis, P. D. Aitken, J. W. D'Alton, 11.7.74; K. J. Fennell, 18.7.74; G. A. C. Johnson, 8.8.74; B. J. Boyce, N. K. Bracken, R. J. Torrington, N. Harjos, T. L. Lawrence, I. Freijs, H. R. Bunney, J. Daher, G. R. Malpass, M. E. Walters, S. E. Read, B. D. Schmidt, N. R. Bayliss, R. J. Cooper, B. E. Bengough, B. J. Boyce, G. J. Buntine, B. A. Currey, 15.8.74; A. Sharan; I. J. Haupt, L. M. Smith, W. D. Hamilton, T. M. Grant, G. F. Holloway, A. Prostimo, 22.8.74.

DEPARTMENT OF LABOR AND IMMIGRATION

A. B. Prendergast, 23.5.74; R. N. Smith, S. P. Thomsinson, 30.5.74; S. L. Walsh, J. Sheard, 6.6.74; B. P. Dorizzi, R. Ferdinands, F. G. Bourke, N. M. Seba, P. A. Bromley, 27.6.74; P. Pejkoivic, 18.7.74; D. A. Lowther, 25.7.74; J. D. Fox, M. M. Dobber, W. J. Shearman, R. J. Smith, 1.8.74; B. J. Long, S. M. Kidd, E. W. Rowe, 15.8.74; M. Ling, M. S. Sharpe, C. M. Willes, J. M. Reardon, M. M. Smink, R. W. Richardson, 22.8.74.

DEPARTMENT OF MANUFACTURING INDUSTRY

J. R. Veal, 11.7.74; J. I. Grantham, 18.7.74; S. A. Smith, 25.7.74; B. J. Domigan, M. L. Todd, N. Brewster, P. M. Griffin, B. P. Wong Yon San, A. Scargill, J. W. Clifford, M. J. Lee, G. M. Lawson, J. A. Dunlop, G. C. Watson, F. M. Graham, C. Ritchie, 15.8.74; R. H. Williams, J. T. McGuire, C. P. Weatherill, R. J. Hewitt, K. M. O'Brien, 29.8.74.

DEPARTMENT OF THE MEDIA

Information Division, Australian Government Publishing Service
R. Sliwka, 16.5.74.

Australian Broadcasting Control Board

N. L. Donnelly, 28.2.74; K. R. Robertson, S. P. Little, I. M. Melvin, 8.8.74.

DEPARTMENT OF MINERALS AND ENERGY

I. P. Bigg, M. Riddell, E. Petrushevski, M. O'Connor, 29.8.74.

DEPARTMENT OF NORTHERN DEVELOPMENT

A. H. Rhynehart, 29.8.74.

DEPARTMENT OF THE NORTHERN TERRITORY

G. G. Sealy, L. M. Haskins, J. T. Mulcahy, D. R. A. Pullin, 15.8.74.

DEPARTMENT OF OVERSEAS TRADE

H. A. Collard, L. J. Strano, 11.7.74; B. D. Graham, K. E. Bailey, S. I. Soletti, 1.8.74; E. Stachow, P. J. Strauch, J. T. Baker, U. Buckley, 29.8.74.

POSTMASTER-GENERAL'S DEPARTMENT

J. R. Carpenter, N. Nassif, L. H. Spence, 6.6.74; D. A. Forster, A. N. Kessey, 13.6.74; D. J. Clements, J. Yeatman, D. A. Burrows, T. A. Ford, R. Sheppard, 27.6.74; J. E. Cavanagh, D. E. Bresner, K. N. Martin, R. J. Douglas, 4.7.74; B. E. Slee, D. Radcliffe, K. J. Carr, M. C. Plant, N. M. Sandstrom, V. N. Bradley, I. W. MacQueen, E. C. Kath, J. E. Schrodter, B. E. Cannon, D. S. Stirling, N. J. Birks, H. E. Wilshire, B. H. Sanders, B. E. Webber, D. J. Hoge, 1.8.74; M. M. P. Bertani, E. Butson, C. E. Joyce, A. W. Ferguson, J. B. Dunkley, D. J. Twyford, M. P. Goldup, S. J. Chadwick, S. N. Bolt, 8.8.74; S. T. Kirilow, M. C. Common, B. E. Stephenson, R. Hodgson, M. V. Basaraba, P. J. Curley, B. M. Hellis, J. A. Abela, S. C. Allas, N. Apostolopoulos, M. E. Bajada, H. W. E. Bartels, Z. Bradilovich, D. R. Brito, C. Farrugia, S. J. Fenech, J. W. Gibson, W. B. Grech, G. M. Guergues, G. R. A. Guneratne, M. A. M. Haggag, R. D. Hudson, G. Khoury, C. M. Daborn, R. J. Vandervalk, J. A. Gardner, E. A. Grace, P. T. Jones, G. Lancuba, M. K. Lawton, M. E. M. Le Barry, A. V. Marzin, J. Megally, M. A. Mitchell, R. G. Monty, F. Papanastasiou, H. J. Peters, A. L. Phillips, C. Pizzuto, T. Psanoudakis, J. Purins, D. J. Quirke, J. E. P. Rades, I. Seifen, J. A. Quinton, L. J. Siddle, D. Taylor, W. T. F. Shillington, A. Soliman, M. Svozil, G. J. Warner, R. A. Hoare, J. A. Houston, L. S. Scott, A. P. Dike, A. J. Quinlan, G. F. Robertson, F. Robinson, P. M. Smith, B. J. Phelan, A. M. R. Stock, P. J. Walker, E. Zanier, W. J. Hill, B. T. A. Adams, J. K. Hemsley, D. S. Kirwan, M. M. Cornwell, F. W. Barney, M. J. McK. Kirkwood, B. C. Murphy, R. W. Cotter, E. K. Ashpole, S. E. Ogden, W. A. Hislop, R. W. Farrell, E. A. Hayes, K. L. Jessop, W. J. Fleming, N. C. Sutton, G. R. Parkes, B. F. Matthews, P. G. Foster, H. F. T. Whitaker, C. Sambrook, W. C. Judd, E. O'Brien, W. D. Morgan, C. J. Pearson, B. A. Harrison, R. J. Fisher, L. L. Speer, J. J. Casey, M. P. Buckingham, P. Keats, P. Swanson, S. J. Hillier, P. L. Maher, J. A. McPherson, 15.8.74; W. J. Jeffrey, T. H. Goyns, J. L. Hale, F. Cernaz, K. M. Bergin, J. E. Saltmarsh, G. A. Smith, G. F. Heron, H. C. Alger, G. L. Hepburn, A. H. Fellows, D. J. Pattison, G. J. Armel, G. Caminiti, T. H. Cruddis, R. M. Hughes, S. Hussein, J. E. Ithier, E. Kirby, L. Klingenspor, J. F. Leclair, M. G. L. Neamuthkan, K. Powell, G. Randich, D. A. Rode, M. J. B. St Mart, D. A. Foote, G. R. Edwards, M. A. Holt, N. M. Paton, P. J. Roden, R. C. Fuller, J. Banks, R. B. Dalton, P. M. Keighley-Gerardy, B. J. Carr, H.

Blade, J. D. Turner, 22.8.74; M. J. Belgrove, B. Machonachie, K. G. Abbott, D. Caporn, M. J. DeNicodis, D. C. Lewis, R. I. Boyes, B. G. Newnham, W. E. Woodhams, L. K. Hogben, N. E. Cazulino, G. A. Dale, F. G. McDonnell, L. A. Hore, W. J. Gibson, P. F. Smith, L. A. Scanlan, L. P. Trigwell, W. T. Davey, G. R. Harrison, A. H. Van Der Sanden, A. F. Mead, D. J. Miller, J. F. McDonald, K. R. Barnett, B. R. Perkins, A. J. Evans, D. J. Barnes, T. D. Pearce, C. J. Hadfield, J. F. Gregory, E. L. Willis, A. R. Tomich, G. J. May, R. J. McCachney, G. J. Bousfield, G. F. Woolley, R. J. Beelitz, G. D. Ogg, B. G. Dwyer, A. R. Tayler, R. J. De Vene, E. A. Forrest, R. K. Limpus, G. J. Pearce, G. R. Harris, R. W. Bouwer, K. J. Appelbee, G. Duhig, S. P. McGinnity, K. O. Rule, W. R. Barratt, P. Baker, J. D. Barbas, C. E. Pilgrim, I. R. Walker, R. K. Heaton, N. Grundy, P. L. Jackman, J. R. Sinclair, P. J. Groves, P. F. Edmondson, A. J. Costarella, P. J. Wighton, W. L. Stevens, 31.1.74; K. G. Maxwell, 28.3.74; M. M. Evans, H. C. Alger, R. J. Marnell, D. H. Chard, K. L. Fothergill, T. M. Norris, G. H. Allen, D. Moore, T. G. Jack, P. R. Heydon, 4.4.74; E. E. Smart, K. A. McKay, 24.4.74; A. N. Atkin, M. Schulza, M. R. Ware, H. H. G. Preuss, 2.5.74; T. J. Andersen, W. A. Lewis, 16.5.74; J. G. Mennie, R. W. Mooney, E. J. Boyd, A. W. Jarman, B. P. Cross, L. A. Hunt, J. V. Littlewood, P. F. Shields, J. E. Thomas, J. P. Mooney, B. T. Euhus, 23.5.74; J. D. Rowell, J. Wilson, C. R. Faulkner, J. R. McCann, J. R. Mowatt, J. Schuurman, 30.5.74.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

A. M. Woolley, C. Sereda, 29.8.74.

The Office of the Public Service Board

P. A. E. McCormick, 22.8.74; B. F. Flavell, J. B. Goodacre, F. E. Cowell, J. F. Davies, S. A. Baxter, 29.8.74.

Office of the Industries Assistance Commission

M. C. Smith, 18.7.74; K. J. Aldred, 15.8.74.

Auditor-General's Office

M. P. Garnett, C. G. Struben, R. T. Turner, 27.6.74; N. J. Ottley, 8.8.74.

DEPARTMENT OF REPATRIATION AND COMPENSATION

D. E. Whiteford, 21.3.74; D. L. Phillips, 30.5.74; R. D. J. Norman, W. G. Hirn, F. J. Byrne, H. Kristaly, C. M. Davis, R. J. Ellis, M. J. Barker, 4.7.74; L. E. Bergemann, A. Martinelli, J. M. Long, 8.8.74; H. Shum, S. M. Wilson, J. E. Brotherson, R. N. Roestenburg, H. McKinley, V. Jeffrey, W. G. Frater, J. White, J. J. Brain, G. E. Bradley, 15.8.74; H. S. Saxon, D. L. Hipwood, R. A. H. Dudley, R. Ridd, E. M. Adriaanse, D. E. Whitford, 22.8.74; G. N. Vance, 11.9.74.

DEPARTMENT OF SCIENCE

J. W. Nicholas, D. A. Hamilton, 17.1.74; J. L. Pollard, 18.7.74; D. Constanti, L. R. Guillard, W. D. Joy, C. Panagiotidou, 15.8.74; N. N. Brazil, 29.8.74.

DEPARTMENT OF SERVICES AND PROPERTY

P. A. Lawler, N. J. Plumb, P. A. McKee, C. R. Grove, 4.7.74; C. Channing, D. K. Wilkins, 29.8.74.

DEPARTMENT OF SOCIAL SECURITY

G. G. Royal, 24.4.74; M. C. Bonner, R. O'Neill, 6.6.74; S. Arena, 13.6.74; R. P. Grant, 20.6.74; V. C. Dennis, L. J. Greenwood, 25.7.74; F. E. Brown,

R. W. Roberts, W. N. Clarke, 8.8.74; P. R. Gulley, G. J. Hudson, C. S. Goldberg, W. H. Barallon, P. J. Ryan, D. S. Crawford, C. Carroll, J. R. Tuyau, M. H. Kanyaro, M. Kitaev, J. F. Murphy, M. A. Chadban, C. M. Saminaden, C. A. Anstiss, B. A. Sheridan, J. W. Angelo, J. A. Harris, P. D. Xuereb, K. M. Foley, L. A. Etherden, M. P. Stapelfeldt, W. D. Mitchell, N. L. Wilmot, W. F. Riley, M. R. Greene, E. G. Evans, F. J. Flood, G. R. Blackburn, I. D. Knight, J. L. Bruce, P. A. Brann, C. T. Unitt, D. W. Horsfall, S. A. Haughey, T. H. Dempster, M. A. Kerecz, P. E. Lawrence, C. S. Hancock, M. O. Imbert, C. G. Nicole, R. D. Read, I. R. Wagner, R. J. Hartney, K. S. Broderick, N. Latham, R. A. K. Jean, J. Goodenough, A. Jones, R. V. Cutrupi, M. L. Jestin, M. J. J. Saminaden, L. W. Skidmore, M. S. Albert, M. M. Kerr, N. G. Stampalia, R. A. Lerman, D. R. Lewis, W. G. Hunt, J. C. Maya, G. A. Irwin, C. Xuereb, D. M. Taylor, B. F. McGrane, J. Bridgeman, J. G. McQuinn, M. H. Fliedner, J. L. Miller, K. C. Minter, G. Feebrey, B. M. Kennedy, R. R. Cheshire, R. L. Sheather, K. T. D. Hitchen, M. G. Hardy, F. Arnott, M. E. Oakman, D. J. Pyne, B. I. Watson, M. Garvey, G. J. Sallis, M. P. Severino, S. D. Mahoney, J. B. Bonarius, B. Knight, V. Earing, C. G. Dunshea, R. E. Green, E. Wells, 15.8.74; A. E. Garske, 22.8.74.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

National Library of Australia

E. Bannon, J. Briedis, B. Nicholson, G. Schwab, B. A. Sullivan, F. Wooster, 22.8.74.

DEPARTMENT OF TRANSPORT

H. Dodemaide, 8.8.74.

Air Transport Group

R. S. Harfey, 10.1.74; J. Myatt, 16.5.74; T. E. Rehn, 6.6.74; K. W. Parkin, 20.6.74; D. J. Lofthouse, G. E. Walters, 11.7.74; E. F. Conran, P. A. Fern, 1.8.74; C. A. Helm, M. C. Johnstone, T. I. O'Day, E. J. Osmond, O. J. Zomaya, 8.8.74; I. G. Gillies, E. F. Harrington, H. McGowan, M. L. S. Montgomery, N. F. Scheurer, N. F. Watkins, J. A. Weatherhead, 15.8.74.

Surface Transport Group

Z. Jovicic, 23.5.74; S. R. Thomson, 6.6.74; D. H. Barnard, 11.7.74; K. J. Churchill, 15.8.74; A. J. Storry, R. R. Darling, 22.8.74.

DEPARTMENT OF THE TREASURY

M. Juskevics, 13.6.74; A. K. E. Darbyshire, 11.7.74; K. L. Hassett, J. E. Edwards, 22.8.74; K. Detto, 29.8.74.

Australian Bureau of Statistics

R. P. O'Callaghan, 20.6.74; P. A. Simpson, 4.7.74; K. M. Fanning, H. Narain, I. V. Roxburgh, P. J. Sturgeon, D. E. Bennison, A. H. Manley, 1.8.74; S. J. Baker, 8.8.74; M. L. Murphy, 22.8.74; B. M. Fitzpatrick, B. F. Bird, A. J. D. Hancock, B. A. Newman, G. W. Goom, G. J. Wolski, F. Kalek, R. M. Hemmett, R. W. Bourne, K. Cheetham, M. G. Figg, M. T. Dawes, J. R. Hamblin, J. A. Holtby, S. Thompson, S. B. Gumprich, D. J. Cullen, G. D. Reedman, W. E. Richter, R. J. Martin, R. J. Costenetto, B. R. Ellis, R. N. Gillen, R. P. Drury, L. R. Fife, 29.8.74.

Australian Taxation Office

C. O'Reilly 30.5.74; S. M. Chapple, J. Gardner, D. J. Coster, M. L. Leach, J. Rochester, M. W. McCullough, L. I. Moulton, M. H. Crothers, P. N. Radici, S. A. Randell, D. Greenough, K. K. Bangay, M. Ginra, C. Matzakakis, M. R. White, S. J. Gooden, J. M. Costa, P. J. Taylor, R. Failla, G. A. Francis, J. Falcone, 1.8.74; K. L. Cross, 8.8.74; K. L. Woon, G. A. Bridge, R. J. Evans, C. E. Dilerma, S. J. Richards, N. I. Hayford, J. L. Turner, 15.8.74.

DEPARTMENT OF TOURISM AND RECREATION

M. A. Roper, 7.3.74.

Promotions—Section 50 (9)

Public Service Act 1922-1973

The Public Service Board has:

1. Cancelled the provisional promotions as in *Gazettes* indicated: E. H. Wilson, 17.1.74; H. Schoof, R. George, 31.1.74; D. L. Main, 21.3.74; G. J. King, 28.3.74; D. Taylor, 23.5.74; J. Bako, 30.5.74; C. Voschion, W. H. Stedman, 13.6.74; K. Wall, 20.6.74; T. G. Smith, 27.6.74; G. A. Waite, 11.7.74; V. Gregory, 25.7.74.
2. Promoted the undermentioned officers as shown:

DEPARTMENT OF THE CAPITAL TERRITORY AUSTRALIAN CAPITAL TERRITORY

C. T. Christie, 71/10809M, Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Electoral Office, Australian Capital Territory, as Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, City Manager's Office, Canberra (No. 1053), with effect from 23.5.74.

DEPARTMENT OF CUSTOMS AND EXCISE TASMANIA

R. L. Long, 70/66978, Clerk \$2713-5594 (Class 1), Third Division, Department of Customs and Excise, South Australia, as Clerk \$5806-6666 (Class 2/3), Third Division, Port Services Section, Services Branch, Hobart (No. 41), with effect from 28.3.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE VICTORIA

J. A. Coghlan, 72/36294R, Clerk \$7180-7935 (Class 4), Third Division, as Assistant Navy Store Officer \$9194-9869, Third Division, Supply Division, Electrical Stores Branch, Supply Section, No. 5 Sub-section, Melbourne (No. 40), with effect from 27.6.74.

POSTMASTER-GENERAL'S DEPARTMENT VICTORIA

P. J. Wellard, 73/45521A, Telecommunications Assistant, Grade 1 \$2349-4944, Fourth Division, as Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Engineering Works Division, Telephone Switching Equipment Branch, Circuit Design Section, Melbourne (No. 91), with effect from 30.5.74.

NEW SOUTH WALES

R. A. Brazier, 59/37504T, Lineman, Grade 2 \$4962-5136, Fourth Division, as Lines Supervisor, Grade 1 \$5668, Fourth Division, Engineering Division, Regional Operations Branch, Newcastle Section, Maitland, with effect from 13.6.74.

F. J. Swetland, 69/22565M, Lineman, Grade 1 \$4349-4541, Fourth Division, as Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 5 Section, Revesby, with effect from 20.6.74.

SOUTH AUSTRALIA

H. M. Jones, 58/16174A, Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Department of Manufacturing Industry, South Australia, as Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Director's Office, Adelaide (No. 6), with effect from 25.7.74.

WESTERN AUSTRALIA

K. J. Turner, 72/78604T, Apprentice Telecommunications Tradesman \$2181-4803, Fourth Division, as Telecommunications Trainee \$2921-5657, Fourth Division, Sub-Professional Training Section, Support Services Branch, Manning, with effect from 31.1.74.
M. D. Foley, 73/79106K, Apprentice Telecommunications Tradesman \$2181-4803, Fourth Division, as Telecommunications Trainee, \$2921-5657, Fourth Division, Sub-Professional Training Section, Support Services Branch, Manning, with effect from 31.1.74.
J. A. McClune, 58/16844T, Cable Assigner \$5668, Fourth Division, as Lines Supervisor, Grade 2 \$6258,

Fourth Division, Primary Works Section, Construction Branch, Engineering Division, Western Australia, with effect from 13.6.74.

DEPARTMENT OF SCIENCE

SOUTH AUSTRALIA

T. S. Lawrence, 58/31630W, Senior Technical Officer (Meteorology) Grade 2 \$9379-9932, Third Division, as Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Regional Office, Regional Forecast Centre, Bureau of Meteorology, Adelaide (No. 57), with effect from 17.1.74.

DEPARTMENT OF TRANSPORT

VICTORIA

N. F. Wood, 72/37643A, Clerk \$2845-5836 (Class 1), Third Division, as Clerk \$6052-6929 (Class 2/3), Third Division, Personnel and Office Services Section, Victoria/Tasmania Region, Air Transport Group, Victoria (No. 184), with effect from 11.7.74.

H. B. MacDONALD
Secretary
Public Service Board

Provisional promotions

The following promotions are provisional and are subject to appeal by officers to the Public Service Board, and where consequent upon another provisional promotion, are dependent upon the latter being confirmed. The date of promotion is the date of this *Gazette*, except where otherwise specifically indicated. Where an officer desires to appeal against two or more provisional promotions, a separate appeal should be lodged for each one, except where the provisional promotions have been notified in the one *Gazette* and the positions are of the same designation and classification, located in the same State, Department and Branch, when one statement listing the promotees appealed against will be accepted.

WHERE TO LODGE APPEALS

Appeals should be lodged either by letter or telegram 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 ABORIGINAL AFFAIRS

AUSTRALIAN CAPITAL TERRITORY

Management Services

T. A. West 224-97281	Assistant Inspector \$10029-10704 (Class 6), Third Division, Internal Audit, Department of Labor and Immigration	Inspector \$11039-11714 (Class 7), Internal Audit Section, Third Division (No. 325)
<i>Duties:</i> Provide support to the Chief Internal Auditor in identifying auditable areas throughout the Central Office, State and Northern Territory offices of the Department, and assist in devising internal audit plans, and, the development of an overall internal audit programme. <i>Qualifications:</i> Previous audit experience and considerable knowledge of audit techniques; accountancy qualifications an advantage.		
M. J. Gallagher 304-73909	Auditor, Grade 1 \$9022-9777 (Class 5), Third Division, Auditor-General's Office	Senior Internal Auditor, Grade 1 \$10029-10704 (Class 6), Third Division, Internal Audit (No. 104)
<i>Duties:</i> Conduct personally, or participate in as part of a team, the more difficult or time consuming audits. Assist with special investigations and the development of new audits. <i>Qualifications:</i> Completion or substantial advancement towards accounting qualifications or other appropriate qualifications desirable.		

Operations Division, Operations Management Branch

R. I. Maxwell 226-90292	Clerk \$10029-10704 (Class 6), Third Division, Australian Taxation Office	Clerk \$11039-11714 (Class 7), Third Division, Operations Control Section (No. 32)
<i>Duties:</i> Analyse progress reports and records of projects to identify any departure from approved procedures. <i>Qualifications:</i> Appropriate experience and tertiary qualifications desirable.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

M. A. Johnston 226-71040	Clerk \$8015-8770 (Class 4), Third Division, Department of the Treasury	Clerk \$9022-9777 (Class 5), Third Division, Operations Control Section (No. 290)
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Duties: Assist as required in the analysis of records and accounts of projects and loans.

Qualifications: Appropriate experience and tertiary qualifications desirable.

C. Bridge 73/87051P	Clerk \$6887-7764 (Class 2/3), Third Division, Department of Agriculture	Assistant Inspector \$10029-10704 (Class 6), Third Division, Operational Arrangements and Documentation Section (No. 9)
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Duties: Assist in the examination of documents associated with community development projects.

Qualifications: Appropriate experience and tertiary qualifications desirable.

DEPARTMENT OF AGRICULTURE

CENTRAL OFFICE

Management Services Branch

D. E. Le Lievre 305-02802	Typist, Grade 1 \$2638-5636, Fourth Division, Canberra	Typist, Grade 2 \$5791-6101, Fourth Division, Personnel and Establishments Section, Typing Services Sub-section, Canberra (No. 64)
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G. C. Glasson 305-03514	Typist, Grade 1 \$2638-5636, Fourth Division, Canberra	Typist, Grade 2 \$5791-6101, Fourth Division, Personnel and Establishments Section, Typing Services Sub-section, Canberra (No. 56)
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S. E. Stone 305-02482	Typist, Grade 1 \$2638-5636, Fourth Division, Canberra	Typist, Grade 2 \$5791-6101, Fourth Division, Personnel and Establishments Section, Typing Services Sub-section, Canberra (No. 1668)
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Duties: Perform stenographic and typing duties as required.

Qualifications: Shorthand, eighty words per minute.

Bureau of Agricultural Economics Commodity Economics (Crops and Rural) Branch

A. G. Corless 242-18231	Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Canberra	Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Rural Economics Analysis Section, Quantitative Analysis Sub-section, Canberra (No. 209)
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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.

Commodity Economics (Livestock) Branch

G. M. White 239-29322	Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Canberra	Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Livestock Commodities Analysis Section, Dairying Sub-section, Canberra (No. 208)
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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.

Technical and Administrative Services Branch

V. Brown 304-67103	Dental Assistant, \$3748-4164, Fourth Division, A.C.T. Health Services Office, Department of Health, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Planning and Services Section, Financial Planning and General Services Sub-section, Canberra (No. 756)
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Duties: Indexer/Former Papers Officer for the Bureau of Agricultural Economics Sub-registry.

Qualifications: Experience in the operation of subject and nominal indices together with search and attachment procedures desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF AGRICULTURE—continued

Forestry and Timber Bureau

M. J. Cashmore 239-04731	Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Canberra	Trainee Technical Officer (Science) \$3537-6699, Fourth Division, Adminis- trative Section, Canberra (No. 3476)
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Note: 1. Conditions governing the recruitment, training and advancement of Trainee Technical Officers (Science) appear on pages 84-85 of *Gazette* No. 25 A of 22.3.74. 2. Appeals may be lodged by officers whose salary is less than \$8694 per annum.

Regional Office, Victoria/Tasmania

E. O'Donnell 227-25053	Meat Inspector, Grade 1 \$6493-7804, Fourth Division, Melbourne	Meat Inspector, Grade 2 \$8025-8469, Fourth Division, Industry Group No. 1 Section, Inspection and Technical Ser- vices (Victoria) Sub-section, Melbourne (No. 355)
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Duties: Supervision of inspection at a registered slaughtering establishment.

Qualifications: Certificate of competency as a Meat Inspector or equivalent qualifications. Some experience in the supervision of staff desirable.

P. M. O'Brien 234-70769	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Department of the Treasury, Melbourne	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Melbourne (No. 88)
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Duties: Provide routine clerical assistance and prepare statistical reports as required for Central Office Horticultural and Dairy professional/technical staff located in the Victorian Office of the Department.

QUEENSLAND

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

J. E. Melville 233-01068	Veterinary Officer, Class 2 \$12294-13655, Third Division, Brisbane	Veterinary Officer, Class 3 \$14267-14757, Third Division, Inspection Operations Section, Brisbane (No. 1143)
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Duties: Direct the inspection activities within a group of export establishments.

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

NORTHERN TERRITORY

Forestry and Timber Bureau, Forest Research Branch

L. R. Miller 239-15342	Technical Assistant, Grade 2 \$6723- 7427, Fourth Division, Darwin	Technical Officer (Science), Grade 1 \$7052-8694, Fourth Division, Regional Section, Northern Territory Sub-section, Darwin (No. 3365)
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Duties: Provide assistance in field ecological surveys of termites including: evaluation of results; and organisation of personnel and equipment. Provide assistance in field and laboratory trials.

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

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Management and Special Services Division, Establishments and Planning Branch

S. Mikosa 238-42104	Clerk \$3346-6671 (Class 1), Third Divi- sion	Clerk \$6887-7764 (Class 2/3), Third Division, Establishments Section, Per- sonnel Sub-section, Canberra (No. 334)
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Duties: Staff Clerk.

Qualifications: Knowledge of the Public Service Act and Regulations, General Orders and ADP salaries system desirable.

AUSTRALIAN CAPITAL TERRITORY

Registration Offices Branch

A. S. Gafa 241-82400	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Companies Registra- tion Section, Canberra (No. 45)
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Duties: Check annual returns for unregistered company auditors and maintain default system. Note file numbers on incoming documents and maintain resubmit system.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Commonwealth Police Service

J. M. Davis
219-02310 Commissioner \$17776, Second Division, unattached Commissioner \$19597, Second Division, Canberra (No. 1)

Duties: Direct the work of the Service throughout Australia, determine priorities and ensure that the organisation, equipment and procedures of the Commonwealth Police Force is the most efficient having regard to funds available.

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

M. G. De Luise
237-53718 Clerical Assistant, Grade 2 \$5446-5737, Fourth Division Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Central Crime Intelligence Bureau, Canberra (No. 35)

Duties: Control and direct clerical and typing staff. Maintain confidential registry and ensure that confidential files are passed only to authorised persons. Maintain crime records and collate and extract information from crime and intelligence bulletins for use by intelligence staff.

Qualifications: Ability to type desirable.

NEW SOUTH WALES

Industrial Registrar's Branch

M. A. Frawley
224-97417 Clerk \$8015-8770 (Class 4), Third Division Clerk \$9022-9777 (Class 5), Third Division, Organisations Section, Sydney (No. 22)

Duties: Conduct elections for offices in organisations or branches thereof located in New South Wales. Advise interested persons of the procedures and prerequisites to registration as an organisation under the Act and the obligations of registered organisations.

Qualifications: Comprehensive knowledge of the Conciliation and Arbitration Act and experience in election procedures desirable.

Deputy Crown Solicitor's Office

B. K. White
227-89778 Clerk \$8015-8770 (Class 4), Third Division, Department of Defence—Air Office, Sydney Professional Assistant \$5728-7136, Third Division, Sydney (No. 120)

Duties: Assist generally in the work of a legal section.

Qualifications: Completion of the first year of a four-year course of study for the degree of Bachelor of Laws.

Note: This is a training position and on completion of training and qualifying for admission to the degree of Bachelor of Laws, the occupant will be automatically advanced as Legal Officer \$7097-12130.

M. D. Law
229-03710 Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Department of Science, Bureau of Meteorology, Sydney Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Services Section, Sydney (No. 80)

Duties: Classify inwards correspondence, determine file titles and direct the registration, indexing and disposition of papers and files. Direct and control staff assisting with classifying and indexing.

S. L. Shepherd
239-19036 Typist, Grade 1 \$2638-5636, Fourth Division Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Sydney (No. 101)

Duties: Perform receptionist duties and attend to counter inquiries.

C. A. Johnson
239-38923 Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of the Treasury, Australian Taxation Office, Sydney Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Services Section, Sydney (No. 161)

Duties: Attach papers to appropriate files. Refer to the Classifier cases requiring a change of file title or additional indexing. Attach cross referenced files as required. Differentiate between papers to be attached to files and court documents not to be so attached.

Commonwealth Police Service

J. N. Hill
233-54979 Library Officer, Grade 1 \$6532-7231, Third Division, Department of Agriculture, Canberra Library Officer, Grade 2 \$7464-8163, Third Division, Australian Police College, Manly (No. 10)

Duties: Catalogue, classify and index incoming material and prepare bibliographical material.

VICTORIA

Deputy Crown Solicitor's Office

E. W. Biggs
223-40890 Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Department of Labor and Immigration, Melbourne Clerical Assistant, Grade 6 \$7552-7946, Fourth Division, Services Section, Records Sub-section, Melbourne (No. 62)

Duties: Control and co-ordinate the operations of the Sub-section in accordance with approved policies and procedures.

Promoted to

Commonwealth Police Service

NORTHERN TERRITORY

Duties: Examine indexes for availability of names and report on similar names; advise applicants of decisions. Maintain register of business names.

Establishments Branch

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

Duties: Control the provision of office, administrative, personnel and typing services for the Branch. Co-ordinate and process the handling and preparation of replies to ministerial correspondence, cabinet submissions, parliamentary questions and other correspondence. Prepare annual administrative estimates and oversight and report on expenditure control.

Qualifications: Personal attributes and ability to undertake instruction and training as a Tourist Officer.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

City Services Branch

K. J. Murphy 241-80341	Parking Inspector, Grade 1 \$5026-5342, Fourth Division	Parking Inspector, Grade 2 \$5658-5975, Fourth Division, Traffic Section (No. 349)
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Duties: Direct, supervise and train Parking Inspectors, Grade 1, and assist them in the performance of their duties. Investigate complaints by members of the public relating to alleged breaches and report cases.

Qualifications: Ability to control staff and deal with members of the public. Current driver's licence essential.

Prices and Commercial Practices Branch

J. A. Norberry 239-29330	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$10029-10704 (Class 6), Third Division, Commercial Practices Section, vice G. Painting, prov. prom. 4.7.74 (No. 233)
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Duties: Provide secretarial services to the Consumer Affairs Council. Investigate complaints, prepare associated reports and correspondence and make recommendations on action to be taken.

Qualifications: A sound knowledge of, and experience in, secretarial duties and report writing.

Finance and Supply Branch

L. Wood 230-19249	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division (No. 1651)
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Duties: Collect moneys from departmental establishments and other collection points. Check advances and receipt books. Prepare car running sheets.

G. Beadman 236-04501	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division (No. 1650)
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Duties: Provide relief for Departmental Cashiers and collectors as necessary. Assist in general work of Receiver's Section as required.

B. Ridley 236-07710	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division (No. 1666)
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Duties: Attend to a public counter on matters regarding cottage rent, housing loans and mortgage accounts.

D. Rawson 233-6198	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division (No. 1667)
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Duties: Responsible for sorting and distribution of all receipts processed daily. Prepare daily summary of receipts from Cash Register strips. Provide general assistance as required.

Lands Division, Land Administration Branch

S. M. Peattie 238-87361	Typist, Grade 2 \$5791-6101, Fourth Division	Steno-secretary, Grade 1 \$6382-6741, Fourth Division (No. 784)
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Duties: Undertake stenographic and typing duties for the Assistant Secretary, Land Administration Branch.

Qualifications: Shorthand, at least 100 words per minute.

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

Management Services Division, Automatic Data Processing Branch

G. J. Wolski 304-56631	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Australian Bureau of Statistics	Trainee Computer Operator \$2821-5641, Fourth Division, Computer Operations Section (No. 378)
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Duties: Undertake theoretical and practical training in the operation of equipment in a large scale computer system.

Note: Conditions governing the recruitment, training and advancement of Trainee Computer Operators appeared on page 79 of *Gazette* No. 25 A of 22.3.74. Appeals may be lodged by officers whose maximum salary is less than \$6677.

Inland and Special Services Division, Special Services Branch

R. E. Drane 226-97451	Investigator \$6880-7816, Fourth Division	Senior Investigator \$8284-8752, Fourth Division, Narcotics Bureau Section, Adelaide (No. 615)
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Duties: Under broad supervision, control investigators carrying out investigations into suspected illegal trafficking, distribution, importation and exportation of narcotics and drugs of dependence. Conduct important independent investigations.

Qualifications: Experience in law enforcement investigations and a knowledge of narcotic and other drugs of dependence.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF CUSTOMS AND EXCISE—continued

P. L. Hammond 232-96158	Preventive Officer \$5548-6220, Fourth Division	Investigator \$6880-7816, Fourth Division, Narcotics Bureau Section, Hobart (No. 619)
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Duties: Under general supervision, investigate or assist in investigation of suspected breaches of Acts and Regulations relating to trafficking in narcotic drugs of dependence.

Qualifications: Law enforcement experience desirable.

VICTORIA

Internal Audit Branch

T. P. Whelan 228-21037	Clerk \$6887-7764 (Class 2/3), Third Division	Internal Auditor, Grade 1 \$8015-8770 (Class 4), Third Division, Internal Audit Branch (No. 10)
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Duties: Assist in the conduct of programmed internal audits and conduct minor programmed audits.

Management Services Branch

G. M. Smith 237-13425	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel Section, vice F. E. McCall, prov. prom. 11.7.74 (No. 39)
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Duties: Supervise and check all the work of the Clerk Class 1 engaged on the maintenance of standard personnel records and the preparation of Treasury Forms 28 for salary and superannuation variations.

J. A. Morgan 234-56887	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel Section (No. 19)
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Duties: Provide relief and consequential relief in positions at the Class 2/3 level and above, in the Management Services Branch.

J. P. Peterson 234-73054	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Finance and General Services Section, vice R. J. English, prov. prom. 26.9.74 (No. 106)
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Duties: Examine daily Appropriation Ledger print-out and advise Authorising Officer of departures from normal trends in expenditure. Prepare funding on requisitions and ensure that Treasury requirements are complied with regarding purchase of goods. Prepare funding and monthly reconciliation of outstanding requisitions.

P. G. Kelly 70/36645R	Assistant (Printing), Grade 1 \$5189-5424, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Finance and General Services Section (No. 129)
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Duties: Attach follow-on papers to files, check and mark for distribution. Maintain Re-submit system and request for files.

Revenue Branch

H. G. Welsh 218-85071	Invoice Examiner, Grade 2 \$9022-9777 (Class 5), Third Division	Assistant Tariff Officer \$10029-10704 (Class 6), Third Division, Invoice Section (No. 835)
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Duties: Recommend tariff classifications. Interview the public and give advice on tariff and statistical classification of goods, rates of Customs, Primage, Support and Special Duties and Sales Tax, Customs By-laws, Separate Articles Direction, Substitutes and Imitations, Parts Directions, Concentrates and Less Developed Countries.

D. L. Forbes 218-81740	Invoice Examiner, Grade 1 \$8015-8770 (Class 4), Third Division	Invoice Examiner, Grade 2 \$9022-9777 (Class 5), Third Division, Invoice Section, vice H. G. Welsh, prov. prom. 26.9.74 (No. 773)
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A. M. Towan 226-33175	Clerk \$8015-8770 (Class 4), Third Division	Invoice Examiner, Grade 2 \$9022-9777 (Class 5), Third Division, Invoice Section (No. 769)
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Duties above two positions: Examine Customs Entries, related Invoices and other documents. Prepare Query Memoranda and Advices.

J. P. Daly 224-59656	Assistant Investigation Officer \$8015-8770 (Class 4), Third Division	Investigation Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Investigation Section (No. 942)
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Duties: Conduct investigations to ascertain the use made of goods admitted concessionally under security subject to 'end-use' or other restrictions. Recommend whether securities should be enforced, and the nature of securities importers should lodge for future transactions.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

M. J. Webster 226-28632	Clerk \$6887-7764 (Class 2/3), Third Division	Invoice Examiner, Grade 1 \$8015-8770 (Class 4), Third Division, Invoice Section, vice D. L. Forbes, prov. prom. 26.9.74 (No. 788)
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Duties: Examine Customs Entries, lodged for Facilitated Clearance, for compatibility of entry details, format of entry and marks and numbers. Authorise release of clear entries and issue query advices resulting from the examination.

S. Sycamniis 227-28924	Examining Officer \$6887-7764 (Class 2/3), Third Division	Invoice Examiner, Grade 1 \$8015-8770 (Class 4), Third Division, Invoice Section (No. 677)
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Duties: Examine Melbourne entries and supporting documents rejected by the computer and arrange their correction. Examine Correction Screener Advice documents for Melbourne entries and refer to Invoice Examiner Group for further action.

M. T. Quinn 234-78306	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Invoice Section, vice M. J. Webster, prov. prom. 26.9.74 (No. 674)
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Duties: Collate daily output returns and prepare work measurement statistics for various returns. Supervise junior statistical staff.

J. L. Kirkpatrick 234-60272	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Invoice Section, vice P. M. Rothville, prov. prom. 29.8.74 (No. 862)
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Duties: Receive firearms, liaise with Police Department, licensed gun dealers and importers and arrange safety testing. Prepare reports and routine correspondence on matters relating to Prohibited Imports and prepare related Seizure Notices.

C. M. F. Weaver 234-78218	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Invoice Section, vice D. C. Errington, prov. prom. 26.9.74 (No. 667)
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Duties: Verify amounts are in agreement on entries, cheques and/or 'Daily Settlement' books and Validity of cheques. Receipt all moneys under correct divisional headings and prepare daily warrant summary.

Services Branch

B. J. Shrouder 69/40383C	Preventive Officer \$5548-6220, Fourth Division	Senior Preventive Officer, Grade 1 \$6556-6892, Fourth Division, Special Services Section (No. 291)
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Duties: Supervise and direct a search or baggage team or Preventive Officers engaged on watch or patrol duties.

M. V. Slattery 234-57599	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Port Services Section, vice T. P. Whelan, prov. prom. 26.9.74 (No. 602)
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Duties: Examine goods for the purpose of sight entry, query and random check memoranda, completion of informal clearance documents, identification, compliance with Customs (Prohibited Imports) Regulations, Commerce, Quarantine, Health Acts and Regulations and all other Statutory requirements.

W. C. Appleton 234-48406	Clerk \$3346-6671 (Class 1), Third Division	Examining Officer \$6887-7764 (Class 2/3), Third Division, Port Services Section, Melbourne Airport, vice R. T. Lamont, prov. prom. 26.9.74 (No. 494)
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P. R. Jones 234-57185	Clerk \$3346-6671 (Class 1), Third Division	Examining Officer \$6887-7764 (Class 2/3), Third Division, Port Services Section, Melbourne Airport, vice P. W. Smith, prov. prom. 26.9.74 (No. 492)
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Duties above two positions: Oversight import and export cargo handling operations by random, physical and documentary checks, prepare reports and recommend further action, where necessary. Oversight, on random basis, bonding of undelivered cargo.

D. C. Rees 234-46558	Clerk \$3346-6671 (Class 1), Third Division	Examining Officer \$6887-7764 (Class 2/3), Third Division, Inland Services Section, vice D. J. Price, prov. prom. 26.9.74 (No. 1041)
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Duties: Undertake and report on all types of examinations including examination of piece goods in warehouses, goods repacked for export, goods claimed to be shortpacked, damaged or pillaged, verification of marking of imported goods and any other examination as directed.

M. K. Bamford 232-67779	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Port Services Section (No. 613)
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF CUSTOMS AND EXCISE—continued

J. M. Morrison 232-55284	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Port Services Section, vice P. Yelland, prov. prom. 26.9.74 (No. 619)
<i>Duties above two positions:</i> Classify goods included in 'A' parcels to be delivered without Entry, according to the Customs Tariff and assess Customs Duty, Sales Tax, postal handling and demurrage charges, applying the provisions of the Quarantine Acts and Regulations and the Customs (Prohibited Imports) Regulations where necessary.		
C. Veen 234-48393	Clerk \$3346-6671 (Class 1), Third Division	Examining Officer \$6887-7764 (Class 2/3), Third Division, Port Services Section, vice S. Sycamias, prov. prom. 26.9.74 (No. 214)
<i>Duties:</i> Oversight import and export cargo handling operations at wharves, container terminals and depots, by random physical and documentary checks, prepare reports and recommend further action where necessary. Oversight, on random check basis, bonding of undelivered cargo.		
M. X. Dixon 234-55294	Clerk \$3346-6671 (Class 1), Third Division	Examining Officer \$6887-7764 (Class 2/3), Third Division, Port Services Section (No. 181)
<i>Duties:</i> Conduct Wharf Surveys and perform Random Examinations of Cargo (including exports). Authorise release after verification by physical check and act as Duty Officer as required.		
J. C. Sharp 232-75445	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Port Services Section (No. 258)
<i>Duties:</i> Issue and sign Ordinary Export Licences in accordance with various Export restrictions and Banking (Foreign Exchange) Regulations. Approve and sign Restricted Goods Permits.		
S. P. Davie 234-66348	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Port Services Section (No. 223)
<i>Duties:</i> Reconcile prime copies of impeded entries with acquitting documents and authorise the release of cargo following the presentation of acquitting documents. Complete the final face check of entries and 'pass', attend to adjustment/certified entries for overentered, shortlanded and overcarried goods.		
R. J. English 226-31938	Clerk \$6887-7764 (Class 2/3), Third Division	Invoice Examiner, Grade 1 \$8015-8770 (Class 4), Third Division, Port Services Section, Melbourne Airport (No. 460)
<i>Duties:</i> Supervise six workflow areas and resolve queries that may arise. Examine entries rejected by the computer and arrange correction or replacement by the Importer/Agent.		
D. J. Price 228-22435	Examining Officer \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Port Services Section, vice A. M. Towan, prov. prom. 26.9.74 (No. 123)
P. Yelland 228-27412	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Port Services Section, vice A. W. Seeley, prov. prom. 8.8.74 (No. 175)
<i>Duties:</i> Programme the work to be handled by Examining Officers in a Controlled Landing Area, brief them and review the results of the examinations. Attend to inquiries and interview Customs Agents, Importers and members of the public in relation to Customs examinations.		
P. W. Smith 228-25732	Examining Officer \$6887-7764 (Class 2/3), Third Division	Assistant Investigation Officer \$8015-8770 (Class 4), Third Division, Port Services Section, vice P. J. Daly, prov. prom. 26.9.74 (No. 208)
<i>Duties:</i> Assist in the performance of random checks of shipping companies' cargo accounting. Conduct investigations relating to changes in company documentary and physical procedures.		
R. T. Lamont 228-23040	Examining Officer \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Port Services Section, Melbourne Airport (No. 486)
<i>Duties:</i> Supervise the work of the Services Unit, provide the documentary support for Acceptance Sampling. Plan and maintain company performance records. Render claims on companies for duty on goods not satisfactorily accounted for.		
D. C. Errington 228-36079	Clerk \$6887-7764 (Class 2/3), Third Division	Senior Boarding Officer \$8015-8770 (Class 4), Third Division, Port Services Section (No. 232)
<i>Duties:</i> Supervise and direct other Boarding Staff, and control the Williamstown office when the Sub-collector is absent. Board overseas vessels entering or clearing the Port of Melbourne and apply the requirements of all appropriate public authorities.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

WESTERN AUSTRALIA

R. Spencer 226-66209	Clerk \$8015-8770 (Class 4), Third Division	Sub-Collector \$9022-9777 (Class 5), Third Division, Port Services Section, Outports (Kwinana) Sub-section (No. 80)
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Duties: Responsible for the administration of the department's functions at the port of Kwinana and the associated region.

TASMANIA

Revenue Branch

A. N. Davis 217-92297	Inspector \$10029-10704 (Class 6), Third Division, Inland Services Section (No. 92)	Inspector \$11039-11714 (Class 7), Third Division, Invoice and Investigation Section (No. 4)
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Duties: Supervise and control and Invoice and Investigation Section. Perform the duties of Tariff Officer for the State. Approve payment of refund claims and return of deposits.

Qualifications: Completion of Invoice Examiner, Grade 2, course.

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

Manpower Policy and Management Services Division, Management Services Branch

M. S. Scheikowski 304-68579	Typist, Grade 2 \$5791-6101, Fourth Division	Steno-secretary, Grade 1 \$6382-6741, Fourth Division (No. 1182)
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Duties: Provide stenographic and secretarial assistance for the Assistant Secretary.

Qualifications: Shorthand of at least 100 words per minute.

K. P. Fisher 304-56500	Typist, Grade 1 \$2638-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, General Services Section (No. 658)
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Duties: Under general supervision operate a Flexowriter or a Wang 1200 Automatic Typewriter.

VICTORIA

R. S. Anderson 232-63145	Computer Operator, Grade 2 \$6977-7281, Fourth Division, Bureau of Meteorology, Melbourne	Senior Computer Operator, Grade 1 \$7583-7784, Fourth Division, Melbourne (No. 1632)
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Duties: Operate a CDC 160A Computer and as required CDC 3400 Computer. Direct operations of peripheral equipment. Assist the shift supervisor generally as required.

Qualifications: Experience in Medium Scale Computer Operation.

Note: Above position involves shift work.

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Branch of the Air Member for Supply and Equipment

G. A. MacDonald 227-79262	Senior Technical Officer (Buildings), Grade 1 \$9700-10214, Fourth Division	Senior Technical Officer (Buildings), Grade 2 \$10495-11059, Fourth Division, Directorate of Air Force Works (No. 105)
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Duties: 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.

Establishments and General Division, General Services Branch

M. Listing 232-12030	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Registry Section (No. 4)
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Duties: Officer-in-charge, Classified Material.

Qualifications: Sound knowledge of Registry procedures relating to classifying, indexing, attachment and post action examination and handling classified material. Ability to supervise staff.

G. F. Mercer 233-73520	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Department of Defence	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Registry Section (No. 95)
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Duties: Subject indexer.

Qualifications: Knowledge of registry and indexing procedures desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—AIR OFFICE—continued

Establishments Branch

J. A. Waugh 304-74768	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Directorate of Civil Personnel (No. 25)
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Duties: Responsible for a salary cell engaged in variations to salaries and allowances, prepare statistical information and action leave applications under delegation.

Qualifications: Knowledge of the Public Service Act and Regulations, General Orders, Superannuation Act and Arbitrator's Determinations desirable. Knowledge of the Compensation (Australian Government Employees) Act and Determination relating to Overseas Service would be an advantage.

NEW SOUTH WALES

Area Finance Office (Afr), Sydney

M. C. Potter 73/10224P	Clerk \$5576-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Administration Section (No. 120)
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Duties: Oversight work of a salaries cell.

Qualifications: Sound knowledge of Sub-Treasury ADP payroll procedures, Public Service Act and General Orders desirable.

I. H. Carrier 69/11728R	Clerk \$5576-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Treasury Section, Entitlements Sub-section (No. 43)
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Duties: Advise and direct examiners engaged on claims examination, in respect of entitlements other than pay for Service personnel. Examine more complex claims relating to overseas allowances and advances. Investigate separation allowance and waiver of ration and quarters charges.

Qualifications: Knowledge of relevant Air Force and Air Board Orders desirable.

Headquarters Operational Command, Base Squadron, Richmond

P. A. Best 69/14165K	Clerk \$3346-6671 (Class 1), Third Division, Department of Repatriation and Compensation, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Richmond (No. 100)
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Duties: Civilian Staff Clerk. Responsible to Administrative Officer for recruitment of locally engaged civilian staff. Advise on civilian staff matters, including interpretation of awards and conditions of service and compensation benefits.

Qualifications: Knowledge of recruitment procedure and ability to initiate claims under Compensation (Australian Government Employees) Act 1973 desirable.

Headquarters Support Command, Area Finance Officer

C. P. Healy 73/41913T	Typist, Grade 1 \$2638-5636, Fourth Division, Department of Housing and Construction, Darwin	Typist, Grade 2 \$5791-6101, Fourth Division, Melbourne (No. 92)
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Duties: Perform stenographic and typing duties for senior officers of the Area Finance Office.

Qualifications: At least eighty words per minute shorthand.

Senior Equipment Staff Officer Branch

R. Virgona 73/39825C	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Melbourne (No. 295)
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Duties: Arrange local and overseas procurement of equipment in selected ranges including determination of source of supply, price estimations, quotations and procurement documentation.

Qualifications: Knowledge of RAAF procurement procedures desirable.

Senior Administrative Staff Officer Branch

C. F. Ahern 68/37976P	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne (No. 157)
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Duties: Classify and mark RAAF inward telecommunications messages to action officers. Sort and file messages. Maintain message registers.

Qualifications: Knowledge of RAAF organisational functions desirable.

Senior Maintenance Staff Officer Branch

P. H. Cavalot 68/37976P	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Melbourne (No. 78)
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Duties: Preparation of maintenance orders and amendments. Processing of overseas maintenance indents and general section administrative work.

Qualifications: Knowledge of RAAF filing and administrative procedures desirable.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
Senior Equipment Staff Officer Branch		
R. Hopper 74/38177M	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne (No. 159)
D. Kilpatrick 73/38756G	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne (No. 765)
W. McKirdy 73/40373T	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne (No. 759)
H. Poods 74/37979G	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne (No. 762)
C. St Flour 72/41654G	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne (No. 766)
<i>Duties above five positions:</i> Check and adjust cataloguing data and prepare specified forms for EDP input.		
M. Attard 73/40134C	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne (No. 757)
J. Cameron 73/39256X	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne (No. 758)
<i>Duties above two positions:</i> Maintain catalogue publications. Proof read stencils received from contractors.		

Senior Maintenance Staff Officer Branch

M. Arrowsmith 73/37130A	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Melbourne (No. 455)
<i>Duties:</i> Check Maintenance Orders to ensure conformity with Departmental Procedures, Headquarters Support Command Instructions and Period Contract Circulars. Process Maintenance Order amendments and Manhour Variation Requests.		
<i>Qualifications:</i> Knowledge of departmental maintenance ordering and period contract procedures desirable.		

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Finance and Logistics Division, Finance, Policy and Accounting Branch

R. F. Smith 58/37759C	Clerk \$9022-9777 (Class 5), Third Division, Melbourne	Clerk \$10029-10704 (Class 6), Third Division, Pay Services Section, Canberra (No. 18)
<i>Duties:</i> Assist in inspection of systems, procedures and general organisation of APAC, Regional Accounts Offices, General Accounts Office, Army Cash Offices and Field Pay services.		
<i>Qualifications:</i> A thorough knowledge of Army accounting systems and procedures.		

Establishments and General Division, Establishments Branch

T. L. Harrington 74/87032K	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, Establishments and Personnel Section, Canberra, vice R. G. Carew, prov. prom., 19.9.74 (No. 46)
J. A. Foulkes 74/86804K	Clerk \$3346-6671 (Class 1), Third Division, Department of Agriculture, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, Establishments and Personnel Section, Canberra (No. 47)
<i>Duties above two positions:</i> Maintain standard personnel records for a group of approximately 300 staff. Assess and prepare salary/wage variation and superannuation/provident account adjustments. Process applications for furlough.		
R. W. Rewbridge 72/86436W	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Department of Customs and Excise, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, Establishments and Personnel Section, Canberra (No. 54)
<i>Duties:</i> Assist the Estimates Officer in preparation of annual financial estimates. Prepare, co-ordinate and summarise periodical personnel and expenditure statistical returns as required by the Public Service Board.		
<i>Note:</i> Fourth Division officers qualified for entry to Third Division may appeal.		
A. K. McDermott 73/86839M	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Establishments and Personnel Section, Canberra (No. 51)

Duties: Maintain personnel files for Army Office Canberra and Royal Military College, Duntroon, civilian staff and direct flow of correspondence throughout Civil Personnel Section.

EDP Branch

R. M. Hewitt 72/57192M	Assistant Programmer \$9022-9777 (Class 5), Third Division, Canberra	Programmer \$10029-10704 (Class 6), Third Division, Canberra, vice L. A. Wallace, prov. prom. 27.6.74 (No. 13)
<i>Duties:</i> Carry out analysis, development, programming and proving of EDP programs and procedures relating to Finance Accounting and Budgetary functions.		
<i>Qualifications:</i> Experience with large scale EDP systems preferably relating to Finance and Budgetary systems.		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—ARMY OFFICE—continued

Military Division, Office of the Chief of General Staff

H. Wylucki 74/85496G	Clerical Assistant, Grade 1 \$2487-5349, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Directorate of Co-ordination and Organisation, Can- berra (No. 38)
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Duties: Receive and index policy documents, prepare extracts from files and provide assistance to the Military Board and other senior officers.

Royal Military College, Duntroon

R. S. Knock 71/66079G	Technical Officer, Grade 1 \$7052-8694, Fourth Division, Department of Manu- facturing Industry, South Australia	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Canberra (No. 188)
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Duties: The work involves assisting staff members and post-graduate students with the design, construction and maintenance of digital electronic equipment and in projects in both the computer centre and the computer science laboratory. Current activities include projects on interface equipment and inter-computer links, together with a research project in computer design.

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

V. H. Jones 72/86746E	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Department of Defence—Air Office, Canberra	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Office of the Comman- dant, Canberra (No. 2772)
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Duties: Under close supervision, examine/sort files, reports, manuscripts, photographic collections, books, maps and charts for archival material.

NEW SOUTH WALES

Logistic Command, 2nd Army Quality Assurance Unit

J. M. Hastie 58/37936T	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Engineering Section, Electronics Sub- section, Sydney (No. 131)
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Duties: Control and technically supervise a section engaged in the quality assurance and acceptance of electronics stores and equipment. Provide advice to contractors on quality aspects; conduct investigations of a complex nature. Make decisions and recommendations as appropriate.

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

L. A. Appleby 58/37925G	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Engineer- ing Section, Electronics Sub-section, Sydney (No. 11)
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R. G. Quinan 58/37945W	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Electronics Sub-section, Sydney (No. 12)
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Duties above two positions: Direct staff engaged in the quality assurance and acceptance of electronics stores and equipment; ensure the effectiveness of contractor's quality control systems and provide advice on technical and quality aspects.

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

Note: Effective from 12.9.74. In lieu of the provisional promotions notified in the *Australian Government Gazette* of 12.9.74.

K. L. Cottome 66/12570K	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Engineer- ing Section, Electronics Sub-section, Sydney (No. 13)
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R. T. Miller 69/13437P	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Engineer- ing Section, Electronics Sub-section, Sydney (No. 14)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

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|---|--|---|
| A. K. Noldt
70/11132R | Inspecting Officer, Grade 3 \$8209-8661,
Fourth Division, unattached | Technical Officer (Engineering), Grade 2
\$8929-9443, Fourth Division, Engineering
Section, Electronics Sub-section,
Sydney (No. 17) |
| <p><i>Duties above three positions:</i> Direct staff engaged in the quality assurance and acceptance of electronics stores and equipment; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects.</p> <p><i>Qualifications above three positions:</i> An approved technical college certificate or other approved qualifications and requisite experience.</p> <p><i>Note:</i> Effective from 12.9.74. In lieu of the provisional promotions notified in the <i>Australian Government Gazette</i> of 12.9.74.</p> | | |
| C. T. Denton
61/11855E | Senior Inspecting Officer, Grade 1
\$9117-9627, Fourth Division, unattached | Senior Technical Officer (Engineering),
Grade 1 \$9700-10214, Fourth Division,
Engineering Section, Empty Ammunition
Sub-section, Sydney (No. 20) |
| P. D. Carr
73/10238P | Senior Inspecting Officer, Grade 1
\$9117-9627, Fourth Division, unattached | Senior Technical Officer (Engineering),
Grade 1 \$9700-10214, Fourth Division,
Engineering Section, Empty Ammunition
Sub-section, Sydney (No. 259) |
| <p><i>Duties above two positions:</i> Control and technically supervise a group engaged in the quality assurance and acceptance of empty ammunition stores and componentry materials and chemicals. Provide advice to contractors on quality aspects; conduct investigations of a complex nature. Make decisions and recommendations as appropriate.</p> <p><i>Qualifications above two positions:</i> An approved technical college certificate or other approved qualifications, and requisite experience.</p> <p><i>Note:</i> Effective from 12.9.74. In lieu of the provisional promotions notified in the <i>Australian Government Gazette</i> of 12.9.74.</p> | | |
| W. G. Bishop
70/14808W | Inspecting Officer, Grade 3 \$8209-8661,
Fourth Division, unattached | Technical Officer (Engineering), Grade 2
\$8929-9443, Fourth Division, Engineering
Section, Empty Ammunition Sub-section,
Sydney (No. 28) |
| <p><i>Duties:</i> Direct staff engaged in the quality assurance and acceptance of paints and chemicals; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects.</p> <p><i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience.</p> <p><i>Note:</i> Effective from 12.9.74. In lieu of the provisional promotion appearing in the <i>Australian Government Gazette</i> of 12.9.74.</p> | | |
| C. H. Hauville
69/11920C | Inspecting Officer, Grade 3 \$8209-8661,
Fourth Division, unattached | Technical Officer (Engineering), Grade 2
\$8929-9443, Fourth Division, Engineering
Section, Empty Ammunition Sub-section,
Sydney (No. 136) |
| <p><i>Duties:</i> Direct staff engaged in the quality assurance and acceptance of empty ammunition stores and componentry; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects.</p> <p><i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience.</p> <p><i>Note:</i> Effective from 12.9.74. In lieu of the provisional promotion appearing in the <i>Australian Government Gazette</i> of 12.9.74.</p> | | |
| W. H. R. Boyce
58/37921R | Inspecting Officer, Grade 3 \$8209-8661,
Fourth Division, unattached | Technical Officer (Engineering), Grade 2
\$8929-9443, Fourth Division, Engineering
Section, Empty Ammunition Sub-section,
Sydney (No. 29) |
| T. Palmer
69/14101A | Inspecting Officer, Grade 3 \$8209-8661,
Fourth Division, unattached | Technical Officer (Engineering), Grade 2
\$8929-9443, Fourth Division, Engineering
Section, Empty Ammunition Sub-section,
Sydney (No. 134) |
| P. E. Black
65/13012P | Inspecting Officer, Grade 3 \$8209-8661,
Fourth Division, unattached | Technical Officer (Engineering), Grade 2
\$8929-9443, Fourth Division, Engineering
Section, Empty Ammunition Sub-section,
Sydney (No. 229) |
| <p><i>Duties above three positions:</i> Direct staff engaged in the quality assurance and acceptance of empty ammunition stores and componentry; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects.</p> <p><i>Qualifications above three positions:</i> An approved technical college certificate or other approved qualifications, and requisite experience.</p> <p><i>Note:</i> Effective from 12.9.74. In lieu of provisional promotions appearing in the <i>Australian Government Gazette</i> of 12.9.74.</p> | | |

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—ARMY OFFICE—continued

N. R. Ellmer 70/13767M	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Engineer- ing Section, Empty Ammunition Sub- section, Sydney (No. 269)
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Duties: Direct staff engaged in the quality assurance and acceptance of ferrous and non-ferrous materials; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects.

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

Note: Effective from 12.9.74. In lieu of provisional promotions appearing in the *Australian Government Gazette* of 12.9.74.

T. Doherty 66/13037E	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Engineering Section, Electrical and Mechanical Sub-section, Sydney (No. 35)
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Duties: Control and technically supervise a group engaged in the quality assurance and acceptance of electrical and mechanical engineering stores and equipment. Provide advice to contractors on quality aspects; conduct investigations of a complex nature. Make decisions and recommendations as appropriate.

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

Note: Effective from 12.9.74. In lieu of provisional promotions appearing in the *Australian Government Gazette* of 12.9.74.

A. J. Lawry 69/14179I	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Engineer- ing Section, Electrical and Mechanical Sub-section, Sydney (No. 24)
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J. Evans 62/10258T	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Engineer- ing Section, Electrical and Mechanical Sub-section, Sydney (No. 39)
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W. B. Meares 67/15013M	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Engineer- ing Section, Electrical and Mechanical Sub-section, Sydney (No. 41)
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Duties above three positions: Direct staff engaged in the quality assurance and acceptance of electrical and mechanical stores and equipment including vehicles and heavy earth moving equipment; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects.

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

Note: Effective from 12.9.74. In lieu of provisional promotions appearing in the *Australian Government Gazette* of 12.9.74.

L. H. Bluhdorn 67/11601E	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Engineer- ing Section, Electrical and Mechanical Sub-section, Sydney (No. 100)
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H. J. Hargreaves 58/38030G	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Engineer- ing Section, Electrical and Mechanical Sub-section, Sydney (No. 135)
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C. K. Napier 70/13328C	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Engineer- ing Section, Electrical and Mechanical Sub-section, Sydney (No. 249)
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H. G. Harvey 70/13329G	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Engineer- ing Section, Electrical and Mechanical Sub-section, Sydney (No. 250)
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Duties above four positions: Direct staff engaged in the quality assurance and acceptance of electrical and mechanical stores and equipment including vehicles and heavy earth moving equipment; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects.

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

Note: Effective from 12.9.74. In lieu of provisional promotions appearing in the *Australian Government Gazette* of 12.9.74.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

J. A. Robson 58/37951K	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Engineering Section, General Stores Sub- section, Sydney (No. 76)
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Duties: Control and technically supervise a group engaged in the quality assurance and acceptance of general stores including barracks equipment, furniture, timber and plastics. Provide advice to contractors on quality aspects, conduct investigations of a complex nature. Make decisions and recommendations as appropriate.

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

Note: Effective from 12.9.74. In lieu of provisional promotions appearing in the *Australian Government Gazette* of 12.9.74.

H. J. Potter 65/14235K	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Engineer- ing Section, General Stores Sub-section, Sydney (No. 85)
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A. G. Beattie 69/10918R	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Engineer- ing Section, General Stores Sub-section, Sydney (No. 168)
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Note: Effective from 12.9.74. In lieu of provisional promotions appearing in the *Australian Government Gazette* of 12.9.74.

J. R. J. Beattie 65/13782P	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Engineer- ing Section, General Stores Sub-section, Sydney (No. 272)
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C. D. Hamer 67/12832K	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Engineer- ing Section, General Stores Sub-section, Sydney (No. 273)
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Duties above four positions: Direct staff engaged in quality assurance and acceptance of general stores including furniture and timber; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects.

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

Note: Effective from 12.9.74. In lieu of provisional promotions appearing in the *Australian Government Gazette* of 12.9.74.

T. L. Boyd 66/14456M	Senior Inspecting Officer, Grade 1 \$9117- 9627, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Engineering Section, Empty Ammunition Sub-section, Sydney (No. 36)
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Duties: Control and technically supervise a detachment engaged in the quality assurance and acceptance of general engineering stores and ferrous materials. Provide advice to contractors on quality aspects; conduct investigation of a complex nature. Make decisions and recommendations as appropriate.

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

Note: Effective from 12.9.74. In lieu of provisional promotions appearing in the *Australian Government Gazette* of 12.9.74.

L. J. Carroll 69/13405K	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Engineer- ing Section, Empty Ammunition Sub- section, Sydney (No. 37)
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Duties: Direct staff engaged in the quality assurance and acceptance of general engineering stores and ferrous materials; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects.

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

Note: Effective from 12.9.74. In lieu of provisional promotions appearing 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—ARMY OFFICE—continued

P. Brown 58/37929A	Senior Inspecting Officer, Grade 2 \$9882-10393, Fourth Division, un- attached	Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Fourth Division, Planning and Technical Services Section, Planning Sub-section, Sydney (No. 46)
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Duties: Control and technically supervise a group engaged in the preparation of quality assurance plans and instructions for the acceptance of a wide variety of material. Negotiate with contractors on technical and quality aspects of contracts; evaluate contractors' quality control systems; conduct complex investigations. Prepare technical reports.

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

Note: Effective from 12.9.74. In lieu of provisional promotions appearing in the *Australian Government Gazette* of 12.9.74.

R. G. Aedy 71/12850M	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Planning and Technical Services Section, Engineering Stores Planning Sub-section, Sydney (No. 254)
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Duties: Direct the preparation of quality assurance plans and prepare plans and instructions for more complex contracts for the acceptance of general engineering stores and equipment. Negotiate with contractors on technical and quality aspects of contracts; evaluate contractors' quality control systems; conduct complex investigations. Prepare technical reports.

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

Note: Effective from 12.9.74. In lieu of provisional promotions appearing in the *Australian Government Gazette* of 12.9.74.

W. E. Jones 71/13090C	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Planning and Technical Services Section, Empty Ammunition Planning Sub- section, Sydney (No. 255)
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Duties: Direct the preparation of quality assurance plans and prepare plans and instructions for more complex contracts for the acceptance of production engineering stores. Negotiate with contractors on technical and quality aspects of contracts; evaluate contractors' quality control systems; conduct complex investigations.

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

Note: Effective from 12.9.74. In lieu of provisional promotions appearing in the *Australian Government Gazette* of 12.9.74.

A. J. Montgomery 71/13451R	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Planning and Technical Services Section, Electronic Planning Sub-section, Sydney (No. 256)
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Duties: Direct the preparation of quality assurance plans and prepare plans and instructions for more complex contracts for the acceptance of electronics stores and equipment. Negotiate with contractors on technical and quality aspects of contracts; evaluate contractors' quality control systems; conduct complex investigations. Prepare technical reports.

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

Note: Effective from 12.9.74. In lieu of provisional promotions appearing in the *Australian Government Gazette* of 12.9.74.

S. C. Jones 58/37939G	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Planning and Technical Services Section, Textiles and Clothing Planning Sub- section, Sydney (No. 93)
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Duties: Direct the preparation of quality assurance plans and prepare plans and instructions, for more complex contracts for the acceptance of clothing and textiles. Negotiate with contractors on technical and quality aspects of contracts; evaluate contractors' quality control systems; conduct complex investigations. Prepare technical reports.

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

Note: Effective from 12.9.74. In lieu of provisional promotions appearing in the *Australian Government Gazette* of 12.9.74.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
S. H. Sutor 58/37964E	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Small Arms Section, Planning and Technical Services Sub-section, Lithgow (No. 197)
<i>Duties:</i> Direct the preparation of quality assurance plans and prepare plans and instructions for the more complex contracts for the acceptance of small arms, engineering stores and ammunition componentry. Negotiate with contractors on technical and quality aspects of contracts; evaluate contractors' quality control systems. Prepare technical reports. <i>Qualifications:</i> An approved technical college certificate, or other approved qualifications, and requisite experience. <i>Note:</i> Effective from 12.9.74. In lieu of provisional promotions appearing in the <i>Australian Government Gazette</i> of 12.9.74.		
N. G. Gilsenan 70/10373E	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Small Arms Section, Planning and Technical Services Sub-section, Lithgow (No. 198)
<i>Duties:</i> Control and technically supervise a section conducting trials and investigations on small arms and ammunition componentry to ascertain reasons for malfunctioning or non-conformance with specifications. Prepare technical reports. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience. <i>Note:</i> Effective from 12.9.74. In lieu of provisional promotions appearing in the <i>Australian Government Gazette</i> of 12.9.74.		
J. Kelly 71/12356T	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Small Arms Section, Planning and Technical Services Sub-section, Lithgow (No. 283)
<i>Duties:</i> Prepare quality assurance plans for the acceptance of small arms, engineering stores and ammunition componentry. Liaise with contractors on technical quality aspects of straightforward contracts. Evaluate quality control systems; prepare reports. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience. <i>Note:</i> Effective from 12.9.74. In lieu of provisional promotion, appearing in the <i>Australian Government Gazette</i> of 12.9.74.		
D. C. Stafford 71/12355P	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Small Arms Section, Planning and Technical Services Sub-section, Lithgow (No. 284)
<i>Duties:</i> Prepare quality assurance plans for the acceptance of small arms, engineering stores and ammunition componentry. Liaise with contractors on technical quality aspects of straightforward contracts. Evaluate quality control systems; prepare reports. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience. <i>Note:</i> Effective from 12.9.74. In lieu of provisional promotion appearing in the <i>Australian Government Gazette</i> of 12.9.74.		
N. Oloman 69/13156W	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Small Arms Section, Planning and Technical Services Sub-section, Lithgow (No. 199)
<i>Duties:</i> Carry out trials and investigations on small arms, ammunition componentry and engineering stores. Prepare detailed reports; make recommendations. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience. <i>Note:</i> Effective from 12.9.74. In lieu of the provisional promotion appearing in the <i>Australian Government Gazette</i> of 12.9.74.		
R. Geddes 70/14616A	Inspecting Officer, Grade 2 \$7391-7025, Fourth Division, unattached	Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Small Arms Section, Planning and Technical Services Sub-section, Lithgow (No. 200)
<i>Duties:</i> Carry out trials and investigations on small arms, ammunition componentry and engineering stores. Prepare detailed reports; make recommendations. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience. <i>Note:</i> Effective from 12.9.74. In lieu of the provisional promotion appearing in the <i>Australian Government Gazette</i> of 12.9.74.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—ARMY OFFICE—continued

R. F. Carter 70/13473X	Inspecting Officer, Grade 2 \$7391-7025, Fourth Division, unattached	Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Small Arms Section, Planning and Technical Services Sub-section, Lithgow (No. 203)
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Duties: Undertake critical examination of small arms, ammunition componentry, engineer stores and inspection gauges; prepare reports. Maintain precision measuring equipment.

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 appearing in the *Australian Government Gazette* of 12.9.74.

E. Waldock 64/10672K	Senior Inspecting Officer, Grade 1 \$9117-9727, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Small Arms Section, Product Verification Sub-section, Lithgow (No. 262)
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Duties: Control and technically supervise a group engaged in the quality assurance and acceptance of small arms, engineering stores and ammunition componentry. Provide advice to contractors on technical and quality aspects; make decisions and recommendations as appropriate.

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 appearing in the *Australian Government Gazette* of 12.9.74.

J. M. Patient 64/10674G	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Small Arms Section, Product Verification Sub- section, Lithgow (No. 208)
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W. P. Brain 66/13038K	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Small Arms Section, Product Verification Sub- section, Lithgow (No. 204)
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W. G. Peachman 64/10675M	Technical Officer, Grade 1 \$7052-8694, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Small Arms Section, Product Verification Sub- section, Lithgow (No. 274)
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Duties above three positions: Direct staff engaged in the quality assurance and acceptance of small arms, engineering stores and ammunition componentry; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects.

Qualifications above three 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 appearing in the *Australian Government Gazette* of 12.9.74.

K. F. Saunderson 58/37969C	Senior Inspecting Officer, Grade 1 \$9117-9727, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Filled Ammunition Section, Technical Planning and Services Sub-section, St Marys (No. 44)
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Duties: Evaluate production and quality control plans; direct quality assurance officers on audit and evaluation methods; liaise with contractor on technical and quality aspects; co-ordinate and control complex trials and investigations.

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 appearing in the *Australian Government Gazette* of 12.9.74.

G. M. Starr 67/12273N	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Filled Ammunition Section, Technical Plan- ning and Services Sub-section, St Marys (No. 19)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

K. A. Blackley 70/13187W	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Filled Ammunition Section, Technical Plan- ning and Services Sub-section, St Marys (No. 21)
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Duties above two positions: Supervise the preparation of quality assurance plans; liaise with production and quality control sections on the investigation of problem areas; evaluate proof results and quality assurance data.

Qualifications above two 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 appearing in the *Australian Government Gazette* of 12.9.74.

D. Withers 67/12316T	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, unattached	Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Filled Ammunition Section, Technical Plan- ning and Services Sub-section, St Marys (No. 31)
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J. A. Jenkins 64/11723P	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, unattached	Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Filled Ammunition Section, Technical Plan- ning and Services Sub-section, St Marys (No. 32)
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Duties above two positions: Prepare and update quality assurance plans; undertake straightforward trials, investigations and evaluations of quality control methods; monitor production lines to assess effectiveness of quality control methods.

Qualifications above two 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 appearing in the *Australian Government Gazette* of 12.9.74.

R. Barker 64/11943W	Senior Inspecting Officer, Grade 2 \$9882-10393, Fourth Division, unat- tached	Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Fourth Division, Filled Ammunition Section, Product Veri- fication Sub-section, St Marys (No. 119)
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Duties: Control and technically supervise a group engaged in the quality assurance and acceptance or filled ammunition and explosives stores. Provide advice to contractors on quality aspects; conduct investigations of a complex nature. Make decisions and recommendations as appropriate.

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 appearing in the *Australian Government Gazette* of 12.9.74.

B. K. Bransdon 63/11921G	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Filled Ammunition Section, Product Verifica- tion Sub-section, St Marys (No. 47)
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Duties: Direct a section engaged in the quality assurance and acceptance of filled ammunition and explosive stores; ensure the effectiveness of contractors quality control systems and provide advice on technical and quality aspects.

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 appearing in the *Australian Government Gazette* of 12.9.74.

J. Bancroft 61/12809A	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Filled Ammunition Section, Product Verifica- tion Sub-section, St Marys (No. 138)
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Duties: Direct a section engaged in the quality assurance and acceptance of filled ammunition and explosives stores; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects.

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

Note: Effective from 12.9.74. In lieu of provisional promotions appearing 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—ARMY OFFICE—continued

P. R. Hamstead 61/12807R	Senior Inspecting Officer, Grade 2 \$9882-10393, Fourth Division, unat- tached	Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Fourth Division, Filled Ammunition Section, Quality Evaluation Laboratory Sub-section, St Marys (No. 68)
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Duties: Plan and control the activities of a quality evaluation laboratory engaged in the proof and trial of ammunition and explosives stores. Co-ordinate the development of test procedures and the design, development and procurement of plant and equipment and its calibration.

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

Note: Effective from 12.9.74. In lieu of provisional promotion appearing in the *Australian Government Gazette* of 12.9.74.

A. J. Stuart 62/11469K	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Filled Ammunition Section, Quality Evaluation Laboratory Sub-section, St Marys (No. 263)
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Duties: Plan and control a section engaged in the installation, calibration and maintenance of test and proof facilities of a quality evaluation laboratory testing and proving ammunition and explosives stores.

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

Note: Effective from 12.9.74. In lieu of provisional promotion appearing in the *Australian Government Gazette* of 12.9.74.

N. Holt 58/38039M	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Filled Ammunition Section, Quality Evaluation Laboratory Sub-section, St Marys (No. 112)
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Duties: Install maintain and calibrate equipment used in the proof of ammunition and explosives stores. Design and supervise the manufacture of new and replacement proof and test equipment.

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

Note: Effective from 12.9.74. In lieu of provisional promotion appearing in the *Australian Government Gazette* of 12.9.74.

A. J. Pickett 73/12055T	Inspecting Officer, Grade 1 \$6612-7180, Fourth Division, unattached	Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Filled Ammunition Section, Quality Evaluation Laboratory Sub-section, St Marys (No. 121)
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Duties: Perform minor design of equipment used in the proof and trials of ammunition and explosives stores. Manufacture, install and commission new items of proof equipment; maintain and calibrate equipment and instrumentation.

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

Note: Effective from 12.9.74. In lieu of provisional promotion appearing in the *Australian Government Gazette* of 12.9.74.

R. C. F. Cooper 67/11385P	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Filled Ammunition Section, Quality Evaluation Laboratory Sub-section, St Marys (No. 69)
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Duties: Co-ordinate the activities of proof teams carrying out proof of ammunition and explosives stores. Undertake the preparation and evaluation of test results; prepare draft reports.

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

Note: Effective from 12.9.74. In lieu of provisional promotion appearing in the *Australian Government Gazette* of 12.9.74.

J. D. Dempsey 70/12451P	Inspecting Officer, Grade 2 \$7391-7925 Fourth Division, unattached	Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Filled Ammunition Section, Quality Evaluation Laboratory Sub-section, St Marys (No. 70)
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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>
D. A. Suggate 71/11323X	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, unattached	Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Filled Ammunition Section, Quality Evaluation Laboratory Sub-section, St Marys (No. 71)
A. T. Roberts 73/14054M	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, unattached	Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Filled Ammunition Section, Quality Evaluation Laboratory Sub-section, St Marys (No. 110)
J. T. Nolan 70/11432T	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, unattached	Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Filled Ammunition Section, Quality Evaluation Laboratory Sub-section, St Marys (No. 120)
<i>Duties above four positions:</i> Undertake and/or supervise tests and measurements at a quality evaluation laboratory carrying out trials and proofs of ammunition and explosive stores. Assist in the investigation of proof or equipment failures. <i>Qualifications above four positions:</i> An approved technical college certificate or other approved qualifications, and requisite experience. <i>Note:</i> Effective from 12.9.74. In lieu of provision promotions appearing in the <i>Australian Government Gazette</i> on 12.9.74.		
G. P. Howells 73/14055P	Inspecting Officer, Grade 1 \$6612-7180, Fourth Division, unattached	Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Filled Ammunition Section, Quality Evaluation Laboratory Sub-section, St Marys (No. 73)
M. J. O. Simpson 67/12426K	Inspecting Officer, Grade 1 \$6612-7180, Fourth Division, unattached	Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Filled Ammunition Section, Quality Evaluation Laboratory Sub-section, St Marys (No. 109)
G. Gersbach 68/13719W	Inspecting Officer, Grade 1 \$6612-7180, Fourth Division, unattached	Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Filled Ammunition Section, Quality Evaluation Laboratory Sub-section, St Marys (No. 101)
D. Sharpe 70/13186R	Inspecting Officer, Grade 1 \$6612-7180, Fourth Division, unattached	Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Filled Ammunition Section, Quality Evaluation Laboratory Sub-section, St Marys (No. 51)
<i>Duties above four positions:</i> Prepare ammunition and explosive stores for static proof, range proof and trials and investigations. Assist in the proof of ammunition. <i>Qualifications above four positions:</i> Extensive experience in the handling and proof of Service ammunition and explosive stores. <i>Note:</i> Effective from 12.9.74. In lieu of provisional promotions appearing in the <i>Australian Government Gazette</i> of 12.9.74.		
B. C. A. Hardy 69/12214G	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 1 \$9750-10214, Fourth Division, Clothing and Textiles Section, Textiles Sub-section, Sydney (No. 257)
<i>Duties:</i> Control and technically supervise a group engaged in the quality assurance and acceptance of textiles, materials and accessories. Provide advice to contractors on quality aspects; conduct investigations of a complex nature and make decisions or recommendations as appropriate. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience. <i>Note:</i> Effective from 12.9.74. In lieu of provisional promotion appearing in the <i>Australian Government Gazette</i> of 12.9.74.		
E. J. King 58/37910M	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Clothing and Textiles Section, Textiles Sub-section, Sydney (No. 80)
G. W. Booth 58/37926M	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Clothing and Textiles Section, Textiles Sub-section, Sydney (No. 166)

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—ARMY OFFICE—continued

M. Fingret 66/12304M	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Clothing and Textiles Section, Textiles Sub-section, Sydney (No. 264)
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Duties above three positions: Direct staff engaged in the quality assurance and acceptance of textile materials and accessories; ensure the effectiveness of contractors' quality control systems and provide advice on quality and technical aspects.

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

Note: Effective from 12.9.74. In lieu of provisional promotions appearing in the *Australian Government Gazette* of 12.9.74.

R. E. Green 69/13185M	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Clothing and Textiles Section, Textiles Sub-section, Sydney (No. 268)
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R. E. Smith 69/12216R	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Clothing and Textiles Section, Textiles Sub-section, Sydney (No. 267)
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Duties above two positions: Direct staff engaged in the quality assurance and acceptance of textile materials and accessories; ensure the effectiveness of contractors' quality control systems and provide advice on quality and technical aspects.

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

Note: Effective from 12.9.74. In lieu of provisional promotions appearing in the *Australian Government Gazette* of 12.9.74.

J. B. Reynolds 59/31688G	Senior Inspecting Officer, Grade 1 \$9117-9727, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Clothing and Textiles Section, Equip- ment Sub-section, Sydney (No. 258)
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Duties: Control and technically supervise a group engaged in the quality assurance and acceptance of personal, safety and load-carrying equipment, tentage and cordage. Provide advice to contractors on quality aspects; conduct investigations of a complex nature and make decisions or recommendations as appropriate.

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

Note: Effective from 12.9.74. In lieu of notification appearing in the *Australian Government Gazette* of 12.9.74.

F. R. Coyne 67/13367T	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Clothing and Textiles Section, Equipment Sub-section, Sydney (No. 265)
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Duties: Direct staff engaged in the quality assurance and acceptance of load-carrying and personal equipment and cordage; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects.

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

Note: Effective from 12.9.74. In lieu of provisional promotion appearing in the *Australian Government Gazette* of 12.9.74.

R. W. Pettit 69/12215M	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Clothing and Textiles Section, Equipment Sub-section, Sydney (No. 167)
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C. K. Anderson 67/14180T	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Clothing and Textiles Section, Equipment Sub-section, Sydney (No. 266)
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Duties above two positions: Direct staff engaged in the quality assurance and acceptance of load-carrying and personal equipment and cordage; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects.

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

Note: Effective from 12.9.74. In lieu of provisional promotion appearing in the *Australian Government Gazette* of 12.9.74.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
C. E. Mapledoram 58/37913M	Senior Inspecting Officer, Grade 1 \$9117-9727, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Clothing and Textiles Section, Clothing Sub-section, Sydney (No. 165)
<i>Duties:</i> Control and technically supervise a group engaged in the quality assurance and acceptance of stock and made-to-measure clothing, footwear and laundry services. Provide advice to contractors on quality aspects; conduct investigations of a complex nature and make decisions or recommendations as appropriate. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience. <i>Note:</i> Effective from 12.9.74. In lieu of provisional promotion appearing in the <i>Australian Government Gazette</i> of 12.9.74.		
B. B. Hill 67/13666R	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Clothing and Textiles Section, Clothing Sub-section, Sydney (No. 77)
<i>Duties:</i> Direct staff engaged in the quality assurance and acceptance of made-to-measure clothing; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience. <i>Note:</i> Effective from 12.9.74. In lieu of provisional promotion appearing in the <i>Australian Government Gazette</i> of 12.9.74.		
K. F. Patterson 66/10404X	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Clothing and Textiles Section, Clothing Sub-section, Sydney (No. 173)
<i>Duties:</i> Direct staff engaged in the quality assurance and acceptance of stock clothing; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience. <i>Note:</i> Effective from 12.9.74. In lieu of provisional promotion appearing in the <i>Australian Government Gazette</i> of 12.9.74.		
K. J. Brien 67/13668A	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Clothing and Textiles Section, Clothing Sub-section, Sydney (No. 88)
<i>Duties:</i> Direct staff engaged in the quality assurance and acceptance of footwear; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience. <i>Note:</i> Effective from 12.9.74. In lieu of provisional promotion appearing in the <i>Australian Government Gazette</i> of 12.9.74.		
G. K. Holmes 66/13525K	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Clothing and Textiles Section, Clothing Sub-section, Sydney (No. 63)
<i>Duties:</i> Direct staff engaged in the quality assurance and acceptance of footwear; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience. <i>Note:</i> Effective from 12.9.74. In lieu of provisional promotion appearing in the <i>Australian Government Gazette</i> of 12.9.74.		
C. D. Galloway 70/13137M	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Clothing and Textiles Section, Clothing Sub-section, Sydney (No. 133)
<i>Duties:</i> Direct staff engaged in the quality assurance and acceptance of rainwear and laundry; ensure the effectiveness of contractors' quality control systems and provide advice on technical and quality aspects. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience. <i>Note:</i> Effective from 12.9.74. In lieu of notification appearing in <i>Gazette</i> of 12.9.74.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—ARMY OFFICE—continued

VICTORIA

Regional Secretariat

P. H. Cantwell 66/38580M	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Regional Accounts Office, Melbourne (No. 76)
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Duties: Certifying Officer. Exercise Statutory delegations of Certifying Officer under the Audit Act and Treasury Instructions.

Qualifications: Comprehensive knowledge of the Audit Act and Treasury Instructions with experience in departmental procurement and financial procedures.

W. A. Sherwell 71/37931W	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Regional Accounts Office, Melbourne (No. 72)
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Duties: ADP appropriation and liabilities clerk. Review fund requirements. Check and reconcile daily and monthly printouts and reports from Sub-Treasury. Initiate corrective action as required. Prepare daily input media.

Qualifications: Comprehensive knowledge of the Audit Act and Treasury Instructions with experience in departmental financial procedures.

G. L. Ladiges 71/37105W	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Regional Accounts Office, Watsonia (No. 103)
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Duties: Cashier. Prepare pay lists, write up pay books and make payments for pay and living allowance. Pay miscellaneous claims. Receive public monies over the counter, issue receipts and note appropriate documents.

Y. V. Woods 71/41610W	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Establishments and General Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, General Services, Albert Park (No. 301)
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Duties: Maintain attendance and other staff records including the preparation of statistics and Meal Allowance returns of personnel in the General Services Branch. Arrange bookings for accommodation and transport for local and visiting personnel.

Training Command, Royal Australian Electrical and Mechanical Engineers Training Centre

E. M. Howman 73/41904R	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Bandiana (No. 4)
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Duties: Conduct internal checking programmes for unit accounts and sub accounts and audit regimental and mess funds.

Logistic Command, Headquarters 3 Supply Group

K. A. Kroeger 72/38092M	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Regional Secretariat	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne (No. 10)
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Duties: Receipt, registration and dispatch of correspondence. Maintain a register of files and inwards/outwards correspondence.

Directorate of Supply

G. L. Gaskin 73/37791A	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Albert Park (No. 54)
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Duties: Receipt, registration and distribution of all inwards correspondence. Processing of outwards correspondence and the maintenance of the location index of files and the file register.

Directorate of Electrical and Mechanical Engineering

A. L. Kyd 72/41767M	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5445-5737, Fourth Division, Albert Park, vice M. J. Rose, prov. prom. 26.9.74 (No. 62)
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Duties: Maintenance of Directorate records of all non-classified files and documents received and dispatched.

M. J. Rose 69/40539P	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Albert Park (No. 61)
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Duties: Preparation of Directorate of Electrical and Mechanical Engineers, staff movement documentation and the maintenance of records. Processing of Directorate classified documentation.

Qualifications: Sound knowledge of movement procedures and documentation.

Central Army Supply Agency

L. K. McMullin 70/36268G	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Albert Park (No. 253)
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Duties: Register claims submitted by overseas suppliers and discrepancy reports submitted by depots. Register and distribute correspondence.

In lieu of that notified in *Gazette* No. 73 of 5.9.74.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

31 Supply Battalion

- R. D. Zeinert Storeman \$4580-4808, Fourth Division Clerical Assistant Grade 2 \$4611-4902,
74/37175R Fourth Division, Bandiana (No. 249)
Duties: Prepare certificate receipt vouchers from contractors invoices and progress stores received against Purchase orders.
- J. W. A. Hunter Clerical Assistant, Grade 4 \$6471-6765, Clerical Assistant, Grade 5 \$5962-7355,
58/40218K Fourth Division Fourth Division, Bandiana (No. 90)
Duties: Supervise, control and train two subordinates in stocktaking procedures in accordance with instructions. Allot special stocktakes to be carried out relative to all regular and special stocktakes.

3 Army Quality Assurance Unit

- K. D. O'Callaghan Clerical Assistant, Grade 2 \$5446-5737, Clerical Assistant, Grade 4 \$6471-6765,
71/41890T Fourth Division Fourth Division, Maribyrnong (No. 447)
Duties: Stocktaking duties including annual and special physical checks of stores in three accounts, periodical checks, inventories, equipment schedules and items on personal issues.

Finance and Logistic Division, Finance Branch

- G. A. Fiddian Clerk \$8015-8770 (Class 4), Third Division, Melbourne Clerk \$9022-9777 (Class 5), Third Division, Army Pay Accounts Centre, Melbourne, vice R. F. Smith, prov. prom. 26.9.74 (No. 8)
Duties: Act as Liaison Officer between Army Pay Accounts Centre and the EDP Centre, other Branches and the Defence Forces Retirement Benefits Board in relation to pay matters.
Qualifications: A sound knowledge of the Army Pay Accounts Centre accounting procedures desirable.
Note: This position is located in Canberra.

QUEENSLAND

Regional Secretariat

- J. A. Edwards Accounting Machinist, Grade 1 \$2638-5636, Fourth Division Accounting Machinist, Grade 2 \$5398-6233, Fourth Division, Accounting Section, Ledgers Sub-section, Brisbane (No. 175)
Duties: Operate a National accounting machine. Calculate and summarise CMF Pay entitlements and prepare assessment check sheets.
Qualifications: Having passed the prescribed proficiency test.

SOUTH AUSTRALIA

Logistic Command, 4 Army Quality Assurance Unit

- R. J. A. Partington Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, unattached Senior Technical Officer, Grade 1 \$9700-10214, Fourth Division, Logistic Command, 4 AQAU, Engineering Section, Electrical and General Stores (Metallic) Sub-section, Woodville North (No. 28)
Duties: Control and direction of the staff engaged in the quality assurance function of Electrical and General Stores (Metallic). Responsible for the implementation of the quality assurance plan with contractors.
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 appearing in the *Australian Government Gazette* of 12.9.74.
- E. C. Saunders Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, unattached Senior Technical Officer, Grade 1 \$9700-10214, Fourth Division, Logistic Command, 4 AQAU, Management Section, Woodville North (No. 5)
Duties: Supervision and control of the Management Section.
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.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—ARMY OFFICE—continued

N. E. Hocking 61/66592R	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, unattached	Senior Technical Officer, Grade 1 \$9700-10214, Fourth Division, Logistic Command, 4 AQAU, Engineering Section, Mechanical Sub-section, Woodville North (No. 4)
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Duties: Control and direction of the staff engaged in the Quality Assurance function of the Mechanical Section. Responsible for the implementation of the quality assurance plan with contractors.

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.

A. Woolcock 58/28300P	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, unattached	Senior Technical Officer, Grade 1 \$9700-10214, Fourth Division, Logistic Command, 4 AQAU, Planning Section, Woodville North (No. 61)
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Duties: Supervision and control of the Planning Section.

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.

S. R. Lambert 58/28254G	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, unattached	Senior Technical Officer, Grade 1 \$9700-10214, Fourth Division, Logistic Command, 4 AQAU, General Stores (Non-metallic) Sub-section, Woodville North (No. 62)
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Duties: Control and direction of staff engaged in the quality assurance function of General Stores (Non-Metallic). Responsible for the implementation of the quality assurance plan with contractors.

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.

M. L. Brown 61/66500K	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, unattached	Senior Technical Officer, Grade 1 \$9700-10214, Fourth Division, Logistic Command, 4 AQAU, Stores and Clothing Section, Clothing and Textiles Sub-section, Woodville North (No. 22)
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Duties: Control and direction of staff engaged in the quality assurance function of clothing and textiles. Responsible for the implementation of the quality assurance plan with contractors.

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.

D. R. C. Sutherland 70/67307X	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Engineering Section, Electrical and General Stores (Metallic) Sub-section, Woodville North (No. 8)
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E. S. Presser 70/66474E	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Engineering Section, Electrical and General Stores (Metallic) Sub-section, Woodville North (No. 37)
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S. G. R. Turner 61/66238P	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Engineering Section, Electrical and General Stores (Metallic) Sub-section, Woodville North (No. 18)
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Duties above three positions: In an itinerant capacity control the quality assurance function at contractors premises.

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

Note above three 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
R. R. Towers 66/67252C	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Engineering Section, Mechanical Sub-section, Woodville North (No. 6)
R. N. Quinlan 66/67251X	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Engineering Section, Mechanical Sub-section, Woodville North (No. 58)
W. J. Shirvill 66/67250T	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Engineering Section, Mechanical Sub-section, Woodville North (No. 13)
J. R. Schulz 71/66954C	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Engineering Section, Mechanical Sub-section, Woodville North (No. 10)
<i>Duties above four positions:</i> In an itinerant capacity control the Quality Assurance function at contractors premises. <i>Qualifications above four positions:</i> An approved Technical College Certificate or other approved qualifications and requisite experience. <i>Note above four positions:</i> Effective from 12.9.74. In lieu of the provisional promotion notified in the Australian Government Gazette 12.9.74.		
N. M. D. Ainsworth 67/67013C	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Stores and Clothing Section, Clothing and Textiles Sub-section, Woodville North (No. 15)
W. J. Byrth 70/66476P	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Stores and Clothing Section, Clothing and Textiles Sub-section, Woodville North (No. 32)
C. G. Drechsler 66/67254M	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Stores and Clothing Section, Clothing and Textiles Sub-section, Woodville North (No. 16)
<i>Duties above three positions:</i> In an itinerant capacity control the quality assurance function at contractors premises. <i>Qualifications above three positions:</i> An approved technical college certificate or other approved qualifications and requisite experience. <i>Note above three positions:</i> Effective from 12.9.74. In lieu of the provisional promotion notified in the Australian Government Gazette of 12.9.74.		
H. C. Adams 71/67134C	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Stores and Clothing Section, General Stores (Non-metallic) Sub- section, Woodville North (No. 35)
H. J. Thede 72/67138M	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Stores and Clothing Section, General Stores (Non-metallic) Sub- section, Woodville North (No. 19)

Duties above two positions: In an itinerant capacity control the quality assurance function at contractors premises.

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

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—ARMY OFFICE—continued

A. M. Ward 70/66468R	Technical Officer, Grade 1 \$7052-8694, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Engineering Section, Technical Services Sub-section, Woodville North (No. 12)
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Duties: Take charge of a medium size Meteorology Laboratory performing a range of Class A to Class C tests.

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.

R. E. Lucas 71/67115T	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Planning Section, Stores and Clothing Sub-section, Woodville North (No. 47)
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N. G. Symonds 66/67249C	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Planning Section, Stores and Clothing Sub-section, Woodville North (No. 33)
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N. A. Robertson 66/66621L	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Planning Section, Stores and Clothing Sub-section, Woodville North (No. 40)
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R. L. Farrier 67/67055P	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Planning Section, Stores and Clothing Sub-section, Woodville North (No. 11)
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Duties above four positions: Undertake investigations, liaise with contractors and produce documentation associated with all planning aspects of quality assurance.

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

Note above four positions: Effective from 12.9.74. In lieu of the provisional promotion notified in the *Australian Government Gazette* of 12.9.74.

B. A. Alson 63/66886M	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Engineering Section, Technical Services Sub-section, Woodville North (No. 9)
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Duties: Control the activities of the Electronic Laboratory engaged on testing of all types of electrical and electronic equipment.

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.

J. A. Schuttloffel 65/66456M	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Management Section, Proce- dures and Training Sub-section, Wood- ville North (No. 17)
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Duties: Co-ordinate quality assurance procedures, training and management control systems within the unit.

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.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
A. M. Griffin 65/66850W	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer, Grade 2 \$8929-9443, Fourth Division, Logistic Command, 4 AQAU, Management Section, Special Projects Sub-section, Woodville North (No. 63)
<i>Duties:</i> In an itinerant capacity control the quality assurance function at contractors premises on special projects.		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience.		
<i>Note:</i> Effective from 12.9.74. In lieu of the provisional promotion notified in the <i>Australian Government Gazette</i> of 12.9.74.		

Proof and Experimental Establishment

A. David 61/66274K	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, unattached	Technical Officer, Grade 1 \$7052-8694, Fourth Division, Logistic Command, Proof and Experimental Establishment, Operations Section, Ammunition Sub- section, Port Wakefield (No. 1)
<i>Duties:</i> Responsible for receipt, storage and maintenance of all ammunition components. Examine and sample all propellants as required, make up all proof ammunition and carry out demolition of blinds.		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience.		
<i>Note:</i> Effective from 12.9.74. In lieu of the provisional promotion notified in the <i>Australian Government Gazette</i> of 12.9.74.		

G. G. Allen 66/66599C	Inspecting Officer, Grade 1 \$6612-7180, Fourth Division	Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Logistic Command, Proof and Experimental Establishment, Operations Section, Ammunition Sub- section, Port Wakefield (No. 2)
<i>Duties:</i> Carry out all ammunition duties required for proof of components and ordnance, examine proof samples after firing and all ammunition components submitted for disposal.		
<i>Qualifications:</i> Appropriate knowledge and experience of departmental proof procedures as applied to the Ammunition Section.		

WESTERN AUSTRALIA

4 Army Quality Assurance Unit, Perth Detachment

S. C. Allen 67/75107P	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division (No. 8)
<i>Duties:</i> Check less straight forward contracts to ensure conformity with technical specifications, evaluate proposed quality control systems and check with contractor to ensure an acceptable result. Investigate production permits and proposed changes in design and accept or reject stores in accordance with quality assurance plans and contract documents.		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience.		
<i>Note:</i> Effective from 12.9.74. In lieu of the provisional promotion notified in the <i>Australian Government Gazette</i> of 12.9.74.		
A. Kirk 65/75009G	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division (No. 2)
<i>Duties:</i> Check less straight forward contracts to ensure conformity with technical specifications, evaluate proposed quality control systems and check with contractor to enable an acceptable result. Investigate production permits and proposed changes in design and accept or reject stores in accordance with quality assurance plans and contract documents.		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience.		
<i>Note:</i> Effective from 12.9.74. In lieu of the provisional promotion notified in the <i>Australian Government Gazette</i> of 12.9.74.		
E. F. Martino 66/75594G	Senior Inspecting Officer, Grade 2 \$9882-10393, Fourth Division, unat- tached	Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Fourth Divi- sion (No. 1)
<i>Duties:</i> Direct quality assurance activities in Western Australia in respect to service supplies involving a wide range of engineering equipment, general stores and clothing. Examine orders and technical data and assess requirements in staff and equipment. Liaise with contractors and District Contract Board.		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience.		
<i>Note:</i> Effective from 12.9.74. In lieu of the provisional promotion notified in the <i>Australian Government Gazette</i> of 12.9.74.		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—ARMY OFFICE—continued

- T. T. Parker Inspecting Officer, Grade 3 \$8209-8661, Technical Officer (Engineering), Grade 2
66/75595M Fourth Division, unattached \$8929-9443, Fourth Division (No. 3)
Duties: Check less straight forward contracts to ensure conformity with technical specifications, evaluate proposed quality control systems and check with contractor to ensure an acceptable result. Investigate production permits and proposed changes in design and accept or reject stores in accordance with quality assurance plans and contract documents.
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.
- G. L. Benson-Lidholm Inspecting Officer, Grade 3 \$8209-8661, Technical Officer (Engineering), Grade 2
58/14205T Fourth Division, unattached \$8929-9443, Fourth Division (No. 4)
Duties: Check less straight forward contracts to ensure conformity with technical specifications, evaluate proposed quality control systems and check with contractor to ensure an acceptable result. Investigate production permits and proposed changes in design and accept or reject stores in accordance with quality assurance plans and contract documents.
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.

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Naval Works Branch

- K. Ross Clerical Assistant, Grade 1 \$2481-5349, Clerical Assistant, Grade 2 \$5446-5737,
304-66469 Fourth Division, Canberra Fourth Division, Property and Support
Services Section, Canberra (No. 4)
Duties: Receive and distribute all inward files and papers. Record all file movements. Dispatch outgoing correspondence.

Establishments and General Division, General Services Branch

- G. Brown Clerical Assistant, Grade 2 \$5446-5737, Clerical Assistant, Grade 3 \$5883-6324,
242-00058 Fourth Division, Canberra Fourth Division, Publications Section,
Publishing Sub-section, Canberra (No. 41)
Duties: Under supervision carry out editing and proof reading work on Departmental Navy Orders.

Naval Personnel Branch

- L. H. Bateup Clerk \$9022-9777 (Class 5), Third Divi- Clerk \$10029-10704 (Class 6), Third
226-74516 sion, Canberra Division, General Services Section, Cor-
respondence Sub-section, Canberra (No. 84)
Duties: Supervise and direct the work of the Sub-section. Preparation of more complex correspondence. Prepare submissions to the Overseas Visits Committee.

Aircraft Engineering Branch

- B. F. Curran Clerk \$6887-7764 (Class 2/3), Third Clerk \$8015-8770 (Class 4), Third Divi-
229-00973 Division, Canberra sion, Finance and Administration Sec-
tion, Canberra (No. 2)
Duties: Prepare correspondence, submissions and reports on Directorate matters. Provide assistance with preparation of major submissions and financial estimates. Supervise the PSA staff of the Directorate.
Qualifications: Knowledge of Departmental financial procedures an advantage.

Supply Division, Armament Supply Branch

- R. M. Fairall Clerical Assistant, Grade 1, \$2481-5349, Clerical Assistant, Grade 2 \$5446-5737,
241-95121 Fourth Division, Department of the Cap- ital Territory, Canberra Fourth Division, Project Section, Can-
berra (No. 61)
Duties: Maintain Branch technical library. Assist in the production and distribution of spares and allowance lists. Technical and administrative instructions.
- W. C. Perrin Clerical Assistant, Grade 1 \$2481-5349, Clerical Assistant, Grade 2 \$5446-5737,
242-02694 Fourth Division, Postmaster-General's Fourth Division, Finance and General
Department, Canberra Section, Canberra (No. 43)
Duties: Maintain file marking register. Dispatch mail and prepare classified file movement schedule and direct transit slips. Other duties as directed.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

NEW SOUTH WALES

Area Secretariat

A. J. Cooke 69/11690T	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, General Services Sub-section, Sydney (No. 120)
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Duties: Prepare recommendations on telephone service requirements. Evaluate costs and make recommendations in respect of outside contracts for office and window cleaning. Supervise subordinate staff in the General Services Sub-section. Prepare and review estimates of expenditure for General Services.

HMA Naval Dockyard, Garden Island

M. Smith 73/15149X	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division, Postmaster-General's Department	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Personnel Division (No. 182)
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Duties: Assist with the filing of payroll and personnel records. Check attendance records.

I. Dogger 73/13239E	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division, Department of Defence	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Planning Division (No. 144)
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Duties: Compile manhour expenditure charts for all current job numbers. Collate and distribute relevant charts.

D. West 73/14637R	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division, Department of Customs and Excise	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Planning Division (No. 145)
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Duties: Compile manhour expenditure charts for all current job numbers. Collate and distribute relevant charts.

W. Parker 239-79717	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division, Department of Customs and Excise	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Planning Division (No. 147)
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Duties: Assist in assembly, collection, sorting and amendment of work requests. Arrange distribution and follow up action.

N. Walker 72/13308W	Clerical Assistant Grade 1 \$2599-5349, Fourth Division, Department of Defence (No. 45)	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Technical Services Division (No. 91)
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Duties: Maintain Sub-section File registry, record related data on planned maintenance cards and schedules.

J. Tassell 72/15297R	Clerical Assistant Grade 1 \$2599-5349, Fourth Division, Department of Customs and Excise	Clerical Assistant Grade 2 \$5446-5737, Fourth Division, Personnel Division (No. 192)
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Duties: Provide relief for clerical assistant positions in Dockyard.

M. Tracey 73/12072T	Clerical Assistant Grade 1 \$2599-5349, Fourth Division, Department of Defence (No. 74)	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Management, Planning and Review (No. 107)
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Duties: Maintain Sub-section File Registry, provide general clerical assistance to Sub-section.

VICTORIA

Supply Division, Planning, Co-ordination and Services Branch

C. W. Blake 301-75581	Clerk, \$3346-6671, (Class 1), Third Division, Melbourne	Clerk, \$6887-7764, (Class 2/3), Third Division, Services Section, Codification and Cataloguing Sub-section, Melbourne (No. 126)
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Duties: Preparation of catalogue data input forms for preliminary and refined catalogues. Other cataloguing duties as directed.

Finance and Materiel Division, Finance Branch

P. R. Frost 73/36552X	Clerk \$3346-6671 (Class 1), Third Division, Melbourne	Clerk \$6887-7764 (Class 2/3), Third Division, Accounts Section, Pay Accounting Sub-section, Melbourne (No 206)
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K. P. Peel 73/38639X	Clerk \$3346-6671 (Class 1), Third Division, Melbourne	Clerk \$6887-7764 (Class 2/3), Third Division, Accounts Section, Pay Accounting Sub-section, Melbourne (No 99)
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Duties above two positions: Maintain Pay History Cards and check entitlements of pay and allowances for members of the Permanent Naval Forces. Prepare correspondence and adjust discrepancies in pay accounts held in HMA ships.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—NAVY OFFICE—continued

A. D. McRae 73/38323M	Clerk \$3346-6671 (Class 1), Third Division, Melbourne	Clerk \$6887-7764 (Class 2/3), Third Division, Accounts Section, Pay Accounting Sub-section, Melbourne, vice J. R. Whiteley, prov. prom. 12.9.74 (No. 208)
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Duties: Participate and direct subordinate in check of salary and allowances, etc., and effect adjustments arising out of discrepancies revealed. Examine Pay Reconciliation statements and investigate and adjust discrepancies.

J. C. Westmoreland 73/39866K	Clerk \$3346-6671 (Class 1), Third Division, Melbourne	Clerk \$6887-7764 (Class 2/3), Third Division, Accounts Section, Naval Pay (Allotments) Sub-section, Melbourne (No 187)
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Duties: Investigate and take adjusting action on allotments refunded by firms and banks. Undertake recovery action on overpaid allotments. Maintain Recoveries register.

HMAS Cerberus Branch

H. Mulder 237-36280	Psychologist, Class 2 \$10167-11360, Third Division, Brisbane	Senior Psychologist, Class 3 \$12059-13268, Third Division, Psychology Section, Melbourne (No. 24)
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Duties: Provision of a Psychological Service in Victoria and for the co-ordination of the Psychological Services in the area. Undertake professional advisory and research work as directed.

Qualifications: Appropriate degree or diploma with a major in psychology or equivalent. Eligibility for membership of the Australian Psychological Society desirable.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Management Services Branch

K. Blundell 227-72044	Senior Internal Auditor, Grade 1 \$10029-10704 (Class 6), Third Division	Senior Internal Auditor, Grade 2 \$11039-11714 (Class 7), Third Division, Internal Audit Section, Canberra (No. 159)
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Duties: Under direction, responsible for the conduct of the State Offices and Northern Territory Office Internal Audit program. Direct and supervise the Internal Audit team concerned.

Qualifications: Accountancy qualifications desirable and sound experience of internal auditing.

Note: The occupant of this position will be required to undertake frequent interstate travel.

Territorial and Facilities Division, Territorial Liaison Branch

M. M. Stevenson 304-98129	Typist, Grade 1 \$5275-5636, Fourth Division, Unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Canberra Technical College, Administration Sub-Section, Canberra (No. 659)
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Duties: Office Assistant—Maintain staff and student records for the school of Mechanical and Civil Engineering. Answer personal and telephone inquiries from students and the public on matters affecting the school. Act as collector of public monies.

Qualifications: Ability to type desirable.

Facilities Branch

A. J. Scott 226-82292	Clerk \$9022-9777 (Class 5), Third Division, Department of Housing and Construction	Clerk \$10029-10704 (Class 6), Third Division, General Education Facilities Section, Canberra (No. 732)
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Duties: Assist with investigations preparation of submissions, reports, correspondence and with the administration of various schemes relating to States Grants (Teachers Colleges) Acts, States Grants (Pre-School Teachers College) Acts and assistance to schools.

Qualifications: Appropriate tertiary qualifications and administrative experience desirable.

Policy Division, Parliamentary Liaison and Information Branch

A. G. Andrews 241-95447	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Public Relations Section, Library Sub-section, Canberra (No. 454)
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Duties: Responsible for the receipt, circulation and filing of all periodicals and annuals, maintain all relevant records.

Qualifications: Relevant library experience desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Management Services Branch

W. A. Dean 241-96116	Typist, Grade 1 \$5275-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, Personnel and Services Section, Typing Sub-section, Canberra vice H. Mack, prov. prom. 19.9.74 (No. 287)
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Duties: Perform stenographic and typing duties as directed.

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

AUSTRALIAN CAPITAL TERRITORY

Interim A.C.T. Schools Authority

D. M. Froome 241-81571	Steno-secretary, Grade 1 \$6382-6741, Fourth Division	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Canberra (No. 530)
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Duties: Perform secretarial duties for the Chief Education Officer.

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

NEW SOUTH WALES

State Office

D. N. Gunner 74/11137C	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Sydney (No. 50)
J. M. Cooling 73/15735C	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Sydney, vice W. G. Gardner, prov. prom. 12.9.74 (No. 74)
M. Reynolds 73/11464W	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Sydney, vice M. F. McCarthy, prov. prom. 19.9.74 (No. 105)
C. R. Dunshea 73/16590P	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Sydney (No. 173)
N. L. Proudman 74/10746X	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Sydney (No. 209)
E. G. McKenzie 300-36354	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Sydney (No. 156)
M. M. Byrnes 74/11556X	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Sydney (No. 186)
B. A. Sweeney 73/15667X	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Sydney (No. 187)
C. P. Ward 74/10807K	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Sydney (No. 319)
R. E. Sherringham 73/16616W	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Sydney (No. 320)
J. Chetcuti 73/11469T	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Sydney (No. 321)

Duties above eleven positions: Allowance Assessor. Examine and assess applications for living and travelling allowance under the Tertiary Education Assistance Scheme. Check incidentals allowance and tuition fee payments.

H. V. Hartley 74/10745T	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Payments and Scrutineer Sub-section, Sydney, vice I. M. Rolavs, prov. prom. 12.9.74 (No. 75)
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF EDUCATION—continued

P. J. Edghill 73/14682C	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Payments and Scrutineer Sub-section, Sydney, vice D. J. Dumbleton, prov. prom. 19.9.74 (No. 102)
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W. R. Soderholm 73/17029X	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Payments and Scrutineer Sub-section, Sydney, vice M. K. Christos, prov. prom. 19.9.74 (No. 103)
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Duties above three positions: Payments Checking Officer.

S. M. Hall 72/14669E	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Tertiary Education Assistance Section, Registry Sub-section, Sydney (No. 79)
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H. E. Greig 74/12248K	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Tertiary Education Assistance Section, Registry Sub-section, Sydney, vice N. V. Nation, prov. prom. 12.9.74 (No. 80)
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Duties above two positions: Scrutinise incoming correspondence and attach to files. Co-ordinate searches for files outside Registry.

C. M. Newham 73/10829R	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, School Students' Assistance Section, Sydney (No. 43)
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L. M. Brompton 73/15462G	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, School Students' Assistance Section, Sydney, vice C. C. Campbell, prov. prom. 26.9.74 (No. 56)
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P. D. Boyle 71/13072X	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, School Students' Assistance Section, Sydney (No. 89)
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D. W. Boerma 73/15731K	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, School Students' Assistance Section, Sydney (No. 223)
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J. G. Anglim 74/10860T	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, School Students' Assistance Section, Sydney (No. 224)
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G. J. Green 74/10808P	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, School Students' Assistance Section, Sydney (No. 254)
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Duties above six positions: Allowance Assessor. Examine and assess applications for living and other allowances under the Assistance for Isolated Children's Scheme, the Senior Secondary Scholarship Scheme, and the Secondary Allowances Scheme.

D. A. Buckingham 73/16692G	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, School Students' Assistance Section, Sydney (No. 37)
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D. A. Byron 73/15664K	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, School Students' Assistance Section, Sydney (No. 41)
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Duties above two positions: Dispatch and receipt of applications for assistance under Senior Secondary Scholarship Scheme. Check attendance reports and take any necessary follow-up action. Maintain statistical data relevant to the Section.

S. Ten Dam 73/16916X	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, School Students' Assistance Section, Sydney, vice J. M. Humphries, prov. prom. 19.9.74 (No. 39)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

G. R. Craigen 70/14318G	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, School Students Assistance Section, Sydney (No. 42)
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Duties above two positions: Payments Checking Officer. Check variations of amounts of allowance and of payee names and addresses prepared for ADP input.

R. J. Delaney 72/15051T	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, School Students Assistance Section, Sydney, vice G. J. Stewart, prov. prom. 19.9.74 (No. 255)
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Duties: Scrutinise incoming correspondence and attach to files. Prepare and dispatch notifications of entitlement to living allowance.

J. M. Ruthven 73/15242A	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Aboriginal Secondary Grants Section, Sydney (No. 240)
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W. B. Azar 73/13773X	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Aboriginal Secondary Grants Section, Sydney (No. 106)
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Duties above two positions: Check assessments and calculations for payment of benefits.

G. F. Walker 73/15075R	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Aboriginal Secondary Grants Section, Sydney (No. 277)
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L. Smith 74/11896C	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Aboriginal Secondary Grants Section, Sydney (No. 278)
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Duties: Prepare computer variation advices, TF.18s and TF.12s for payment of allowances and other claims under the Aboriginal Grants Scheme. Prepare TF.12s for payment of tutors' claims. Answer inquiries. Interview parents and students concerning fees and allowances payable.

Qualifications: Ability to communicate successfully with persons of Aboriginal or Island descent is desirable.

C. C. Campbell 69/66497G	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Administration Section, Office Services Sub-section, Sydney (No. 98)
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Duties: Office Services Clerk. Supervise Registry and Office Services Sub-sections. Attend to matters concerning office accommodation, machines, furniture and equipment. Arrange office printing requirements. Arrange for removal of furniture and effects for officers of the Service.

Qualifications: Ability to supervise staff and establish good rapport in liaison with high level personnel. Knowledge of printing.

A. M. Swan 73/10511W	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Administration Section, Relief Sub-section, Sydney, vice P. A. Sawyer, prov. prom. 19.9.74 (No. 178)
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Duties: Relief Clerk. Provide relief as required throughout New South Wales Branch Office.

J. E. Mullins 73/14843X	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Administration Section, General Accounts Sub-section, Sydney, vice D. L. Livingston, prov. prom. 19.9.74 (No. 118)
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Duties: Examiner of Accounts. Furnish funds availability certificates, examine claims and prepare forms 22A (ADP).

M. Fletcher 73/11051P	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Administration Section, General Accounts Sub-section, Sydney, vice S. J. Vandermeer, prov. prom. 19.9.74 (No. 49)
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Duties: Collector of Public Moneys and Paymaster.

M. C. Brooks 67/14004X	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Administration Section, General Accounts Sub-section, Sydney (No. 282)
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Duties: Check Treasury Forms 12, 12A for completeness, correct coding and no previous payment. Prepare correspondence requesting settlement of outstanding accounts under allowance schemes and maintain finance control ledger on outstanding debtors.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF EDUCATION—continued

K. Lee 69/13849R	Typist, Grade 1 \$2638-5636, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Administration Section, Travel Sub-section, Sydney, vice A. T. Anderson, prov. prom. 12.9.74 (No. 11)
<i>Duties:</i> Assist in arranging domestic travel for students, staff members and Committee members travelling on interstate and intrastate flights on departmental business. Obtain tickets, prepare travel warrants and advice of movement forms.		
J. A. Groth 73/10996K	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Administration Section, Sydney, vice S. E. Kelly, prov. prom. 26.9.74 (No. 108)
<i>Duties:</i> Act as receptionist in Executive Offices, for committees, conferences and seminars. Assist in filing of confidential papers.		
C. A. Stafford 73/11130E	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Administration Section, Registry Sub-section, Sydney (No. 17)
<i>Duties:</i> Operate switchboard and act as receptionist for general inquiries.		
C. Yeadon 74/17015X	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Postgraduate Awards Section, Sydney, vice G. Petrowsky, prov. prom. 19.9.74 (No. 137)
<i>Duties:</i> Responsible for all payments made to or on behalf of Postgraduate Award holders. Answer inquiries regarding financial matters and assist with the preparation of statistics.		
R. P. Elliott 74/1003T	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Private Overseas Students' Section, Sydney (No. 286)
<i>Duties:</i> Assist in evaluation of students' progress from record cards. Obtain and update information pertaining to entrance requirements and rules of progress of universities and other educational institutions.		
S. E. Kelly 72/10552M	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Private Overseas Students' Section, Sydney (No. 289)
<i>Duties:</i> Maintain record card system. Perform receptionist and counter duties, answering routine inquiries from students. Handle sectional correspondence and assist with provision of statistics.		
M. N. Kruse 73/14688E	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Teacher Education and Ex-Servicemen Section, Sydney, vice J. D. Foster, prov. prom. 19.9.74 (No. 114)
<i>Duties:</i> Arrange interviews, medical appointments and accommodation in connection with recruitment of the Commonwealth Teaching Service. Arrange payment of allowances to award holders and check variations of amounts of allowance.		
C. E. Prentice 73/11268W	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Aboriginal Study Grants Section, Sydney (No. 162)
<i>Duties:</i> Examine applications and assess entitlements to living, travel, tutorial and textbook allowances. Advise award holders and parents on entitlements and prepare routine correspondence on payment matters.		
P. P. White 74/10011R	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Child Care Section, Sydney (No. 294)
<i>Duties:</i> Undertake a detailed check of quarterly claims for recurrent grants under the Child Care Scheme. Check estimates for equipment claims associated with capital grants. Check payments and maintain payments cards.		
B. D. Kraus 74/12738X	Clerk \$3346-6671 (Class 1), Third Division	Library Officer, Grade 1 \$6532-7231, Third Division, Special Services Section, Information Sub-section, Sydney (No. 233)
<i>Duties:</i> Maintain library of State Office—accession, cataloguing, classification, housing and lending of books. Control the receipt and distribution of journals, maintain a subject index of articles in journals.		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

S. J. Paton 74/12198K	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Language Teaching Section, English Teaching Centre Sub- section, Sydney (No. 251)
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Duties: Assist in maintaining the Centre's holding of teaching materials and in servicing the day to day needs of instructors for materials from these holdings. Assist with maintenance of records and in reception duties.

C. Paine 70/15258M	Clerk \$8015-8770 (Class 4), Third Divi- sion, Department of Labor and Immi- gration	Clerk \$10029-10704 (Class 6), Third Division, Tertiary Education Assistance Section, Sydney (No. 66)
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Duties: Academic Assessor, Grade 2. Assess complex cases 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.

A. Holt 230-33884	Education Officer, Class 2 \$10248- 11258, Third Division	Liaison Officer \$11039-11714 (Class 7), Third Division, Schools Commission, Sydney (No. 79)
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Duties: Liaise with government and non-government education authorities and schools. Investigate and analyse professional issues. Provide advice to teachers and schools involved in Commission programs.

Qualifications: University or CAE degree and teaching qualifications and experience desirable. Capacity for analysis of professional matters in education necessary. Ability to communicate effectively and independently with schools and education authorities essential.

VICTORIA

State Office

J. B. Beves 232-33747	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Divi- sion, Tertiary Education Assistance Sec- tion, Melbourne (No. 32)
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R. M. Grome 217-46450	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Divi- sion, Tertiary Education Assistance Sec- tion, Melbourne (No. 67)
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P. J. Clarke 232-41843	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Divi- sion, Tertiary Education Assistance Sec- tion, Melbourne (No. 34)
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Duties above three positions: Determining Officer. Check assessments and re-assessments of living and travelling allowance under the Tertiary Education Assistance Scheme and determine allowances payable. Examine the more complex applications and determine eligibility for special rates of allowance.

Qualifications above three positions: Experience in processing of input means tests desirable.

G. A. Giofre 71/39146A	Clerk \$3346-6671 (Class 1), Third Divi- sion	Clerk \$8015-8770 (Class 4), Third Divi- sion, Tertiary Education Assistance Sec- tion, Melbourne (No. 20)
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Duties: Supervise the activities of the Payments Cell, including oversight of preparation of ADP input and check of output, and liaison with Sub-Treasury on matters concerning payments and variations of tertiary education assistance allowances.

Qualifications: Experience in processing of ADP input and output data and documentation in a computer-based payments system and a knowledge of Treasury payment practices and expenditure accounting desirable.

D. M. Hatswell 230-96877	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Divi- sion, Student Assistance—Schools and Special Groups Section, Postgraduate Awards and Minor Schemes Sub- section, Melbourne (No. 211)
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Duties: Supervise and direct all aspects of benefits assessed under the Postgraduate Awards and Minor Schemes of assistance. Check and determine more complex cases and prepare reports and make recommendations in anomalous cases arising from the application of the scheme.

Qualifications: Knowledge of the provisions of the Postgraduate and Minor Schemes desirable or comparable experience desirable.

M. G. Flynn 237-28424	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Divi- sion, Student Assistance—Schools and Special Groups Section, School Chil- dren's Assistance Sub-section, Mel- bourne (No. 208)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF EDUCATION—continued

B. F. Hogan 59/63576W	Clerk \$6887-7764 (Class 2/3), Third Division, Postmaster-General's Department	Clerk \$8015-8770 (Class 4), Third Division, Student Assistance—Schools and Special Groups Section, School Children's Assistance Sub-section, Melbourne (No. 209)
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Duties above two positions: Determining Officer. Check assessments of living and other allowances under the Isolated Children's Assistance Scheme, Commonwealth Senior Secondary Scholarship Scheme and Secondary Allowances Scheme and determine amounts payable. Examine more complex cases and provide guidance and advice to applicants and beneficiaries.

Qualifications above two positions: Experience in the application of means tests for financial benefits desirable.

P. H. Borg 301-45067	Education Officer, Class 1 \$7158-9912, Third Division	Clerk \$11039-11714 (Class 7), Third Division, Tertiary Education Assistance Section, Melbourne (No. 65)
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A. J. Miles 232-43670	Education Officer, Class 2 \$10248-11258, Third Division	Clerk \$11039-11714 (Class 7), Third Division, Tertiary Education Assistance Section, Melbourne (No. 56)
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Duties above two positions: Senior Academic Assessor. Supervise staff engaged in assessing the academic progress of students seeking financial assistance under the Tertiary Education Assistance Scheme. Determine eligibility in very complex cases.

Qualifications above two positions: A knowledge of the structures of courses in tertiary education and the conditions relating to academic progress desirable. Academic qualifications to be stated.

P. J. Harber 224-11767	Clerk \$9022-9777 (Class 5), Third Division	Clerk \$11039-11714 (Class 7), Third Division, Tertiary Education Assistance Section, Melbourne (No. 57)
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Duties: Group Leader (Allowances and Support Services). Direct and control all activities associated with assessment and payment of allowances under the Tertiary Education Assistance Scheme. Co-ordinate the work flow of the Section and plan and review work procedures. Liaise with institutions on procedural matters.

Qualifications: Proven administrative ability including experience in methods and planning work procedures. Knowledge of Treasury Accounting Procedures and experience of the application of means tests. Formal qualifications to be stated.

J. E. Bell 232-43662	Education Officer, Class 1 \$7158-9912, Third Division	Education Officer, Class 2 \$10248-11258, Third Division, Student Assistance—Schools and Special Groups Section, Postgraduate Awards and Minor Schemes Sub-section, Melbourne (No. 187)
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Duties: Interview scholars holding Commonwealth Postgraduate Awards. Provide guidance on particular problems, assess progress of individuals and apply rules regarding continuation or withdrawal of benefits. Liaise with universities in relation to the operation of the scheme and individual students progress.

Qualifications: 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.

P. J. France 234-56166	Education Officer, Class 1 \$7158-9912, Third Division	Clerk \$11039-11714 (Class 7), Third Division, Student Assistance—Schools and Special Groups Section, School Children's Assistance Sub-section, Melbourne (No. 19)
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Duties: Direct the operations of the School Children's Assistance Sub-section. Examine applications for special consideration and determine entitlement to benefits in very difficult cases. Prepare the more important ministerial and departmental correspondence.

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

A. G. Thomas 227-12164	Clerk \$8015-8770 (Class 4), Third Division	Clerk \$10029-10704 (Class 6), Third Division, Student Assistance—Schools and Special Groups Section, School Children's Assistance Sub-section, Melbourne (No. 198)
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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 very complex cases.

Qualifications: Considerable experience in the application of means test and other entitlement provisions desirable. Ability to supervise staff.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

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| I. L. Thompson
224-58768 | Clerk \$9022-9777 (Class 5), Third Division, Department of Social Security | Clerk \$10029-10704 (Class 6), Third Division, Tertiary Education Assistance Section, Melbourne (No. 63) |
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Duties: Supervise all activities of the payments, registry, services and counter personnel. Assist the Group Leaders in co-ordinating the work flow of the Section. Oversight the compilation of statistics.

Qualifications: A working knowledge of the provisions of the Tertiary Education Assistance Scheme and Treasury Accounting Procedures and experience in planning work procedures an advantage. Ability to direct and supervise subordinate staff essential.

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| D. J. Janson
237-21900 | Education Officer, Class 1 \$7158-9912, Third Division | Clerk \$10029-10704 (Class 6), Third Division, Tertiary Education Assistance Section, Melbourne (No. 62) |
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| P. J. Frood
240-11767 | Education Officer, Class 1 \$7158-9912, Third Division | Clerk \$10029-10704 (Class 6), Third Division, Tertiary Education Assistance Section, Melbourne (No. 85) |
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| P. M. Moran
237-70761 | Education Officer, Class 1 \$7158-9912, Third Division | Clerk \$10029-10704 (Class 6), Third Division, Tertiary Education Assistance Section, Melbourne (No. 59) |
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| W. Dabourne
234-96694 | Education Officer, Class 1 \$7158-9912, Third Division | Clerk \$10029-10704 (Class 6), Third Division, Tertiary Education Assistance Section, Melbourne (No. 146) |
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| V. K. Myhill
219-30223 | Education Officer, Class 1 \$7158-9912, Third Division | Clerk \$10029-10704 (Class 6), Third Division, Tertiary Education Assistance Section, Melbourne (No. 60) |
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| A. S. Sholl
237-70446 | Education Officer, Class 1 \$7158-9912, Third Division | Clerk \$10029-10704 (Class 6), Third Division, Tertiary Education Assistance Section, Melbourne (No. 61) |
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Duties above six positions: Academic Assessor, Grade 2. Determine the more complex cases of assessment and re-assessment of academic progress associated with eligibility of students under the Tertiary Education Assistance Scheme. Provide guidance and advice to assisted students on their continued academic eligibility for assistance.

Qualifications above six positions: A knowledge of the structures of courses in tertiary education desirable. Academic qualifications to be stated.

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| P. J. Sherrin
226-71147 | Clerk \$8015-8770 (Class 4), Third Division | Clerk \$9022-9777 (Class 5), Third Division, Tertiary Education Assistance Section, Melbourne (No. 4) |
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| T. P. Russell
228-33281 | Clerk \$8015-8770 (Class 4), Third Division | Clerk \$9022-9777 (Class 5), Third Division, Tertiary Education Assistance Section, Melbourne (No. 161) |
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Duties above two positions: Senior Determining Officer. Supervise and direct all aspects of allowance assessment under the Tertiary Education Assistance Scheme. Check the more complex cases of living allowance and travelling allowance assessment and determine the allowance payable.

Qualifications above two positions: A working knowledge of the provisions of the Tertiary Education Assistance Scheme and experience in the application of means tests an advantage. Ability to supervise staff desirable.

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| F. S. Stipic
232-33667 | Clerk \$6887-7764 (Class 2/3), Third Division | Clerk \$8015-8770 (Class 4), Third Division, Student Assistance—Schools and Special Groups Section, School Childrens Assistance Sub-Section, Melbourne (No. 210) |
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Duties: Supervise the activities of the Payments Cell, and the attendance checks and statistics group within the School Childrens Assistance Sub-section. Validate Treasury ADP payments documentation.

Qualifications: Knowledge of ADP payments input and output documentation and experience appropriate to the other duties. Ability to supervise staff.

SOUTH AUSTRALIA

State Office

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| W. J. Howland
73/67244A | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Adelaide, vice C. Nikolic, prov. prom. 26 Sept. 1974 (No. 24) |
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| J. M. Rushforth
73/66954K | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Adelaide (No. 77) |
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Duties of above two positions: Examine applications and assess entitlements to living and travelling allowances for a prescribed number of students. Reassess entitlements of students in receipt of living allowances.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF EDUCATION—continued

P. A. Chigwidden 73/66840A	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Overseas Students Section, Adelaide, vice A. J. Price, prov. prom. 26 Sept. 1974 (No. 8)
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Duties: Travel Officer. Arrange travel and accommodation for students under Overseas training awards, staff, committee members and special visitors. Assist with the reception of overseas students.

T. Dobrzynski 71/95244M	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Aboriginal Grants Section, Adelaide, vice J. T. M. Gent, prov. prom. 26 Sept. 1974 (No. 48)
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Duties: Check assessments and calculations for payments of benefits for Aboriginal grant holders. Prepare statistical returns, assist with estimates, maintain register of overpayments and arrange recovery action.

C. G. Dakiniewicz 67/66565E	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Tertiary Education Assistance Section, Adelaide (No. 23)
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C. Nikolic 67/66891K	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Tertiary Education Assistance Section, Adelaide, vice J. D. A. Lyons, prov. prom. 5 Sept 1974 (No. 22)
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J. J. Ranford 67/66951R	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Tertiary Education Assistance Section, Adelaide (No. 74)
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Duties of the above three positions: Determining Officer. Check assessments of living allowance and travelling allowance under the Tertiary Education Assistance Scheme. Determine amounts payable for a prescribed number of students.

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

J. T. M. Gent 70/66515C	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Tertiary Education Assistance Section, Adelaide (No. 73)
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A. J. Price 70/66439A	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Tertiary Education Assistance Section, Adelaide (No. 72)
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J. M. Inkster 70/66579M	Clerk \$6887-7764 (Class 2/3), Third Division, Department of Manufacturing Industry, Adelaide	Clerk \$8015-8770 (Grade 4), Third Division, Tertiary Education Assistance Section, Adelaide (No. 75)
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Duties of above three positions: Academic Assessor. Determine less complex cases of academic assessment associated with eligibility under the Tertiary Education Assistance Section. Provide guidance and advice to assisted students concerning continued eligibility for assistance under the Scheme.

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

H. G. Vail 226-62291	Investigation Officer \$8015-8770 (Class 4), Third Division, Department of Labor and Immigration, Adelaide	Clerk \$9022-9777 (Class 5), Third Division, Child Care Sub-section, Adelaide (No. 57)
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Duties: Investigate and report on applications for recurrent grants under the provisions of the Child Care Scheme. Undertake a regular programme of visits to ensure continuing conformity of Centres within the provisions of the Scheme.

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

W. D. Jackson 238-23800	Clerical Assistant, Grade 1 2481-5349, Fourth Division, The Office of the Public Service Board, Adelaide	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Scholarships and Grants Section, Adelaide (No. 84)
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Duties: Maintain Sub-Registry for school children's assistance sub-section. Scrutinize inward correspondence and attach to files. Folio and mark out files to appropriate officers.

W. W. Remelje 235-53070	Education Officer, Class I \$7158-9912, Third Division	Education Officer, Class 2 \$10248-11258, Third Division, Special Services Section, Adelaide (No. 43)
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Duties: Supervise educational assignments including surveys and investigations performed by the special services section. Oversight the activities of staff engaged on the education information service and the office library.

Qualifications: A degree in Education, or another appropriate degree and a diploma in Education, or equivalent qualification; and at least 12 months experience in education.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

J. C. Barwick 238-34251	Education Officer, Class I \$7158-9912, Third Division	Clerk \$11039-11714 (Class 7), Third Division, Tertiary Education Assistance Section, Adelaide (No. 67)
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Duties: Senior Academic Assessor. Supervise and direct all aspects of academic assessment under the Tertiary Education Assistance Scheme. Make decisions on the more complex cases.

Qualifications: Comprehensive knowledge of course structures at various Tertiary Institutions. Tertiary qualifications and experience in the application of Tertiary Education Assistance Scheme academic eligibility criteria desirable.

WESTERN AUSTRALIA

State Office

A. F. Djordjevic 72/75173G	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, School Childrens Assistance Section, Perth (No. 51)
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F. J. P. Rochecouste 70/76310A	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, School Children's Assistance Section, Perth (No. 52)
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Duties above two positions: Examine applications and assess entitlements to allowances under the Isolated Children's Assistance Scheme, the Senior Secondary Scholarships Scheme and the Secondary Allowances Scheme.

G. E. Hamilton 65/78577A	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Aboriginal Education Section, Perth (No. 50)
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Duties: Check assessments and calculations of benefits payable under the Aboriginal Secondary Grant Scheme.

K. A. Barr 304-00339	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Administration Section, Perth (No. 84)
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Duties: Provide purchasing and allied services for the Branch Office. Maintain stocks of standard forms and arrange the printing as necessary.

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

L. J. Carr 58/13351G	Senior Training Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Telecommunications Section, Postmaster- General's Department	Clerk \$11039-11714 (Class 7), Third Division, School Children's Assistance Section, Perth (No. 5)
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Duties: Direct the activities of the section administering the Senior Secondary Scholarship Scheme, the Assistance to Isolated Children Scheme, and the Secondary Allowances Scheme in Western Australia. Liaise with educational organisations on matters pertaining to the administration of the Scheme. Review decisions submitted for reconsideration under the Student Assistance Act.

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

D. J. Lynch 58/51167W	Clerk \$10029-10704 (Class 6), Third Division, Public Service Inspector's Office, Department of the Prime Minister and Cabinet	Clerk \$11039-11714 (Class 7), Third Division, Tertiary Education Assistance Section, Perth (No. 13)
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Duties: Direct the activities of the Section administering the Tertiary Assistance Scheme in Western Australia. Provide advice on Departmental Policy and liaise at a senior level with educational institutions and other organisations on matters pertaining to the administration of the scheme.

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

T. F. Moustaka 58/42771M	Education Officer, Class 3 \$11666-12890, Third Division	Assistant Director \$13224-13725 (Class 9), Third Division, Perth (No. 48)
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Duties: Direct and control all activities associated with the general management of schemes of assistance administered by the Department.

Qualifications: Proven management ability. Tertiary qualifications and background in education desirable.

J. E. Clifton 74/75339G	Education Officer, Class 1 \$7158-9912, Third Division	Clerk \$10029-10704 (Class 6), Third Division, Tertiary Education Assistance Section, Perth (No. 22)
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Duties: Academic Assessor, Grade 2. Assess complex cases 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.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
DEPARTMENT OF EDUCATION—continued		
A. S. Smith 73/75117A	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Perth (No. 40)
<i>Duties:</i> Assess students' entitlements to allowances under the means test provisions of the Tertiary Education Assistance Scheme.		
S. J. Yuen 73/75490A	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, School Children's Assistance Section, Perth (No. 99)
C. I. Horne 71/95452C	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, School Children's Assistance Section, Perth (No. 100)
<i>Duties above two positions:</i> Examine applications and assess entitlements to allowances under the Isolated Children's Assistance Scheme, the Senior Secondary Scholarships Scheme and the Secondary Allowances Scheme.		
P. F. Fitzpatrick 67/78628M	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Administration Section, Perth (No. 3)
<i>Duties:</i> Responsible for the operation of the Branch Registry. <i>Qualifications:</i> Knowledge of Registry procedures desirable.		
I. E. Chapman 71/75083P	Clerk \$3346-6671 (Class 1), Engineering Division, Postmaster-General's Department	Clerk \$6887-7764 (Class 2/3), Third Division, Tertiary Education Assistance Section, Perth (No. 67)
<i>Duties:</i> Assess students' entitlements to allowances under the means test provisions of the Tertiary Education Assistance Scheme.		
T. B. Templar 74/75074K	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Tertiary Education Assistance Scheme, Perth (No. 69)
<i>Duties:</i> Responsible for the operation of the Section Sub-registry. <i>Qualifications:</i> Sound knowledge of the Registry procedures desirable.		
C. E. Johannesen 58/35570K	Clerk \$9022-9777 (Class 5), Third Division, Finance and Accounting Branch, Postmaster-General's Department	Clerk \$10029-10704 (Class 6), Third Division, School Children's Assistance Section, Perth (No. 97)
<i>Duties:</i> Direct all aspects of determination of eligibility and allowance assessment for benefits under the Isolated Children's Assistance Scheme, the Commonwealth Senior Secondary Scholarship Scheme and Secondary Allowances Scheme. Check the work of sub-ordinate staff and determine entitlements in the very complex cases. Research and prepare answers to Ministerial inquiries. <i>Qualifications:</i> Considerable experience in the application of means test desirable.		
A. McNaught 64/75066T	Clerk \$3346-6671 (Class 1), Third Division, Engineering Division, Postmaster-General's Department	Clerk \$8015-8770 (Class 4), Third Division, School Children's Assistance Section, Perth (No. 56)
<i>Duties:</i> Check assessment of living and other allowances under the Isolated Children's Assistance Scheme, Commonwealth Senior Secondary Scholarship Scheme and Secondary Allowances Scheme. Determine the more complex cases and assist in the preparation of Ministerial inquiries. <i>Qualifications:</i> Experience in the application of means test desirable.		
V. J. Fitzgerald 230-04477	Clerk \$3346-6671 (Class 1), Third Division, Department of Transport, Air Transport Group	Education Officer, Class 1 7158-9912, Third Division, Perth, vice M. S. Bromilow, prov. prom. 18.7.74 (No. 18)

TASMANIA**State Office**

S. A. Bailey 69/81355G	Clerical Assistant \$5446-5737 (Grade 2), Fourth Division, Australian Taxation Office, Tasmania	Clerical Assistant \$5883-6324 (Grade 3), Fourth Division, Administration Section (No. 12)
<i>Duties:</i> Responsibility for registry and associated activities, including supervision of subordinate staff.		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

NORTHERN TERRITORY

Northern Territory Education Division, Management Services Branch

S. M. Crisp 242-27488	Clerk \$3346-6671 (Class 1), Third Division, Darwin	Clerk \$6887-7764 (Class 2/3), Third Division, Finance and Accounts Section, Accounts Sub-section, Darwin (No. 81)
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Duties: Act as Collector of Public Moneys, and as paying officer in accordance with prescribed procedures. Examine claims submitted for payment of accounts to ensure they are complete and correct.

S. F. Bradley 236-22750	Research Officer \$9022-9777, Grade 2, Third Division, Darwin	Clerk \$12218-12721 (Class 8), Third Division, Administrative Services and Student Assistance Section, Management Projects Sub-section, Darwin (No. 1223)
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Duties: Legislation Officer—Undertake research into education legislation. Prepare recommendations and policy briefs on legislative requirements for Northern Territory Education Division.

Qualifications: Extensive research experience in a policy area. Teaching experience an advantage. Education qualifications should be stated.

Office of the Australian Universities Commission

AUSTRALIAN CAPITAL TERRITORY

P. J. Sheehan 241-92350	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Department of Defence, Canberra	Clerical Assistant, Grade 6 \$7552-7946, Fourth Division, Operations Section, Registry Sub-section, Canberra (No. 33)
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Duties: Officer-in-charge, Registry Sub-section.

Qualifications: Sound knowledge of Registry procedures desirable.

A. M. McAlister 236-07411	Typist, Grade 2 \$5791-6101, Fourth Division, Crown Solicitor's Office, Canberra	Steno-Secretary, Grade 1, \$6382-6741, Fourth Division, Canberra (No. 22)
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Duties: Provide Secretarial assistance for the Secretary to the Commission.

Qualifications: Shorthand, at least 100 words per minute.

DEPARTMENT OF FOREIGN AFFAIRS

OFFICE OF THE AUSTRALIAN UNIVERSITIES COMMISSION

CENTRAL OFFICE

C. T. Wyllie 74/85410X	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Unattached	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Regional Property Management Section, Canberra (No. 856)
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Duties: Examine inventories from overseas posts. Follow up correspondence on discrepancies and prepare submissions for write-off or other appropriate action. Maintain records of property at overseas posts.

Overseas Division

L. J. Brown 66/87177G	Machine Operator \$5232-6361, Fourth Division, Overseas Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Overseas Division (No. 856)
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Duties: Maintain the Registry at an overseas post. Perform all functions associated with the day to day running of Registry. Prepare, dispatch and receive diplomatic and local mail.

Consular and Legal Division, Consular, Protocol and Immigration Branch

H. G. Merkel 65/12663K	Clerk \$9022-9777 (Class 5), Third Division, Overseas Division	Clerk \$10029-10704 (Class 6), Third Division, Protocol Section, Canberra (No. 1080)
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Duties: Functions Officer. Arrange all official entertaining including preparation of guest lists, issuing invitations, preparation of menus, invitations, place and placement cards, booking of caterers and menus for functions and the supervision of all functions. Act as a liaison between Accounts Section and the caterers.

Management Services Division, Personnel Branch

J. W. Given 73/88433W	Clerk \$3346-6671 (Class 1), Third Division, Unattached	Clerk \$10029-10704 (Class 6), Third Division, Security Section, Canberra (No. 189)
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F. W. Hastings 217-96802	Clerk \$9022-9777 (Class 5), Third Division, Management Services Division, Canberra	Clerk \$10029-10704 (Class 6), Third Division, Security Section, Canberra (No. 190)
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Duties above two positions: Formulate and prepare proposals for improvements in physical security measures at overseas posts.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF FOREIGN AFFAIRS—continued

L. J. Brooks 58/31389T	Clerk \$9022-9777 (Class 5), Third Division, Management Services Division, Canberra	Clerk (\$10029-10704 (Class 6), Third Division, Security Section, Canberra (No. 191)
<i>Duties:</i> Plan and conduct training courses in security for new employees in the Department, officers proceeding on posting and refresher courses for personnel in Australia. Conduct individual or group briefing and de-briefing sessions as necessary for other than senior officers.		
K. R. Walsh 70/87758A	Clerk \$8015-8770 (Class 4), Third Division, Unattached	Clerk \$10029-10704 (Class 6), Third Division, Security Section, Canberra (No. 563)
<i>Duties:</i> Assist in personnel security matters and maintenance of associated records.		
E. W. Howell 69/85440G	Senior Technical Officer (Engineering) Grade 2 \$10495-11059, Third Division, Management Services Division, Canberra	Clerk \$12218-12721 (Class 8), Third Division, Security Section, Canberra (No. 1063)
<i>Duties:</i> Under direction, process protective security proposals.		
W. J. Daish 59/43735E	Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third Division, unattached	Senior Technical Officer (Engineering), Grade 3 \$11360-11661, Third Division, Security Section, Canberra (No. 541)
<i>Duties:</i> Direct and co-ordinate the work of a technical group, providing technical services. Liaison with other Government Departments and organisations and represent the Department on Inter-Departmental committees.		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience.		
B. E. Wilson 59/17092X	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third Division, Management Services Division, Canberra	Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third Division, Security Section, Canberra (No. 426)
D. R. Ashman 68/88556T	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third Division, unattached	Senior Technical Officer (Engineering), Class 2 \$10495-11059, Third Division, Security Section, Canberra (No. 414)
B. J. Dwyer 69/85790T	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third Division, unattached	Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third Division, Security Section, Canberra (No. 424)
<i>Duties above three positions:</i> Assist with the work of a group providing technical services to the Department both in Australia and overseas. Experience in radio and electronics desirable. Overseas travel will be required.		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience.		
K. C. Johnson 73/87110E	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Organisation, Staffing and Training Section, Establishment and Method Sub-Section, Canberra (No. 255)
<i>Duties:</i> Operate the Establishment and Methods Sub-Registry. Classify and index papers; examine files for relevance; attach papers to files and mark out to appropriate officers. Maintain re-submit system. Search for and provide references.		

NEW SOUTH WALES

Papua New Guinea Office

K. A. Silvester 239-40927	Clerical Assistant \$2599-5349 (Grade 1), Fourth Division	Clerical Assistant \$5446-5737 (Grade 2), Fourth Division, Administrative Services Section, Registry Sub-section, Sydney (No. 50)
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Duties: Former Papers Officer.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

AUSTRALIAN CAPITAL TERRITORY

Division No. 1, Aid Branch

L. S. D. Henry 227-90701	Clerk \$11039-11714 (Class 7), Third Division	Clerk \$12218-12721 (Class 8), Third Division, International Training Section, Training Sub-section, Canberra, vice J. H. Giddins, prov. prom. 26.9.74 (No. 111)
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Duties: Direct and co-ordinate a training group responsible for arranging training on an individual or group basis in the areas of administrative, professional, scientific and technical subjects for overseas personnel, sponsored under the various international aid schemes, and other technical co-operation arrangements. Plan, negotiate and co-ordinate International Training courses and study programs for special visitors.

Qualifications: Ability to conduct liaison at the senior levels, together with knowledge of Australia's International Training Institutions, and knowledge of International Training procedures desirable.

L. M. Engel 224-44446	Clerk \$10029-10704 (Class 6), Third Division	Clerk \$11039-11714 (Class 7), Third Division, International Training Section, Welfare Sub-section, Canberra, vice L. S. D. Henry, prov. prom. 26.9.74 (No. 70)
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Duties: Investigate, assess and make recommendations upon proposals for changes in welfare policy. Follow up the implementation of recommendations, and investigate and advise on the policy implications of such recommendations.

Qualifications: Aptitude for policy work. Sound knowledge of Australian Aid. Capacity to make sound judgment.

J. H. Giddins 217-68983	Clerk \$12218-12721 (Class 8), Third Division	Assistant Director \$13224-13725 (Class 9), Third Division, Training Section, International Training Institute Sub- section, Canberra (No. 7)
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Duties: Direct staff of the Sub-section engaged in the development of and liaison with, the International Training Institute. Co-ordinate the Institute's research and training course programs with those of the International Training and Education Branch.

Qualifications: Extensive experience in the administration of International Training Programs and wide knowledge of the training needs in developing countries.

Division No. 2, Finance Branch

R. A. Edmondson 242-17140	Clerk \$3346-6671 (Class 1), Third Divi- sion	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra (No. 953)
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Duties: Perform the duties of Paying Officer and Collector of Public Monies.

Training and Personnel Division

D. T. Baxter 238-90640	Steno-secretary, Grade 1 \$6382-6741, Fourth Division	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Canberra (No. 28)
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Duties: Provide Secretarial and stenographic assistance to the First Assistant Director-General.

Qualifications: Shorthand, at least 100 words per minute.

Liaison and Services Branch

H. O'Brien 237-93744	Librarian, Class 1 6270-8996, Third Division, Department of Special Minis- ter of State, Canberra	Librarian, Class 2 \$9262-10299, Third Division, Management Services Section, Canberra (No. 1007)
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Duties: Direct, control and co-ordinate the activities of the ADAA Library service, and in particular establish, review and modify Library standards, practices and procedures. Assess current and future needs and interests of the Agency, and represent it at professional meetings and in liaison with other Libraries.

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 qualifications.

H. M. Hughes 231-65203	Clerk \$9022-9777 (Class 5), Third Divi- sion, Department of Labor and Immi- gration, Canberra	Clerk 10029-10704 (Class 6), Third Division, Non-Government Organisa- tions Liaison Section, Canberra (No. 229)
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Duties: Assist with investigations relating to proposals from voluntary agencies and other Non-Government organizations concerned with overseas aid; and prepare submissions and correspondence. Attend and record proceedings of meetings, and prepare material for these meetings.

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

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF FOREIGN AFFAIRS—continued

A. T. Chapman 224-01227	Clerk \$10029-10704 (Class 6), Third Division	Clerk \$12218-12721 (Class 8), Third Division, Non-Government Organizations Liaison Section, Canberra (No. 27)
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Duties: Assist with liaison between the Agency and non-government organizations concerned with development assistance to overseas countries; preparation of submissions and correspondence relating to policy and other aspects of relations between the Agency and voluntary organizations.

Qualifications: Appropriate experience; aptitude for duties. Academic qualifications to be stated.

QUEENSLAND

Division No. 2, Australian Staffing Assistance Group Branch

C. E. Morsch 73/58056W	Clerk \$3346-6671 (Class 1), Third Division, Personnel (Expatriate Staff) Section, Salaries and Personnel Sub-section, Brisbane	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel (Expatriate Staff) Section, Salaries and Personnel Sub-section, Brisbane (No. 960)
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S. M. Lanham 73/57783E	Clerk \$3346-6671 (Class 1), Third Division, Personnel (Expatriate Staff) Section, Salaries and Personnel Sub-section, Brisbane	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel (Expatriate Staff) Section, Salaries and Personnel Sub-section, Brisbane (No. 962)
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K. T. Ryan 73/58834W	Clerk \$3346-6671 (Class 1), Third Division, Personnel (Expatriate Staff) Section, Salaries and Personnel Sub-section, Brisbane	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel (Expatriate Staff) Section, Salaries and Personnel Sub-section, Brisbane (No. 964)
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G. A. Veal 73/58842T	Clerk \$3346-6671 (Class 1), Third Division, Personnel (Expatriate Staff) Section, Salaries and Personnel Sub-section, Brisbane	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel (Expatriate Staff) Section, Salaries and Personnel Sub-section, Brisbane (No. 966)
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Duties above four positions: Supervise the processing of salary variations, leave applications, overtime, etc. Check and sign Treasury Forms 28.

Qualifications: Experience in personnel work and sound knowledge of ADP salaries system relating to employees employed under the Papua New Guinea (Staffing Assistance) Act 1973 and related regulations desirable.

A. P. Crow 58/33723K	Clerk \$8015-8770 (Class 4), Third Division, Personnel (Expatriate Staff) Section, Salaries and Personnel Sub-section, Brisbane	Clerk \$9022-9777 (Class 5), Third Division, Personnel (Expatriate Staff) Section, Staff and Industrial Sub-section, Brisbane (No. 1032)
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Duties: Staff and Industrial Officer—Control and direct the Staff and Industrial, Employment Security Scheme and Personnel registry sub-sections. Receive and investigate complaints, representations and inquiries from Industrial Associations, Papua New Guinea Departments and Central Administration.

Qualifications: A detailed knowledge of Treasury ADP pay procedures and P.N.G. Employment Security Scheme. Ability to interpret the Papua New Guinea (Staffing Assistance) Act and related regulations desirable.

H. E. O'Kane 70/57668G	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel (Expatriate Staff) Section, Staff and Industrial Sub-section, Brisbane	Clerk \$8015-8770 (Class 4), Third Division, Personnel (Expatriate Staff) Section, Staff and Industrial Sub-section, Brisbane, vice A. P. Crow, prov. prom. 26.9.74 (No. 933)
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Duties: Control and supervise the Papua New Guinea Employment security scheme sub-section. Responsible for maintenance of personal records and the payment of salaries and allowances for employees employed under the Papua New Guinea (Staffing Assistance) Act, 1973.

Qualifications: A detailed knowledge of Treasury ADP pay procedures, experience in personnel work and in the preparation of Treasury Forms 28. Sound knowledge of the P.N.G. Employment Security Scheme desirable.

DEPARTMENT OF HEALTH

CENTRAL STAFF

Management Services Division, Establishments and Finance Branch

F. X. Frank 234-55411	Clerk \$8015-8770 (Class 4), Third Division	Clerk \$9022-9777 (Class 5), Third Division, Administrative Services Section (No. 306)
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Duties: Assist in payment of grants under Community Health Program and other schemes. Maintain register of projects and expenditure. Prepare associated correspondence.

Qualifications: Related experience desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

P. W. Jones 228-92193	Clerk 11039-11714 (Class 7), Third Division	Clerk \$12218-12721 (Class 8), Third Division, Finance Section (No. 174)
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Duties: Undertake examination and review of charges and charging policy for health and quarantine services.
Qualifications: Tertiary qualifications and/or accountancy qualifications desirable.

K. J. Jones 228-89496	Clerk \$8015-8770 (Class 4), Third Division, Department of Minerals and Energy	Clerk \$10029-10704 (Class 6), Third Division, Finance Section (No. 165)
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Duties: Examine the level and adequacy of charges for departmental services. Prepare submissions and correspondence associated with revision of such charges.
Qualifications: Accounting qualifications and/or appropriate university degree desirable.

National Health and Medical Research Council Division, Administration Branch

R. N. Gent 231-59241	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Grants and Committee Services Section (No. 27)
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Duties: Certify Treasury forms for payment of National Health and Medical Research Council Grants. Acquittance of grants in accordance with prescribed procedures. Advise institutes etc. on conditions and terms of grants and associated matters.

National Acoustic Laboratories

A. P. A. Brady 236-30574	Typist, Grade 1 \$5275-5636, Fourth Division, Department of Defence—Navy, Sydney	Typist, Grade 2 \$5791-6101, Fourth Division, Sydney (No. 774)
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Duties: Stenography, transcription and associated duties.
Qualifications: Shorthand, at least eighty words per minute.

AUSTRALIAN CAPITAL TERRITORY

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

E. A. Summerfield 73/88495W	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, General Services Section, Personnel Sub-section (No. 459)
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Duties: Assist the Recruitment Officer with correspondence relating to promotions, appeals etc., appointment recommendations and employment enquiries relating to same. Prepare draft Gazette and press notices for advertising, promotions, confirmations etc. Maintain staff and establishment records relating to position occupancy.

NEW SOUTH WALES

Executive Services Branch

P. J. Stratton 224-41077	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Sydney	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Pharmaceutical Section, Sydney (No. 401)
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Duties: Supervise the work of the Doctor Identification Group. Allocate work. Insure that work standards and efficiency are maintained. Carry out 5 per cent checks of work by assistants in the group.

Quarantine Section

J. V. Thomas 224-46492	Master of Launch \$4987-5258, Fourth Division	Senior Master of Launch \$5488-5626, Fourth Division, Ship Inspection Sub-section, Sydney (No. 320)
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Duties: Navigate Departmental launches and allocate navigational duties to Masters of Launch; insure that launch logs are kept. Supervise and direct staff. Requisition, issue and maintain stores; act as a member on boards of Survey.

H. W. Martin 300-14083	Quarantine Assistant, Grade 1 \$4287-4674, Fourth Division	Master of Launch, \$4987-5258, Fourth Division, Ship Inspection Sub-section, Sydney (No. 321)
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J. Wilesmith 300-14091	Quarantine Assistant, Grade 1 \$4287-4674, Fourth Division	Master of Launch \$4987-5258, Fourth Division, Ship Inspection Sub-section, Sydney (No. 322)
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B. G. Oehlman 239-85519	Quarantine Assistant, Grade 1 \$4287-4674, Fourth Division	Master of Launch \$4987-5258, Fourth Division, Ship Inspection Sub-section, Sydney (No. 323)
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Duties above three positions: Conduct minor maintenance on launch or engine; maintain launch log and launch returns. Assist with the fumigation of ships as required. Navigate Departmental launch.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF HEALTH—continued

QUEENSLAND

Pharmaceutical Branch

P. Bonnelly 65/57938A	Clerk \$5576-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Pharmaceutical Branch, Brisbane (No. 168)
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Duties: Assist in investigations under the Pharmaceutical Benefits Scheme.

NORTHERN TERRITORY

Planning and Development Division

G. M. Reed 74/95370W	Typist, Grade 1 \$2638-5636, Fourth Division	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Darwin (No. 1709) (effective as from 30.9.74)
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Duties: Provide secretarial assistance to the Assistant Director, Planning and Development. Undertake typing and stenographic duties as required.

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

Management Services Division, Finance and Supply Branch

W. L. Rowlands 73/95596P	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Supply Section, Purchasing and Contracts sub-section, Darwin (No. 17)
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Duties: Prepare purchase orders against period contracts and purchase orders for all items not covered by period contracts. Sign purchase orders up to a maximum of \$100. Prepare correspondence to suppliers in relation to delivery periods, damage and discrepancies in consignments.

Darwin Hospital

D. E. MacLean 234-21203	Social Worker, Class 2 \$9545-10310, Third Division, Department of Repatriation and Compensation, Sydney	Social Worker, Class 3 \$10621-11396, Third Division, Social Work Section, Darwin (No. 546)
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Duties: Plan, develop and oversight the Departmental social work services in the Northern Territory, including advising Management on social work policy in relation to the Northern Territory. Conduct in-service training of social work staff; lecturing student nurses, trained nursing and medical staff on the social aspects of their particular field.

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

E. J. Danforth 71/95358W	Medical Officer, Class 1 \$9666-12708, Third Division	Senior Registrar \$13242-13732, Third Division, Medical Section, Darwin (No. 499)
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Duties: Manage and control the day to day operations of the Casualty Department at Darwin Hospital. Be responsible for the operation of the Casualty Theatre and perform minor surgery as required.

Qualifications: Medical degree registerable in the Northern Territory. Specialised training and experience in the field of medicine and surgery.

DEPARTMENT OF HOUSING AND CONSTRUCTION

AUSTRALIAN CAPITAL TERRITORY

Technical Division

W. E. Bencke 69/38911C	Engineer, Class 2 10653-11796, Third Division	Engineer, Class 3 \$12455-13797, Third Division, Engineering Design Section, Hydraulics Sub-section, Canberra (No. 118)
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Duties: Plan, allocate and control the work of staff engaged on engineering investigations and design. Make investigations requiring professional skill and experience of a high order and make recommendations based on these investigations.

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.

N. R. Gibbs 72/85927C	Technical Officer, Grade 2 \$8929-9443, Fourth Division	Senior Technical Officer, Grade 1 \$9700-10214, Fourth Division, Quantity Survey Section, Canberra (No. 32)
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Duties: Under the direction of professional staff, develop and maintain computerised unit rate system for integrated labour and material components for building works with consequent associated research, review and reporting functions.

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

NEW SOUTH WALES

General Works Division, Newcastle Area

L. B. Kelly 70/58704T	Clerk \$8015-8770 (Class 4), Third Division	Clerk \$10029-10704 (Class 6), Third Division, Newcastle (No. 218)
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Duties: Control administrative services within the area. Develop, in conjunction with the Area Manager and Client Departments, draft repairs and maintenance programmes. Prepare area work plans.

Qualifications: Good administrative ability with a knowledge of works administration desirable.

Management Services Branch

C. M. L. Sellars 73/10887X	Data Processing Operator, Grade 1 \$2638-5636, Fourth Division	Data Processing Operator, Grade 2 \$6238, Fourth Division, Accounts Section, Sydney (No. 176)
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Duties: Operate card punching and verifying equipment.

L. J. Diggs 73/13974W	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Data Processing Operator, Grade 1 \$2638-5636, Fourth Division, Accounts Section, Sydney, vice C. M. L. Sellars, prov. prom. 19.9.74 (No. 213)
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Duties: Operate card punching and verifying equipment.

VICTORIA-TASMANIA

General Works Division, Eastern Area Branch

L. C. Grech 72/39185P	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne (No. 229)
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Duties: As the Registry Control Point in the Eastern Area Branch, provide a registry service to all officers of the Branch, including papers to files, attending to inquiries, and controlling file movements.

Western Area Branch

D. E. King 71/41765M	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division	Clerical Assistant, Grade 2 \$446-5737, Fourth Division, Melbourne (No. 168)
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Duties: As the Registry Control Point in the Western Area Branch, provide a registry service to all officers of the Branch, including attaching papers to files, attending to inquiries, and controlling file movements.

R. J. Currie 67/3939IG	Works Supervisor 9076-9407, Fourth Division	Senior Technical Officer (Engineering), Grade 3 \$11360-14661, Fourth Division, Eastern District Section, Melbourne (No. 227)
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Duties: Within the limits of approved polices, plan, allocate and control construction activities relating to minor new works, and repairs and maintenance within the Eastern District.

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

F. K. P. Hunt 71/95562T	Works Supervisor \$9076-9407, Fourth Division	Senior Technical Officer, (Buildings), Grade 2 10495-11059, Fourth Division, Melbourne (No. 55)
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Duties: Assist the Area Manager (Metro.) in the planning necessary for the proper execution of the area programme of maintenance and Minor New Works, including assets inspections, estimating by the EPS System, and monitoring productivity and costs against estimates.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Applicants should have a background in the building industry, considerable clerical and mathematical ability and an inclination towards detailed and analytical planning.

Management Services Division, Programming and Financial Services Branch

V. Elovaris 73/37527M	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Accounts Section, Examination Sub-section, Melbourne (No. 52)
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Duties: Schedule, transmit and retrieve claims between Accounts and other Sections. Preparation of vouchers. Prepare periodical returns and provide statistical information as required.

T. W. Kram 73/36178C	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Accounts Section, Examination Sub-section, Melbourne (No. 53)
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Duties: Schedule, transmit and retrieve claims between Accounts and other Sections. Preparation of vouchers. Prepare periodical returns and provide statistical information as required.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF HOUSING AND CONSTRUCTION—continued

J. D. Walsh 72/41774E	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Accounts Section, Wages Sub-section, Melbourne (No. 60)
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Duties: Maintain and reconcile wages control records. Follow-up on faulty costing charges detected on time-sheets and prepare journal entries for adjustment. Prepare money order voucher supported by P.M.G. schedules, and carry out computational checks on extraneous vouchers. Prepare salary pay slips for enveloping. Other duties as directed.

W. F. Keough 72/39902T	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Accounts Section, Cashiers Sub-section, Melbourne (No. 68)
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Duties: Act as Witnessing Officer for the payment of salaries and wages, check acquittance of salary and wages sheets. Provide general assistance in the pay as required.

Housing Division, Management Services Branch

D. R. Grant 68/39132T	Typist, Grade 1 \$5275-5636, Fourth Division	Typist Supervisor, Grade 1 \$6562-6741, Fourth Division, Personnel and Office Services Section, General Services Sub- section, Melbourne (No. 191)
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Duties: Supervise a group of Typists, Grade 1 within the Typing Pool.

Qualifications: Experience in the control of staff desirable.

Projects Division No. 1

K. J. Carroll 69/99012T	Architect, Class 3 \$12338-13719, Third Division	Project Manager, Class 2 \$14468-15373, Third Division, Melbourne (No. 4)
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Duties: Manage the planning, design and construction of major building and engineering projects with the objective of meeting client needs in terms of quality, cost and time.

Qualifications: A degree or diploma in engineering or architecture or equivalent qualifications. Management ability of a high order and extensive experience in design and construction of major works is highly desirable.

QUEENSLAND

Projects Division, Resources Branch

E. W. N. Oxlad 217-31988	Architect, Class 5 15898-16912, Third Division	Design Manager, Class 3 \$16060-17042, Third Division, Brisbane (No. 7)
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Duties: As Resources Manager, review the level and skills of resources in the Resources Branch to ensure that resources are adequate to meet the Division's objectives and workloads; in conjunction with other Regional officers take action to vary staffing and establishment of the Resources Branch as necessitated by change in workloads. Ensure that the quality standards of work issuing from the Department are maintained.

Qualifications: A degree or diploma in engineering or architecture of a university, college of advanced education or equivalent qualifications.

General Works Division, Metropolitan Area Branch

W. S. Clark 217-86217	Architect, Class 4 \$14334-15262, Third Division	Area Manager, Class 3 \$14468-15373, Third Division, Brisbane (No. 322)
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Duties: As Area Manager Metropolitan responsible for the direction and control, through district managers, of all activities and resources in the Brisbane metropolitan area including forward planning with clients, new works and repairs and maintenance undertaken by day labour or contract, allocated funds and the standard and performance of tenders and contractors.

Qualifications: A degree or diploma in engineering or architecture of a university, college of advanced education or equivalent qualifications.

Country No. 2 Branch

D. D. M. Collins 229-76610	Architect, Class 3 \$12338-13719, Third Division	Area Manager, Class 2 \$12455-13797, Third Division, Oakey (No. 354)
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Duties: Responsible for the direction and control of all activities and resources in the Country No. 2 area, including forward planning with clients, subordinate staff and day labour personnel, new works and repairs and maintenance undertaken by day labour or contract, allocated funds and the standard and performance of tenderers and contractors. On behalf of a project manager, act as Construction Project Leader in the supervision of major projects within the area.

Qualifications: A degree or diploma in engineering or architecture of a university, college of advanced education or equivalent qualifications.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

NORTHERN TERRITORY

Technical Division

S. P. Beagley 70/66400P	Technical Officer (Engineering), Grade 2 \$8929-9443, Third Division	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third Division, Construction Section, Engineering Ser- vices Sub-section, Darwin (No. EP392)
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Duties: Within the limits of approved programmes, organise and direct the Electrical Minor Works Design Sub-section in the preparation of estimates, specifications, detailed drawings and tender documents for calling of tenders and quotes for repairs and maintenance.

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

Management Services Division

J. W. Parsons 217-22985	Clerk \$14229-14733 (Class 10), Third Division, Hawthorn	Assistant Director, \$17776, Second Divi- sion, Executive Section, Darwin (No. 3)
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Duties: Act as member of the Regional Directorate, participate in the development of the Region's work plans and the review of the Region's operations. Ensure the efficient and economic operation of the Management Services Division which embraces the following Branches: Programming and Financial Services, Manpower, Systems and ADP, Contracts, Consultant Services and Internal Audit.

Finance Branch

E. A. Carnegie 70/95421M	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerk \$6887-7764 (Class 2/3), Third Division, Darwin (No. 14)
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Duties: Under direction, maintain and control Sundry Subsidiary Ledgers.

J. M. Mills 73/95897W	Clerk \$3346-6671 (Class 1), Third Divi- sion	Clerk \$8015-8770 (Class 4), Third Divi- sion, Budget and Costs Section, Darwin (No. 84)
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Duties: Responsible for classification and collation of financial data for specific projects. Provide critical analysis and graphical presentation of costing trends. Reconcile appropriate and cost ledgers. Integrate cost data for presentation of detailed periodical reports. Field duties in various areas throughout the Territory will be included.

Qualifications: Relevant experience and a sound knowledge of Accountancy procedures.

Stores Branch

C. V. Atkinson 66/57893	Clerk \$9022-9777 (Class 5), Third Divi- sion	Clerk \$10029-10704 (Class 6), Third Division, Removals Section, Darwin (No. 6)
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Duties: Supervise Regional activities, associated with Furniture Removals and ensure procedures governing removals, damage claims and overseas shipping requirements are adhered to by Section Staff and Contractors. Advise client departments and personally negotiate with VIPs as necessary.

Qualifications: Sound knowledge of procedures covered by Department of Supply 'Instructions'.

Construction Administration Branch

S. R. Beynon 72/95329W	Typist, Grade 1 \$2638-5636, Fourth Division	Clerk \$6887-7764 (Class 2/3), Third Division, Electricity Supply Under- takings Section, Darwin (No. 33)
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Duties: Make financial and job progress reviews in selected cases and draft associated reports and correspondence. Prepare progress payment schedules, make sub cost dissection and refer to Project Clerk for authorisation.

Design Administration Branch

T. P. Blackley 70/95383C	Clerk \$8015-8770 (Class 4), Third Divi- sion	Clerk \$9022-9777 (Class 5), Third Divi- sion, Darwin (No. 4)
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Duties: Initiate recommendations for the management of consultants and prepare formal commissioning agreements. Prepare annual estimates of consultant commitments and expenditure. Review estimates and control expenditure. Advise professional staff on Departmental policies and procedures relating to consultant services.

Qualifications: Sound knowledge of Departmental policies and procedures applicable to the commissioning of architectural, engineering and quantity survey consultants and to the related Scales of Minimum Charges and Conditions of Engagement desirable. Personal attributes necessary to work with senior professional staff desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF HOUSING AND CONSTRUCTION—continued

Regional Office

D. K. Jones 305-37079	Storeman \$5479-5606, Fourth Division	Senior Storeman \$5747-6005, Fourth Division, Stores Section, Katherine (No.25)
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Duties: Under general supervision perform the more skilled activities associated with the receipt, custody, issue or survey of stores and allied documentation, recording and checking activities.

DEPARTMENT OF MANUFACTURING INDUSTRY

CENTRAL OFFICE

Munitions Supply Division, Projects Planning and Control Branch

J. J. Todd 62/36554X	Engineer, Class 2 \$10653-11796, Third Division, St. Mary's	Engineer, Class 3 \$12455-13797, Third Division, Canberra (No. 52)
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Duties: Assessment and development of production control systems and procedures for monitoring the performance of Government munitions factories and industry in relation to the production of munitions and general engineering 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. Proven experience in production control system design and analysis. Experience in relevant manufacturing processes and the application of manual ADP control systems and procedures desirable.

Planning and Procurement Division, Production Planning

W. D. Walton 72/88853E	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra (No. 93)
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Duties: Examine requests and process recommendations for the purchase of materials required for the production of services stores. Assist in the preparation and review of annual estimates of purchases.

C. A. Hiscock 73/86739C	Typist, Grade 1 \$2638-5636, Fourth Division, Department of Overseas Trade, Canberra	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Canberra (No. 58)
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Duties: General clerical assistance associated with the analysis of Service requirements and the maintenance of records.

Contracts Branch

J. S. Willis 65/11116G	Clerk \$8015-8770 (Class 4), Third Division, Canberra	Clerk \$10029-10704 (Class 6), Third Division, Canberra (No. 7)
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Duties: Participate in negotiations with contractors and prepare agreements to final draft stage. Assist in review of existing agreements and the drafting of pricing arrangements.

Qualifications: Experience in the negotiation and arrangement of complex contractual matters desirable. Educational qualifications to be stated.

W. J. Robinson 69/11031C	Clerk \$3346-6671 (Class 1), Third Division, Department of Defence (Army Office), Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra (No. 25)
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Duties: Under direction, arrange and prepare contracts for provision of services and procurement of supplies; receive and process requests for procurement of supplies/services from overseas sources on behalf of branches and establishments.

Qualifications: Knowledge of Government purchasing procedures and/or overseas indent procedures desirable.

Finance and Management Services Division, Establishments Branch

B. A. Berkerley 66/62029P	Clerk \$9022-9777 (Class 5), Third Division, Department of Science, Canberra	Clerk \$10029-10704 (Class 6), Third Division, General Services Section, Canberra (No. 38)
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Duties: Officer-in-charge of Central Registry.

Qualifications: Sound knowledge of registry procedures.

ADP Branch

J. W. Horn 74/87288P	Clerk \$6887-7764 (Class 2/3), Third Division, Department of Agriculture, Canberra	Programming Assistant, Grade 3 \$7180-7935 (Class 4), Third Division, Canberra (No. 19)
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Duties: Undertake ADP systems support and programming duties.

K. Gregg 69/38057A	Programming Assistant, Grade 1 \$3346-6671 (Class 1), Third Division, Melbourne	Clerk \$6887-7764 (Class 2/3), Third Division, Melbourne (No. 75)
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Duties: Set up computer runs and prepare output for distribution. Examine output for departure from specifications. Prepare malfunction reports. Control magnetic tape usage.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Technical Services Branch

M. K. Philip 73/88663K	Assistant Library Officer \$2859-5464, Third Division, National Library of Australia, Canberra	Library Officer, Grade 1 \$5697-6396, Third Division, Canberra (No. 20)
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Duties: Provide reference and information services and undertake literature searching. Control inter library loans. Arrange maintenance of accession, loan and library records. Catalogue and classify new monograph and serial titles.

Qualifications: Appropriate library experience an advantage.

Buildings and Property Branch

L. G. Bebb 70/41789C	Field Officer 8698-8903, Fourth Divi- sion, Melbourne	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Melbourne (No. 23)
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Duties: Undertake complex technical work associated with the development and execution of works projects of a mechanical engineering nature. Maintain liaison between Department of Housing and Construction and management of Branches and Establishments for final design of projects. Supervise the operation and maintenance of all mechanical installations within Victorian Regional Office.

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

NEW SOUTH WALES

General Administration Branch

C. R. Lawrie 69/11500X	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6795, Fourth Division, Establishment Services Section, Sydney (No. 52)
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Duties: Maintain records and information systems for the Establishment Services Section. Assist members of the section in the preparation of submissions and reports. Prepare routine correspondence.

M. Murnieks 71/66343M	Library Officer, Grade 1 \$6532-7231, Third Division, Department of Science, Sydney	Library Officer, Grade 2 \$7464-8163, Third Division, Office Services Section, Sydney (No. 11)
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Duties: Provide library and technical information service for Regional Office. Supervise library staff.

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

Small Arms Factory

P. J. Evans 61/11592R	Technical Officer (Science), Grade 2 8929-9443, Fourth Division, Lithgow	Senior Technical Officer (Science), Grade 1 \$9700-10214, Fourth Division, Technical Section, Lithgow (No. 32)
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Duties: Plan, co-ordinate and control the work and training of a group engaged on metallurgical control, tensile and general testing and machinability testing.

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

K. A. Cowden 66/12668X	Clerk \$6887-7764 (Class 2/3), Third Division, Lithgow	Clerk \$8015-8770 (Class 4), Third Divi- sion, Administrative Section, Lithgow (No. 15)
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Duties: Officer-in-charge, Salaries and Wages Sub-section.

D. G. Lane 61/11593W	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Lithgow	Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Fourth Division, Technical Section, Lithgow (No. 219)
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Duties: Responsible for all industrial engineering activities leading to the establishment of performance standards together with maintenance and operation of the performance control system in the various factory groups.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Wide experience in the use and application of all Industrial Engineering techniques desirable.

G. R. Ellison 71/12946R	Foreman (Metal Trades), Grade C \$8058-8415, Fourth Division, Lithgow	Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Technical Section, Lithgow (No. 134)
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Duties: Conduct investigations associated with the establishment of time standards.

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

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF MANUFACTURING INDUSTRY—continued

Defence Standards Laboratories

N. A. Burley 58/44376W	Senior Research Scientist \$12674-14706, Third Division, Maribyrnong	Principal Research Scientist \$15310- 17549, Third Division, Technical Sec- tion, Maribyrnong (No. 2219)
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Duties: Initiate, direct and participate in the work of a group engaged in: (a) Research into the methods in which metals and alloys react with their gaseous environments at high temperatures. (b) Provision of investigations, consultative and development services in pyrometric monitoring and control. (c) Provision of research, consultative development and measurement service in the determination of the mechanical properties of metallic, polymeric and composite materials and components and the dynamic characteristics of mechanical systems.

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.

W. G. Thege 70/41083M	Technical Officer (Science), Grade 1 \$7052-8694, Third Division, Mari- byrnong	Technical Officer (Science), Grade 2 \$8929-9443, Third Division, Technical Section, Maribyrnong (No. 394)
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Duties: Under technical direction, undertake more difficult technical work in the provision of a consultative service in the field of mathematics and statistics.

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

Government Aircraft Factories

E. T. Deering 63/37305C	Senior Draftsman \$9700-10214, Fourth Division, Fishermen's Bend	Supervising Draftsman \$10495-11059, Fourth Division, Engineering Section, Fishermen's Bend (No. 91)
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Duties: Responsible for the control of Draftsmen and Assistants engaged on the preparation and issue of design, development and modification drawings for aircraft, guided weapons and associated equipment.

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

Aeronautical Research Laboratories

J. E. A. Schembri 72/37458M	Storeman \$5379-5606, Fourth Division, Fishermen's Bend	Senior Storeman \$5747-6005, Fourth Division, Administrative Section, Fisher- men's Bend (No. 99)
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Duties: Responsible for the receipt of stores and the activities of staff engaged on this work.

Qualifications: Experience in stores duties. Sound knowledge of Departmental stores practices and procedures.

A. Buttigieg 72/41255A	Storeman \$5379-5606, Fourth Division, Fishermen's Bend	Senior Storeman \$5747-6005, Fourth Division, Administrative Section, Fisher- men's Bend (No. 97)
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Duties: Responsible for the activities of staff engaged in the custody, issue and serving of general stores.

Qualifications: Experience in stores duties. Sound knowledge of Departmental stores practices and procedures desirable.

SOUTH AUSTRALIA

Weapons Research Establishment, Applied Physics Wing, Systems Analysis Division

T. J. Galvin 235-57573	Technical Assistant, Grade 2, \$6723- 7427, Third Division, unattached	Programming Assistant, Grade 3, \$8015- 8770, Third Division, Computing Ser- vices Group, Salisbury (No. 439)
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Duties: Write, code and test computer programmes and carry out test runs.

Engineering Wing, Workshops and Mechanical Design Division

A. F. Johansen 225-28623	Foreman (Metal Trades), Grade 'C' \$8058-8415, Fourth Division, Salisbury	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Salisbury (No. 214)
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Duties: Under general direction, supervise and participate in work of some complexity involved in the manufacture, setting up and testing of experimental electro-mechanical experience.

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

Trials Wing

J. V. R. Godfrey 72/66900R	Engineer (Class 1) \$7204-10012, Third Division, Woomera	Engineer (Class 2), \$10653-11796, Third Division, Engineering Group, Woomera (No. 691)
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Duties: Provide professional assistance in the management of Electrical Engineering Section, engaged on the operation and maintenance of the Woomera Area's electrical reticulation and generation system. Undertake investigations and surveys of electrical plant and equipment and operating 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. Extensive relevant experience desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF THE MEDIA

CENTRAL OFFICE

Film Australia

R. Kamminga 72/14264W	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Management Services Section, Lindfield (No. 217)
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Duties: Associate inward invoices and claims with accounts copies of purchase orders and assist with accounts queries. Maintain register of accountable forms, requisitions, purchase orders and accounts paid.

AUSTRALIAN CAPITAL TERRITORY

Information Division, Australian Government Publishing Service, Publishing Branch

C. R. Roper 70/94025C	Illustrator, Grade 2 \$8929-9443, Third Division, unattached	Senior Illustrator, Grade 1 \$9700-10214, Third Division, Publishing Standards and Design Section, Design Sub-section, Canberra (No. 617)
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Duties: Under limited direction create important or significant typographic and/or graphic designs and layouts. Direct the work of a small group of Illustrators.

Qualifications: Wide experience in typographic and/or graphic design. Diploma in graphic design desirable.

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

Management Services Branch

D. A. Buckley 236-75633	Clerical Assistant, Grade 2 \$5446-5737 Fourth Division, Department of Educa- tion, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Personnel and Estab- lishments Section, Canberra (No. 86)
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Duties: Receive and attach inward correspondence to appropriate officers, files, mark and circulate files to action

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

Division of National Mapping

R. F. Goddard 304-72930	Clerk \$3346-6671 (Class 1), Third Divi- sion, Canberra	Research Officer, Grade 1 \$7107-8770, Third Division, Geographic Section, Canberra (No. 266)
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Duties: In respect of the maps and associated commentaries of the Atlas of Australian Resources and other thematic maps of Australia and associated reports required from time to time:—

(a) assist in the collection and analysis of data;

(b) assist with the presentation of data for inclusion in maps, commentaries and reports.

Qualifications: University degree with Geography major.

Geodetic Branch

B. J. Sloane 233-56659	Surveyor, Class 1 \$7255-11655, Third Division, Canberra	Surveyor, Class 2 \$12219-13707, Third Division, Geodetic Survey Section, Canberra (No. 41)
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Duties: Plan, direct and supervise the work of the Geodetic Survey Section.

Qualifications: A degree or diploma in Surveying or licence or registration as a Surveyor in a State or Territory of Australia; or equivalent qualification.

VICTORIA

Management Services Branch

F. C. Aiken 224-11628	Clerical Assistant, Grade 4 \$6741-6765, Fourth Division, Melbourne	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, General Services Sub- section, Victorian Regional Office, Mel- bourne (No. 11)
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Duties: O.I.C. Map and Publications sales.

Qualifications: Expert knowledge of and considerable experience in map and/or publications sales to the public.

DEPARTMENT OF NORTHERN DEVELOPMENT

CENTRAL OFFICE

Resources Division, Projects No. 1 Branch

E. P. Williams 304-60745	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Surveys Section, Canberra (No. 11)
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Duties: Assist in providing clerical services associated with the extraction and compilation of statistical material required by research officers and assist in the recording of resources data and maps.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Lands and Community Development Division, Lands Branch

J. M. McNamara 231-77669	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Land Administration Section, Darwin (No. 19)
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Duties: Under direction, prepare Gazette notices, submissions and correspondence in connection with the opening, closing and altering of roads and the proclamation and revocation of reserves.

Qualifications: General clerical experience related to the duties desirable.

Local Government and Services Branch

D. M. Treloar 220-05750	Clerk \$10029-10704 (Class 6), Third Division	Administrative Officer 11039-11714 (Class 7), Third Division, Housing Section, Darwin (No. 22)
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Duties: Responsible for the direction and supervision of Staff Accommodation and Housing Loans Groups. Carry out continuous review of Government housing requirements in the Northern Territory. Administer sale of Government Homes Scheme.

Qualifications: Extensive administrative experience and ability to control and direct staff. Experience in preparation of reports and submissions at policy level desirable.

K. J. McCarthy 231-49561	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$9022-9777 (Class 5), Third Division, Local Government Section, Darwin (No. 9)
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Duties: Supervise financial and administrative activities associated with the Corporations established under the Local Government Ordinance in the Northern Territory, including budgeting control and financial investigations.

Qualifications: Sound administrative experience, preferably in the local government sphere and financial institutions.

Transport Planning Branch

L. N. Penhall 217-69142	Senior Project Officer \$13224-13725 (Class 9), Third Division	Executive Officer \$14229-14733 (Class 10), Third Division, Rail and Road Services Section, Darwin (No. 5)
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Duties: Plan and direct the review and investigation into policy for the provision of road and rail services. Negotiate and consult with appropriate authorities.

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

Management, Legislation and Planning Division, Establishments and ADP Branch

L. M. Hammond 233-81221	Clerk \$8015-8770 (Class 4), Third Division	Clerk \$9022-9777 (Class 5), Third Division, Personnel and Services Section, Darwin, vice J. C. Orr, prov. prom. 5.9.74 (No. 26)
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Duties: Supervise and direct the work of the Salaries and Leave Sub-sections.

Qualifications: Experience in ADP salary preparation procedures together with sound knowledge of all Acts and Instructions relating to salaries, allowances, leave and superannuation desirable.

S. D. Sorensen 236-00594	Typist Supervisory, Grade 1 \$6562-6741, Fourth Division, Department of Defence, Canberra	Typist Controller, Grade 1 \$7818-8058, Fourth Division, Personnel and Services Section, Darwin (No. 222)
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Duties: Manage the typing and stenographic services of the Department to ensure effective utilisation of personnel and equipment and the maintenance of high standards of quality and performance.

Qualifications: Typing and stenographic background desirable. Experience in managing the typing services of a large organisation an advantage.

M. Holden 242-33159	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Services Section, Darwin (No. 66)
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Duties: Prepare forms for ADP salaries system. Maintain personnel records.

Qualifications: Experience in personnel work desirable.

E. M. Robinson 242-29109	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Automatic Data Processing Section, Darwin (No. 226)
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Duties: Assistant Scheduler. Review input material and determine its acceptability. Prepare, ensure and check that all job control and parameter cards are correct, and maintain controls on input. Investigate and report on causes for discrepancies and inaccuracies.

Qualifications: Experience in IBM 360/40 OSMFT/PCP systems equipment an advantage.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
Legislation Branch		
S. M. Knox 305-29319	Typist, Grade 1 \$2638-4800, Fourth Division	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Darwin (No. 2)
<i>Duties:</i> Provide secretarial and stenographic services to the Assistant Secretary.		
<i>Qualifications:</i> Shorthand, 100 words per minute.		
Resource Development Division, Forestry, Fisheries, Wildlife, Environment and National Parks Branch		
K. R. Utting 226-68044	Clerk \$8015-8770 (Class 4), Third Division	Clerk \$10029-10704 (Class 6), Third Division, Executive and Administrative Section, Darwin (No. 141)
<i>Duties:</i> Control and co-ordinate the work of the Finance and Stores Sub-section. Assist in the preparation of annual and forward estimates of revenue and expenditure. Prepare reports, submissions and correspondence on finance, stores and works programming matters.		
<i>Qualifications:</i> Extensive experience in finance and stores matters desirable. Accounting qualifications an advantage.		
Water Resources Branch		
L. Tye 242-28747	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Investigation and Design Section, Darwin, vice J. P. Turner, prov. prom. 12.9.74 (No. 77)
<i>Duties:</i> Register and file drawings, field note books, maps, technical reports, etc.; maintain supplies of maps, photographs, drafting materials and equipment. Operate dyeline machine.		
<i>Qualifications:</i> Relevant experience desirable.		
Social and Commercial Affairs Division, Prices and Consumer Affairs Branch		
C. P. Barrett 69/70168K	Senior Postal Clerk \$6252-6816 (Grade 1), Third Division, Postmaster-Generals Department, Darwin	Clerk \$9022-9777 (Class 5), Third Division, Consumer and Rent Control Section, Darwin, vice R. H. Wills, prov. prom. 23.5.74 (No. 18)
<i>Duties:</i> Secretary of Consumer Protection Council. Preparation of reports resulting from investigation of complaints of unfair trade practices from consumers; preparation of publications relating to commercial practices; preparation of correspondence and periodical reports on council activities.		
<i>Qualifications:</i> A sound knowledge of the Consumer Protection Council Ordinance and related legislation; secretarial and investigatory experience desirable.		
Public Utilities and Housing Branch		
J. E. Robertson 242-30177	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Housing Section, Darwin (No. 37)
<i>Duties:</i> Under direction, interview applications for Housing and War Service Loans, register and process applications; prepare statistical statements, maintain Commitments Register.		
<i>Qualifications:</i> Previous experience relevant to the duties desirable.		

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Trade Services Division, No. 1 Branch

J. A. J. Donald 236-47632	Clerk, \$12218-12721 (Class 8), Third Division, Canberra	Clerk \$13224-13725 (Class 9), Third Division, Investigations and Consultancy Section, Canberra (No. 442)
<i>Duties:</i> Supervise and conduct export industry investigations in Australia and abroad.		
<i>Qualifications:</i> Sound knowledge of Australian industry and export trade, ability to co-ordinate export industry investigations in Australia and abroad. Appropriate university degree desirable.		

REGIONAL OFFICE, NEW SOUTH WALES

N. M. McDermott 227-87991	Project Officer \$12218-12721 (Class 8), Third Division, Department of Science, Metric Conversion Board, Sydney	Assistant Director, \$13224-13725 (Class 9), Third Division, Sydney (No. 88)
G. A. Wotton 227-84141	Officer-in-charge \$12218-12721 (Class 8), Third Division, Sydney	Assistant Director \$13224-13725 (Class 9), Third Division, Sydney (No. 89)
<i>Duties above two positions:</i> Participate in management planning of the Regional Office functions. Evaluate the immediate and long term effects on industry of new and reshaped Government policies. Plan and initiate significant industry surveys.		
<i>Qualifications:</i> Proven capacity to initiate and manage important research projects related to Government policies. Academic qualifications to be stated.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF OVERSEAS TRADE—continued

V. C. McKeown 230-19038	Clerk, \$10029-10704 (Class 6), Third Division, Sydney	Clerk \$11039-11714 (Class 7), Third Division, Special Projects Section, Sydney (No. 56)
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Duties: Undertake investigations and enquiries concerning the development of Australian export trade.

Qualifications: Experience in undertaking investigations and preparing reports. Knowledge of Australia's export trade and trade promotion techniques. Knowledge of Australian industry an advantage. Academic qualifications to be stated.

REGIONAL OFFICE, VICTORIA

G. J. Vines 219-26419	Officer-in-Charge, \$12218-12721 (Class 8), Third Division, Melbourne	Assistant Director, \$13224-13725 (Class 9), Third Division, Melbourne
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Duties: Participate in management planning of the Regional Office functions. Evaluate the immediate and long term effects on industry of new and reshaped Government policies. Plan and initiate significant industry surveys.

Qualifications: Proven capacity to initiate and manage important research projects related to Government policies. Academic qualifications to be stated.

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

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

G. M. P. Thurstun 64/83033A	Technical Officer (Engineering), Grade 2 \$8929-9443, Third Division, Engineering Planning and Research Division	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third Division, Fundamental Planning Branch, Planning Mechanisation and Techniques Section, Melbourne (No. 1)
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Duties: Utilise practical internal plant experience and knowledge of the network to take charge of the operation of the Exchange Reference File.

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

National Telecommunications Plan Branch

G. Bastecky 69/39188W	Clerk \$6887-7764 (Class 2/3), Third Division, Department of Defence—Air Office, Victoria	Clerk \$8015-8770 (Class 4), Third Division, Melbourne (No. 14)
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Duties: Branch Clerk. Provide high level administrative assistance to the Branch executive. Arrange seminars and conferences and perform associated secretarial duties. Accept responsibility for the general management of the Branch Office.

Engineering Works Division, Support Services Branch

L. Descy 71/42209E	Illustrating Assistant, Grade 1 \$2728- 6506, Third Division, Engineering Works Division	Illustrator, Grade 1 \$7818-8578, Third Division, Drafting Section, Melbourne (No. 77)
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Duties: Create, design and produce straight forward art work in the Visual Aids Sub-group.

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

Management Services Division

R. G. Briggs 63/46277C	Internal Auditor, Grade 1 \$8015-8770 (Class 4), Third Division, Management Services Division	Clerk \$10029-10704 (Class 6), Third Division, Internal Audit Section, Mel- bourne (No. 49)
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Duties: Inspector (Internal Audit). Perform as a team leader, or individually, programmed audits, or special audits for Central Administration by appraising against policy the soundness of procedures, practices and controls, relating to revenue, expenditure, stores, personnel and related operations.

Qualifications: Experience in modern internal audit techniques desirable.

C. R. Cooper 71/40933P	Clerk \$3346-6671 (Class 1), Third Division, Management Services Division	Internal Auditor, Grade 1 \$8015-8770 (Class 4), Third Division, Internal Audit Section, Melbourne, vice R. G. Briggs, prov. prom. 26.9.74 (No. 41)
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Duties: Carry out programmed audits and assist, as necessary and under direction, with special audit investigations. Discuss with management matters arising for audits and prepare reports on audits.

Qualifications: Experience in audit techniques and progress in tertiary studies desirable.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
A. M. Foster 67/36392C	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Management Services Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Internal Audit Section, Melbourne (No. 50)
<i>Duties:</i> General clerical and typing duties including maintenance of Sectional library, local filing systems and Sectional registry. Collate information and assist in the preparation of major audits.		
<i>Qualifications:</i> Typing ability desirable.		

Personnel Branch

L. A. Imberger 70/36074K	Senior Training Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Management Services Division	Psychologist, Class 2 \$10167-11360, Third Division, Staff Recruitment and Development Section, Psychology Sub-section, Melbourne (No. 278)
<i>Duties:</i> Design, execution and evaluation of psychological experiments and studies related to new telecommunications services, and for advising on the implementation of those and other communication studies for the community's long-range and short-term telecommunications needs.		
<i>Qualifications:</i> A degree, preferably at Honours level, with a major in Psychology.		
R. M. Baskett 67/38795A	Clerk \$8015-8770 (Class 4), Third Division, Engineering Works Division	Clerk \$9022-9777 (Class 5), Third Division, Staff Recruitment and Development Section, Recruitment Sub-section, Melbourne (No. 16)
<i>Duties:</i> Examinations Officer. Oversight procedures and practices for, and afford appropriate guidance in the conduct of departmental examinations; examine and/or develop proposals for changes in examination conditions and policy.		

Postal Services Division, Postal Planning and Engineering Sub-division

E. Gravell 74/36800X	Clerk \$3346-6671 (Class 1), Third Division, Management Services Division	Clerk \$10029-10704 (Class 6), Third Division, Postal Planning Branch, Long Range and Business Planning Section, Melbourne (No. 9)
<i>Duties:</i> Undertake studies of the environment external to the postal service to identify factors applicable to long range planning. Maintain and interpret relevant economic and business statistics.		
<i>Qualifications:</i> Appropriate tertiary qualifications desirable.		

Telecommunications Division, Sales and Service Sub-division

D. A. Fitzpatrick 59/54831W	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Administrative Section, Melbourne (No. 24)
<i>Duties:</i> Responsible to the Personnel Officer for all staffing matters of the Division.		
A. C. Boyd 66/39217E	Clerk \$6887-7764 (Class 2/3), Third Division, Telecommunications Division, Victoria	Clerk \$8015-8770 (Class 4), Third Division, Sales Branch, Contracts Section, Melbourne (No. 10)
<i>Duties:</i> Examine representations, suggestions and all matters relating to provision of telecommunications services in country areas.		
<i>Qualifications:</i> Extensive knowledge of telecommunications facilities and Branch practices and procedures desirable.		

NEW SOUTH WALES

Director's Staff

G. A. Haigh 72/14081C	Clerk \$3346-6671 (Class 1), Third Division, Finance and Accounting Branch, Sydney	Clerk (Internal Audit) \$6887-7764 (Class 2/3), Third Division, Internal Audit Section, Sydney (No. 32)
<i>Duties:</i> Assist in the conduct of field audits. Check advances and asset registers.		

Engineering Division, Construction Branch

P. B. Austin 70/23386X (28.2.70)	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, Sydney	Lineman, Grade 2 \$5990-6167, Fourth Division, Primary Works (Metropolitan) No. 2 Section, Beaconsfield
<i>Duties:</i> Cable jointing.		

Metropolitan Operations Branch

L. T. Fitzsimmons 59/41605C	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division, Sydney	Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, City Operations Section, Sydney
<i>Duties:</i> Responsible for the maintenance of large PABX's (York Exchange area).		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience.		
In lieu of notification appearing in the <i>Gazette</i> of 5.9.74. The effective date of this promotion is 5.9.74.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

F. J. Membrey 71/75668C	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Engineering Division, Perth	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 1 Section, North Sydney (No. 134)
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Duties: Processing of telephone orders and fault dockets in the Subscribers District Centre.

Note: Shift work may be involved.

D. J. Mannell 72/23944X (15.8.72)	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, North Sydney	Lineman, Grade 2 \$5990-6167, Fourth Division, Metropolitan Operations No. 1 Section, Balgowlah
M. J. Matthews 73/22005X (2.1.73)	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, North Sydney	Lineman, Grade 2 \$5990-6167, Fourth Division, Metropolitan Operations No. 1 Section, North Sydney
G. P. Prior 68/22598E (22.1.68)	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, St Marys	Lineman, Grade 2 \$5990-6167, Fourth Division, Metropolitan Operations No. 4 Section, St Marys
R. R. Bain 65/23745P (22.7.65)	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, North Parramatta	Lineman, Grade 2 \$5990-6167, Fourth Division, Metropolitan Operations No. 4 Section, Parramatta

Duties above four positions: Cable jointing.

Regional Operations Branch

J. B. Herden 59/38145A	Clerk \$10029-10704 (Class 6), Third Division, Engineering Division, Kempsey	Clerk \$11039-11714 (Class 7), Third Division, Monaro Section, Canberra (No. 39)
A. R. Brazel 59/37503P	Clerk \$10029-10704 (Class 6), Third Division, Engineering Division, Maitland	Clerk \$11039-11714 (Class 7), Third Division, Newcastle Section, Newcastle (No. 183)
W. L. Mortlock 59/44655W	Clerk \$10029-10704 (Class 6), Third Division, Engineering Division, Wagga Wagga	Clerk \$11039-11714 (Class 7), Third Division, North Coast Section, Lismore (No. 166)
A. Gore 59/17688X	Clerk \$10029-10704 (Class 6), Third Division, Engineering Division, Tam- worth	Clerk \$11039-11714 (Class 7), Third Division, Northern Section, Tamworth (No. 71)
T. Moore 59/38566E	Clerk \$9022-9777 (Class 5), Third Divi- sion, unattached	Clerk \$11039-11714 (Class 7), Third Division, Outer Sydney Section, Par- ramatta (No. 262)
J. W. Barrat 59/37391X	Clerk \$9022-9777 (Class 5), Third Divi- sion, Engineering Division, Sydney	Clerk \$11039-11714 (Class 7), Third Division, Riverina Section, Wagga Wagga (No. 605)
N. G. Perry 59/44951E	Clerk \$10029-10704 (Class 6), Third Division, Engineering Division, Bathurst	Clerk \$11039-11714 (Class 7), Third Division, Western Section, Bathurst (No. 59)
C. H. Dawson 59/43764W	Clerk \$8015-8770 (Class 4), Third Divi- sion, Engineering Division, Goulburn	Clerk \$11039-11714 (Class 7), Third Division, Wollongong Section, Wol- longong (No. 287)

Duties above eight positions: Management and control of the Clerical administrative functions of the Section. Analyse and interpret relative matters and participate in the development, monetary and progress of the Section's programme of works.

Note above eight positions: Location of the above positions are tentative pending determination of the actual location of the Sectional Headquarters.

In lieu of notification appearing in the *Gazette* of 5.9.74. The effective date of these promotions is 5.9.74.

Support Services Branch

T. G. Barr 59/37396T	Senior Draftsman \$9918-10473, Fourth Division, Engineering Division, Haymar- ket	Supervising Draftsman \$10777-11386, Fourth Division, Drafting Section, Hay- market (No. 296)
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Duties: Control, co-ordinate and check the work of the Country Equipment No. 2 Sub-section.

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

J. L. Roberts 70/11969R	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Engineering Division, North Strathfield	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Industrial Engineering and Training Section, North Strathfield (No. 102)
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Duties: Responsible to the School Supervisor for all clerical services.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

G. D. Radford 70/10110G	Clerk \$6887-7764 (Class 2/3), Third Division, Postal Services Division, Redfern	Clerk \$8015-8770 (Class 4), Third Division, Industrial Engineering and Training Section, Sydney (No. 2)
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Duties: Assist Engineers engaged on Industrial Engineering Projects, carry out non-technical investigations, statistical analysis, obtain data and make reports.

Postal Services Division

M. R. Cook 70/13995R	Clerk \$3346-6671 (Class 1), Third Division, Postal Services Division, Redfern	Clerk \$6887-7764 (Class 2/3), Third Division, Assistant Director's Staff, Sydney (No. 6)
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Duties: Conduct continuous survey of registered periodicals and newspapers; assist in dealing with applications for franking machine licences and for cancellation and transfer of existing licences.

Post Offices Branch

P. Macarilino 301-04740	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Mail Officer \$5426-6343, Fourth Division, Mails and Transport Section, Canberra
D. Edwards 301-05225	Assistant Postal Officer \$2598-5196, Fourth Division, Penrith	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Blacktown
L. R. Sims 301-02577 (10.7.74)	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Canberra City
G. E. Jones 301-04222 (31.7.74)	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Forbes
M. J. Pullen 301-06076 (14.8.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Tamworth	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Tamworth
G. Pinkstone 73/23930P (28.11.73)	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Postal Officer, Grade 1 \$5310-5658, Fourth Division, The Entrance (Relief)
D. J. Mansfield 72/23892P (31.7.72) <i>Duties:</i> Driving duties.	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Wyong
H. O. Crossley 74/22348G (4.2.74)	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Postman \$5310-5658, Fourth Division, Bexley
G. R. Arnold 73/23913P (22.11.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Cooma	Postman \$5310-5658, Fourth Division, Cooma
A. Blatnik 301-05217 (28.6.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Canberra	Postman \$5310-5658, Fourth Division, Dickson
J. R. Williams 74/23018W (4.2.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Mosman	Postman \$5310-5658, Fourth Division, Mosman
N. McM. Moore 301-04847 (7.8.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Campbelltown	Postman \$5310-5658, Fourth Division, Campbelltown

Telecommunications Division, Country Region

J. A. Hargense 59/48255E	Clerk \$6887-7764 (Class 2/3), Third Division, Telecommunications Division, Gosford	Clerk \$8015-8770 (Class 4), Third Division, North Section, Gosford District Telephone Office Sub-section, Gosford (No. 417)
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Duties: Investigation and completion of complaints to finality and the oversighting and evaluation of exchange staffing records and rosters.

J. K. Hartney 59/38119X	Clerk \$9022-9777 (Class 5), Third Division, Telecommunications Division, Newcastle	Clerk \$10029-10704 (Class 6), Third Division, North Section, Newcastle District Telephone Office Sub-section, Newcastle (No. 34)
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Duties: Senior Service Officer. Responsible to the District Telephone Manager for the operation of all manual telephone and telegraph services, the handling of customers service-complaints and service advisory activities in the district.

Metropolitan Region, Sales Branch

J. G. Byrne 70/24118C	Typist, Grade 1 \$2638-5636, Fourth Division, Telecommunications Division, Sydney	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Directory and Sales Checks Section, Directory Sub-section, North Sydney (No. 268)
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Duties: Maintain, prepare and collate staff records and material for onforwarding to Administration Section, Telecommunications Division. Act as paying officer and maintain Petty Cash Advance (\$200). Arrange for printing of alphabetical and classified directories error cards. Assist with training schedules for Section. Assist with duties associated with intake of temporary manuscript checkers.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

ADP Branch

A. M. Zions 71/14357W	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, ADP Branch	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Data Processing Centre, General Services Sub-section, North Sydney (No. 90)
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Duties: Maintain Branch Registry.

Personnel and Industrial Relations Branch

G. M. Dowle 74/10508M	Clerk \$3346-6671 (Class 1), Third Division, unattached	Clerk \$8015-8770 (Class 4), Third Division, Establishments and Management Advisory Services Section, Milsons Point (No. 331)
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Duties: Undertake office machines and associated systems investigations.

M. E. Gibbs 62/24440C	Monitor \$6034-6381, Fourth Division, Telecommunications Division, Sydney	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Staffing and General Services Section, Staff Resources Sub-section, Sydney (No. 10)
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Duties: Recruitment. Deal with inquiries at staff employment counter, conduct interviews and select persons suitable for employment.

E. A. Harman 70/23400A	Postal Clerk \$5662-6824, Fourth Division, Postal Services Division, Grosvenor Street	Postal Investigation Officer, Grade 1 \$5981-6983, Fourth Division, Postal Investigation Section, Sydney (No. 115)
J. J. Henry 68/23187T	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Postal Services Division, Newcastle	Postal Investigation Officer, Grade 1 \$5981-6983, Fourth Division, Postal Investigation Section, Sydney (No. 40)
T. Scollon 73/22128K	Postal Clerk \$5662-6824, Fourth Division, unattached	Postal Investigation Officer, Grade 1 \$5981-6983, Fourth Division, Postal Investigation Section, Sydney (No. 60)
F. Sommerton 68/13198R	Preventive Officer \$4937-5707, Fourth Division, Department of Customs and Excise, Sydney	Postal Investigation Officer, Grade 1 \$5981-6983, Fourth Division, Postal Investigation Section, Sydney (No. 150)

Duties above four positions: Conduct detailed investigations and inquiries into the less difficult and serious infringements of the Post and Telegraph Act, Public Service Act and other Acts.

Note above four positions: Possession of a current motor driver's licence is necessary.

Supply Branch

J. Pelss 59/31589C	Clerk \$6887-7764 (Class 2/3), Third Division, Supply Branch, Milsons Point	Clerk \$8015-8770 (Class 4), Third Division, Stock Control and Accounting Section, Milsons Point (No. 80)
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Duties: Oversight and direct the work of a Stock Control Group.

VICTORIA

Engineering Division, Construction Branch

A. E. Jones 59/58465T	Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Fourth Division, unattached	Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Fourth Division, Metropolitan Installation No. 2 (North) Section, Melbourne
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Duties: Planning and liaison work involved in the installation of private contract installed PABXs in the State.

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

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.

J. Kiriakidis 74/36299W	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Country Installation No. 3 Section, Melbourne (No. 74)
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Duties: Provide general clerical assistance to the Senior Telecommunications Technical Officer in charge of the Radiocommunications Installation Depot.

Metropolitan Operations Branch

P. W. Harding 71/37344M	Clerk \$3346-6671 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$6887-7764 (Class 2/3), Third Division, Metropolitan Operations No. 2 (North West) Section, Coburg (No. 175)
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Duties: Assistant Personnel Officer.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

G. R. Simpson 70/37655K	Clerk \$3346-6671 (Class 1), Third Division, Engineering Division	Clerk \$6887-7764 (Class 2/3), Third Division, Metropolitan Operations No. 4 (North East) Section, Ringwood (No. 149)
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Duties: Assistant Works Officer.

J. T. Hancy 73/37195P	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of Transport, Melbourne	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 2 (North West) Section, Brunswick (No. 79)
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R. Hrymek 72/41546A	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 2 (North West) Section, North Essendon (No. 82)
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M. Kondoleon 301-36945	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Australian Taxation Office, Melbourne	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 2 (North West) Section, Moreland (No. 90)
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Duties above three positions: General clerical assistance to the Senior Telecommunications Technical Officer in charge of the Telephone Exchange.

R. J. Barks 72/36101G	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 7 (South) Section, Brighton (No. 359)
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M. Checchini 74/38753G	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 4 (North East) Section, Hawthorn (No. 217)
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E. P. Stabb 73/46121A	Telephonist \$2609-5575, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 7 (South) Section, Brighton (No. 242)
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P. J. Smith 74/37770X	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of Social Security, Melbourne	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 7 (South) Section, Brighton (No. 358)
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Duties above four positions: Fault dispatch assistance.

Regional Operations Branch

W. W. Lee 66/45019P	Lines Supervisor, Grade 1 \$6710, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Melbourne (No. 63)
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Duties: Responsible for the co-ordination and distribution of major items of external plant material and allocation of mechanical aid plant in accordance with programmed works in Country Areas.

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

F. J. Sacco 73/37605X	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Australian Taxation Office, Melbourne	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Telegraphs and Data Section, Melbourne (No. 56)
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Duties: General clerical assistance to the Senior Telecommunications Technical Officer in charge of the Telegraphs Sub-service 'A' Depot.

Support Services Branch

K. A. Donohoe 70/39945C	Electrical Assistant \$5346-5513, Fourth Division, Engineering Division	Electrical Fitter and Mechanic \$6097-6914, Fourth Division, Buildings Engineering Services Section, Melbourne (No. 50)
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Duties: Assist with the efficient operation of the Buildings Services Operations Centre.

Qualifications: Eligible to hold an 'A' Grade SEC Licence for Electrical Fitter and Mechanic.

Postal Services Division, Postal Planning Branch

G. T. Nester 62/45992E	Senior Postal Clerk, Grade 2 \$7883-8413, Third Division, Abbotsford	Clerk \$9022-9777 (Class 5), Third Division, Melbourne (No. 20)
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Duties: Organise and control staff determining mail flows and other characteristics. Prepare reports and make recommendations regarding survey procedures.

Qualifications: Sound Postal Services Division experience desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Post Offices Branch

R. A. Banks 302-52911 (6.8.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Elwood	Postman \$5310-5658, Fourth Division, Elwood
R. A. Beatie 74/45741X (6.8.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Bundoorra	Postman \$5310-5658, Fourth Division, Bundoorra
T. I. Griffin 74/45742C (6.8.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Preston	Postman \$5310-5658, Fourth Division, Preston
R. Heenan 74/45672P (6.8.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Ringwood	Postman \$5310-5658, Fourth Division, Ringwood
J. Kirk 74/45751E (6.8.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Ferntree Gully	Postman \$5310-5658, Fourth Division, Ferntree Gully
G. J. Lyon 73/45991K (22.10.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Tongala	Postman \$5310-5658, Fourth Division, Tongala

Telecommunications Division, Country Region

R. G. G. Lambert 59/70961G	Clerk \$9022-9777 (Class 5), Third Division, Telecommunications Division	Clerk \$10029-10704 (Class 6), Third Division, Central and Head Office Section, Melbourne (No. 43)
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Duties: Officer in charge of the Works and Equipment Sub-section. Advise and assist District Telephone Managers on significant Works and Equipment matters.

Metropolitan Region, Sales Branch

D. A. Pobke 70/38269K	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Engineering Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Directory and Sales Checks Section, Melbourne (No. 79)
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Duties: Listing of all new and amended entries in the Alphabetical Telephone Directory.

Service Branch

C. B. Watts 72/23482W (8.6.72)	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division, New South Wales	Telephonist \$2609-5575, Fourth Division, Main Trunk Exchange, Melbourne
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Finance and Accounting Branch

D. M. Findlay 71/41551T	Accounting Machinist, Grade 1 \$2638-5636, Fourth Division, Finance and Accounting Branch	Accounting Machinist, Grade 2 \$6233, Fourth Division, Finance Section, Melbourne (No. 153)
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Duties: Prepare and reconcile salary and/or wages sheets by machine process for staff at Head Office Divisions and Branches, Engineering Division and Official Post Offices.

Qualifications: Completion of the prescribed test.

Personnel and Industrial Relations Branch

A. T. Bailey 59/65587E	Welfare Officer \$9022-9777 (Class 5), Third Division, Personnel and Industrial Relations Branch	Industrial Officer \$10029-10704 (Class 6), Third Division, Industrial Relations Section, Melbourne (No. 11)
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Duties: Undertake specific assignments involving reviews of procedures; perform an audit of work undertaken by the Industrial Assessing Unit; check from source documents a percentage of allowance claims processed by Divisions and Branches.

QUEENSLAND

Engineering Division, Construction Branch

M. H. Michel 59/18897E	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$8033, Fourth Division, Primary Works No. 1 Section, Brisbane
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Duties: Estimating Supervisor.

Postal Services Division, Post Offices Branch

I. E. Hiddins 59/21075T	Senior Postal Clerk, Grade 1 \$7087-7651, Third Division, Cooparoo	Clerk \$6887-7764 (Class 2/3), Third Division, Metropolitan District No. 1 Cooparoo (No. 99)
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Duties: Staff and general clerical work in the District Postal Manager's Office.

B. J. Sullivan 73/62064P (9.1.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Mt Isa	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Mt Isa
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

D. P. Benjamin 73/62038M (14.11.73) <i>Duties:</i> Delivery of telegrams per motor-cycle.	Assistant Postal Officer Fourth Division, Rocklea	\$2598-5196,	Postal Officer, Grade 1 Fourth Division, Rocklea	\$5310-5658,
M. T. Robison 72/61996X (5.2.73)	Assistant Postal Officer Fourth Division, Tara	\$2598-5196,	Postman Chinchilla	\$5310-5658, Fourth Division,
E. E. Wright 74/61455C (8.5.74)	Assistant Postal Officer Fourth Division, Emerald	\$2598-5196,	Postman Emerald	\$5310-5658, Fourth Division,

Telecommunications Division, Country Region

M. J. Wright 59/24536A <i>Duties:</i> Process applications for telephone facilities.	Clerical Assistant, Grade 3 Fourth Division, Telecommunications Division	\$5883-6324,	Clerk Mackay (No. 42)	\$6887-7764 (Class 2/3), Third Division, District Telephone Office,
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Metropolitan Region

E. A. Long 60/22495E <i>Duties:</i> Extraction and summarisation of service assessment, performance data and assistance with special studies. Preparation of returns.	Clerical Assistant, Grade 2 Fourth Division, Telecommunications Division	\$5446-5737,	Clerical Assistant, Grade 3 Fourth Division, Service Branch, Service Standards Section, Brisbane (No. 127)	\$5883-6324,
D. Creed 62/61683G <i>Duties:</i> Assist with the collection of data and preparation of summaries.	Clerical Assistant, Grade 1 Fourth Division, Telecommunications Division	\$2481-5349,	Clerical Assistant, Grade 2 Fourth Division, Service Branch, Service Standards Section, Brisbane (No. 198)	\$5446-5737,

Personnel and Industrial Relations Branch

W. J. R. Hollands 59/20444T <i>Duties:</i> Control the Machines Group in the Establishments and develop draft estimates for office machines expenditure; undertake provide expert advice to Line Management on office machines principles.	Clerk \$9022-9777 (Class 5), Third Division, Personnel and Industrial Relations Branch	Methods Officer \$10029-10704 (Class 6), Third Division, Establishments and Management Advisory Services Section, Brisbane (No. 156)
D. Cadioli 59/21949X	Clerk \$9022-9777 (Class 5), Third Division, Personnel and Industrial Relations Branch	Organisation Officer \$10029-10704 (Class 6), Third Division, Establishments and Management Advisory Services Section, Brisbane (No. 194)
W. H. Donnell 59/22024R <i>Duties above two positions:</i> Conduct field and other investigations into major staffing proposals and associated matters. Prepare recommendations and reports.	Clerk \$9022-9777 (Class 5), Third Division, Personnel and Industrial Relations Branch	Organisation Officer \$10029-10704 (Class 6), Third Division, Establishments and Management Advisory Services Section, Brisbane (No. 4)
R. H. Brandis 67/57288C	Clerk \$8015-8770 (Class 4), Third Division, Personnel and Industrial Relations Branch	Clerk \$9022-9777 (Class 5), Third Division, Establishments and Management Advisory Services Section, Brisbane, vice W. H. Donnell, prov. prom. 26.9.74 (No. 195)
J. W. Cotter 68/57585G	Clerk \$8015-8770 (Class 4), Third Division, Personnel and Industrial Relations Branch	Clerk \$9022-9777 (Class 5), Third Division, Establishments and Management Advisory Services Section, Brisbane, vice N. A. Doyle, prov. prom. 26.9.74 (No. 213)
R. MacD. G. Grant 64/57682P	Clerk \$8015-8770 (Class 4), Third Division, Department of Housing and Construction, Brisbane	Clerk \$9022-9777 (Class 5), Third Division, Establishments and Management Advisory Services Section, Brisbane, vice R. G. Harris, prov. prom. 26.9.74 (No. 35)
J. S. Paddock 66/85851G <i>Duties above four positions:</i> Conduct field and other investigations into major investigations. Prepare recommendations and reports.	Clerk \$8015-8770 (Class 4), Third Division, Personnel and Industrial Relations Branch	Clerk \$9022-9777 (Class 5), Third Division, Establishments and Management Advisory Services Section, Brisbane, vice D. Cadioli, prov. prom. 26.9.74 (No. 90)

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

K. D. Foster 59/24982C	Clerk \$9022-9777 (Class 5), Third Division, Personnel and Industrial Relations Branch	Industrial Officer \$10029-10704 (Class 6), Third Division, Industrial Relations Section, Brisbane (No. 304)
<i>Duties:</i> Industrial Auditor. Advise, instruct and train Divisional/Branch officers in processing Industrial matters.		
N. A. Doyle 71/58813W	Clerk \$9022-9777 (Class 5), Third Division, Personnel and Industrial Relations Branch	Industrial Officer \$10029-10704 (Class 6), Third Division, Industrial Relations Section, Brisbane (No. 305)
<i>Duties:</i> Undertake research and carry out surveys on Industrial matters. Analyse and evaluate information obtained and make appropriate submissions.		
J. J. McCrossan 65/57821C	Clerk \$8015-8770 (Class 4), Third Division, Personnel and Industrial Relations Branch	Industrial Officer \$10029-10704 (Class 6), Third Division, Industrial Relations Section, Brisbane (No. 303)
<i>Duties:</i> Provide to senior management advice and guidance on service and departmental policies, interpret awards and other contentious industrial matters.		
R. G. Harris 66/61477P	Clerk \$9022-9777 (Class 5), Third Division, Personnel and Industrial Relations Branch	Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Staffing and General Services Section, Brisbane (No. 302)
<i>Duties:</i> Undertake research into staffing projects. Liaise and assist Division/Branches in preparation of staff estimates, and co-ordinate estimates with State Staff Numbers Plan, and annual Group Proposals.		

SOUTH AUSTRALIA

Postal Services Division, Post Offices Branch

D. F. Cavanagh 67/70342E	Postal Clerk \$5582-6584, Third Division, Henley Beach	Senior Postal Clerk, Grade 1 \$7087-7651, Third Division, Kilkenny North (No. 656)
<i>Qualifications:</i> Occupant must be qualified in accordance with conditions notified in <i>Gazette</i> No. 25 A of 22.3.74.		
K. D. Price 303-79752 (22.7.74)	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Mount Gambier (No. 1683)
J. A. Sadler 70/70612T (7.12.70)	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Port Pirie (No. 1533)
M. B. Codrington 70/70543K (6.8.70)	Assistant Postal Officer \$2598-5196, Fourth Division, St Marys	Postman \$5310-5658, Fourth Division, Clarence Gardens (No. 925)
L. R. Grosser 73/70632E (3.6.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Millicent	Postman \$5310-5658, Fourth Division, Millicent (No. 1655)
I. L. Digance 73/70106G (28.11.72)	Assistant Postal Officer \$2598-5196, Fourth Division, Plympton	Postman \$5310-5658, Fourth Division, Plympton (No. 1127)

Telecommunications Division, Country Region

C. E. Kirby 66/70396R	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, District Telephone Office Section, Central Sub-section, Adelaide (No. 25)
<i>Duties:</i> Open, distribute and dispatch mail. Sort and prepare telephone orders for duplicating; maintain office filing system and sort and file TS44 cards.		

Finance and Accounting Branch

R. J. Tully 65/66256T	Clerk \$3364-6671 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$6887-7764 (Class 2/3), Third Division, Finance Section, Adelaide (No. 66)
<i>Duties:</i> Check entries of salaries, deductions, variation accounts opened and closed and transfers on paysheets. Check allowance claims, special paysheets and reconcile paysheets prepared by Machinists with draft paysheets.		
S. T. Wright 69/66397X	Clerk \$3364-6671 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$6887-7764 (Class 2/3), Third Division, Finance Section, Adelaide (No. 56)
<i>Duties:</i> Prepare and advise responsibility areas details of classified and costed expenditure. Summarise cash book and cost register figures for inclusion in reports. Prepare Forms FAE 401-404, 409, 666, 668-669. Record daily expenditure by other Departments on behalf of Postmaster-General and finalise annual expenditure.		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

M. Hromniak 68/66760R	Clerk \$3346-6671 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$6887-7764 (Class 2/3), Third Division, Revenue Section, Adelaide (No. 331)
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Duties: Payments Control Officer. Program and control the work of the Payments Control Group, analyse Head Office and Post Office receipts and circulate to crediting groups; investigate unidentified cheques.

Personnel and Industrial Relations Branch

R. K. Fechner 59/10507A	Training Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Personnel and Industrial Relations Branch	Methods Officer \$10029-10694 (Class 6), Third Division, Establishments and Management Advisory Services Section, Adelaide (No. 162)
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Duties: Control and direct the operations of the Office Machines Unit.

Qualifications: Comprehensive knowledge of office machines and equipment, experience in method study techniques and ability to analyse procedures desirable.

J. S. Rush 56/66324P	Clerk \$8015-8770 (Class 4), Third Division, Telecommunications Division	Training Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Staffing and General Services Section, Adelaide, vice R. K. Fechner, prov. prom. 26.9.74 (No. 164)
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Duties: Assist in the preparation and implementation of the Departmental training programme. Under direction, develop and conduct new courses or review existing courses. Participate as session leader in training courses of various kinds and at all levels. Counsel staff in matters of study assistance and personal development

Qualifications: Knowledge of and experience in organising and conducting training courses and related staff development activities, together with experience in instructional techniques desirable.

Supply Branch

P. R. Colmer 69/66708C	Clerk \$3346-6671 (Class 1), Third Division, Supply Branch	Clerk \$6887-7764 (Class 2/3), Third Division, Procurement Section, Adelaide (No. 45)
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Duties: Purchasing Clerk. Process, prepare, and issue orders and expedite deliveries.

NORTHERN TERRITORY

Telecommunications Division, Country Region

W. Clemens 64/70377A	Phonogram Operator, \$2609-5575, Fourth Division, Telecommunications Division	Monitor \$6034-6381, Fourth Division, Darwin (No. 620)
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Qualifications: Occupant must be qualified as Monitor (Phonogram).

WESTERN AUSTRALIA

Postal Services Division, Mail Exchange Branch

J. M. Fraser 71/78578K (13.10.71)	Postman \$5310-5658, Fourth Division, Postal Services Division	Mail Officer \$5426-6343, Fourth Division, Traffic Section, Perth
J. R. McHarg 74/78112C (30.1.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division	Mail Officer \$5426-6343, Fourth Division, Traffic Section, Perth

Post Offices Branch

M. L. Newton 304-24533	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Derby
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J. A. King 61/78117K	Postmaster, Grade 1 \$6361-7651, Third Division, Postal Services Division	Clerk \$6887-7764 (Class 2/3), Third Division, Kalgoorlie, Head Office
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Duties: No. 8925—Clerk, Leave and General.

Qualifications: Sound knowledge of Post Offices Branch procedures desirable.

K. R. Senior 73/79303P (22.6.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Wagin
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Telecommunications Division, Service Branch

D. J. Foot 72/78559R (12.7.72)	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division	Assistant, Grade 1 \$2599-5349, Fourth Division, Chief Telegraph Office, Perth
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Duties: General internal duties in the Circulation Sub-section.

Note: Shift work involved.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Finance and Accounting Branch

K. R. Williams 65/78428M	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Finance and Account- ing Branch	Licence Inspector, Grade 1 \$6471-6765, Fourth Division, Post Office Accounting Section, Perth
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Duties: Inspect Broadcast and Television Licences.

Supply Branch

A. E. Furness 59/50690T	Senior Stores Supervisor, Grade 1 \$6963-7140, Fourth Division, Supply Branch	Senior Stores Supervisor, Grade 2 \$7780-7921, Fourth Division, Warehous- ing Section, Perth
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Duties: Responsible for the control of the Supply Depot at Kewdale.

Qualifications: Extensive knowledge of stores procedures and practices, together with the capacity to manage a section of an organisation.

Engineering Division, Buildings Branch

C. M. Glead 304-01964	Gardener, Grade 1 \$4694-4889, Fourth Division, Engineering Division	Gardener, Grade 2 \$5012-5207, Fourth Division, Perth (No. 6117)
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Duties: Party leader in charge of a team of Gardeners responsible to the Foreman Gardener.

TASMANIA

Postal Services Division, Post Offices Branch

B. N. Alderton 73/83096G (28.9.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Divi- sion	Postman \$5310-5658, Fourth Division, Hobart District, Bellerive
E. W. G. J. Howard 73/83092P (28.9.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Divi- sion	Postman \$5310-5658, Fourth Division, Hobart District, Moonah
R. W. Moore 71/83060C (23.4.71)	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Divi- sion	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Hobart District, Moonah

DEPARTMENT OF THE PRIME MINISTER AND CABINET

CENTRAL OFFICE

Operations Division, Prime Minister's Branch

M. L. Black 242-20307	Clerical Assistant, Grade 1 \$2481-5349 Fourth Division	Clerical Assistant, Grade 2, \$5446-5737, Fourth Division, Registry Sub-section, Canberra (No. 255)
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Duties: File searcher.

I. Alexandru 304-57933	Clerical Assistant Grade 1, \$2481-5349 Fourth Division	Clerical Assistant, Grade 2 \$5446-5737 Fourth Division, Registry Sub-section, Canberra (No. 345)
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Duties: General Representations Registration.

E. Madden 238-85278	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 4, \$6471-6765, Fourth Division, Registry Sub-section, Canberra (No. 249)
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Duties: Former Papers Officer (Classified).

V. Sutton 304-55217	Clerical Assistant Grade 1, \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737 Fourth Division, Registry Sub-section, Canberra (No. 252)
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Duties: Receipt and registration of incoming correspondence.

B. D. Johnson 224-90194	Clerk \$8015-8770 (Class 4), Third Divi- sion	Clerk \$10029-10704 (Class 6), Third Division, Registry Sub-section, Canberra (No. 237)
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Duties: Officer in charge of Registry. Direct and control the Central Registry and Sub-registries. Responsible for the supervision and training of staff and direction of indexing, classification and disposal procedures.

Qualifications: Ability to control staff together with a sound knowledge of Registry practices.

D. M. Davies 235-62575	Clerical Assistant, Grade 2, \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Registry Sub-section, Canberra (No. 251)
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Duties: Dispatch Clerk.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

G. P. Hackett 305-03305	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Registry Sub-section, vice D. M. Davies, prov. prom. 26.9.74 (No. 253)
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Duties: Nominal Indexer.

L. A. Smith 304-56762	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Registry Sub-section, vice E. Madden, prov. prom. 26.9.74 (No. 344)
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Duties: Nominal Indexer.

Qualifications: Relevant Registry experience desirable.

J. L. McGuinness 233-72886	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division	Clerical Assistant, Grade 6 \$7552-7946, Fourth Division, Registry Sub-section, Canberra (No. 241)
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Duties: File Examiner, Classified Registry.

D. I. Tongue 236-01546	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Registry Sub-section, vice J. McGuinness, prov. prom. 26.9.74 (No. 243)
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Duties: Assistant File Examiner.

E. M. Fabijan 241-85775	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Registry Sub-section, vice D. I. Tongue, prov. prom. 26.9.74 (No. 248)
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Duties: Former papers officer.

Services Branch

L. D. Grant 242-06329	Clerk \$6887-7764 (Class 2/3), Third Division, Department of Services and Property	Clerk \$8015-8770 (Class 4), Third Divi- sion, Personnel and Training Sub- section, vice N. D. Brunson, prov. prom. 4.7.74, Canberra (No. 573)
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Duties: As Recruitment Officer, ensure that optimum staffing levels are maintained. Furnish recommendations for promotion and when necessary prepare appeal statements and nomination of departmental representatives. Arrange the induction of new staff.

Qualifications: A sound knowledge of the Public Service Act, Regulations and General Orders desirable.

T. F. Byron 217-34222	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division	Clerical Assistant, Grade 6 \$7552-7946, Fourth Division, Accommodation Sub- section, Canberra (No. 142)
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Duties: Assist with the investigations into planning of accommodation needs for future departmental growth. Other duties as required.

B. L. Powell 225-47824	Clerk \$11039-11714 (Class 7), Third Division, Australian Tax Office	Executive Officer \$12218-12721 (Class 8), Third Division, Operations Develop- ment Section, Internal Consultancy Sub- section, Canberra (No. 549)
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Duties: Provide internal consultancy services to Divisions and Branches of the Department including systems and procedures management control systems and functional arrangements.

Qualifications: Previous experience and ability relevant to the duties of the position. Academic qualifications desirable.

Protection Policy Division, Tariff Policy Branch

J. M. Seaman 236-08318	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Department of the Media	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, General Section (No. 405)
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Duties: Maintain records of General Section. Check and assemble material for submissions and other reports and arrange distribution.

Qualifications: Experience in indexing and maintaining material relevant to a Sections major functions and reports.

THE OFFICE OF THE PUBLIC SERVICE BOARD

CENTRAL OFFICE

AD? Division, Management Information Branch

T. M. Hansford 305-04787	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Statistical Section, Canberra (No. 83)
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Duties: Maintain Top Structure Establishment and Staff cards and assist in the maintenance of the Top Structure and Establishment List. Assist with distribution of amendments to the list.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE PRIME MINISTER AND CABINET—continued

M. T. Gallagher 241-92596	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Canberra	Clerical Assistant, Grade 3 5883-6324, Fourth Division, Statistical Section, Canberra (No. 121)
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Duties: Code variations to the Continuous Record of Establishment. Report apparent inconsistencies to Supervisor for resolution with Organisation Division Records Sub-section.

N. R. Power 231-63419	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Statistical Section Canberra (No. 409)
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Duties: Check computer printout of amended records against source documents and amendment advices. Ensure that records are consistent following amendment. Prepare further amendments if required. Allocate seniority dates for cases not handled within the ADP systems. Prepare correspondence on departmental requests for information and review of seniority dates of officers.

Development Division, Planning Branch

I. R. Shortt 73/87626K	Senior Research Officer, Grade 2 \$11039-11714 (Class 7), Third Division, Canberra	Inspector \$13224-13725 (Class 9), Third Division, Location of Government Employment Section, Canberra (No. 738)
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Duties: Undertake the more difficult projects relating to the location of Government employment, including assistance in supervision of administration and technical aspects of a major study of dispersal of Government office work.

Qualifications: Relative experience appropriate to duties. Background in operations research together with tertiary level mathematics desirable.

Employment Conditions Division, Employment Conditions Branch No. 1

R. D. Lyon 62/85168T	Assistant Inspector \$12218-12721 (Class 8) Third Division, Canberra	Inspector \$13224-13725 (Class 9), Third Division, Canberra (No. 7)
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Duties: Secretary to Joint Council, the employer/employee advisory body. Participate in the work of associated Sub-committees. Analyse proposals for consideration by Joint Council and prepare associated papers and reports.

Organisation Division, Organisation Branch No. 1

J. A. Elliott 74/85980T	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of Defence (Air Office), Canberra	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Canberra, vice M. T. Gallagher, prov. prom. 26.9.74 (No. 114)
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Duties: Carry out amendments to departmental top structure and other organisation charts as required. Assist with the planning and preparation of typing layouts for organisation charts.

Secretary's Division, Assistant Secretary's Branch

W. J. Wojtaszak 74/85387W	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$5446-5737, Management Services Section, Fourth Division, Canberra (No. 484)
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Duties: Undertake the receipt, custody and issue of stores and equipment and related duties.

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

Services Branch

A. T. Hill 238-92275	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Department of the Treasury, Canberra	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Management Services Section, Administrative Services Sub- Section, Canberra (No. 475)
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Duties: Provide secretarial assistance to the Commissioners, Associate Commissioners and Second Division Officers Level 3 and above.

Qualifications: Shorthand, at least 100 words per minute.

U. McFadyen 305-02140	Typist, Grade 1 \$2638-5636, Fourth Division, Canberra	Typist Supervisor, Grade 1 \$6562-6741, Fourth Division, Management Services Section, Administrative Services Sub- Section, Canberra (No. 141)
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Duties: Typist in charge of a typing pool.

Qualifications: Experience in the control of staff desirable.

Project Division No. 2, Project Branch No. 5

D. J. Gilmore 241-11952	Clerk \$3346-6671 (Class 1), Third Division, unattached	Project Officer \$12218-12721 (Class 8), Third Division, Canberra (No. 120)
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Duties: 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.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

AUDITOR-GENERAL'S OFFICE

CENTRAL OFFICE

P. A. Hanson 241-83796 <i>Duties:</i> Responsible for control of typing pool.	Typist, Grade 1 \$5275-5636, Fourth Division, Canberra	Typist Supervisor, Grade 1, \$6562-6741, Fourth Division, Canberra (No. 15)
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DEPARTMENT OF REPATRIATION AND COMPENSATION

NEW SOUTH WALES

Branch Office

B. A. Connor 229-08108 <i>Duties:</i> Conduct investigations concerning means test pensions by interview or correspondence and submit cases to determining authorities. Attend to enquiries concerning means test pensions. Submit appeals to Repatriation Commission with appropriate recommendation. <i>Qualifications:</i> Knowledge of Repatriation Act, Regulations and General Orders Pensions desirable.	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Pensions Section, Sydney (No. 120)
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R. G. McCabe 235-33950 <i>Duties:</i> Locate files in File Repository. Liaise with Control Points for procurement and release of files held in other Sections. Attach Benefits Claims and Commission and Entitlement Appeal Tribunal Appeals to relevant files. Raise medical and pension files.	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Registry Section, Sydney (No. 175)
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R. Frogson 239-60506 <i>Duties:</i> Provide relief for Out-Patient Clinic staff attending Training Courses.	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Personnel Section, Sydney (No. 59)
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J. L. Faulkner 225-45925 <i>Duties:</i> Maintain medical sustenance payment records and compute or check payments in respect of in-patients at Repatriation General Hospital, Concord and Lady Davidson Hospital, Turramurra.	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Accounts Section, Sydney (No. 16)
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VICTORIA

Branch Office

R. J. Smith 70/41185E <i>Duties:</i> Supervise and direct typists and stenographers in the typing pool of Treatment Section.	Typist, Grade 1 \$2638-5636, Fourth Division	Typist Supervisor, Grade 1 \$6562-6741, Fourth Division, Office Services Section, South Melbourne (No. 142)
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J. G. Gonsalves 64/38235R	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Registry Section, South Melbourne (No. 147)
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C. A. Davis 63/37366X	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Registry Section, South Melbourne (No. 66)
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V. A. Kelly 64/38196C	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Registry Section, South Melbourne (No. 82)
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D. R. Whyte 64/36210G	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Registry Section, South Melbourne (No. 130)
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Duties above four positions: Archival Assistant.

QUEENSLAND

Branch Office

J. R. Nelson 72/58094X <i>Duties:</i> Examine and prepare reports and submissions on applications for new claims, allowances and reviews for British and other Dominion pensions.	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Pensions Section, Brisbane (No. 12)
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G. A. Harrison 63/57481A <i>Duties:</i> Supervisor, Information Control and Mail Services. <i>Qualifications:</i> Knowledge of Repatriation Act and Regulations and departmental functions. Sound knowledge of General Orders Registry and Registry procedures; ability to control and train staff.	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division	Clerical Assistant, Grade 6 \$7552-7946, Fourth Division, Registry Section, Brisbane (No. 124)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF REPATRIATION AND COMPENSATION—continued

Repatriation General Hospital

E. De Munari 64/57876T	Sister \$5640-6600, Fourth Division	Senior Sister \$7020-7570, Fourth Division, Nursing Services Section, Greenslopes (No. 447)
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Duties: Registered Charge Nurse.

M. M. Tate 66/58224P	Sister \$5640-6600, Fourth Division	Senior Sister \$7020-7570, Fourth Division, Nursing Services Section, Greenslopes (No. 17)
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Duties: Registered Charge Nurse.

A. Riley 70/12077T	Sister \$5640-6600, Fourth Division	Senior Sister \$7020-7570, Fourth Division, Nursing Services Section, Greenslopes (No. 448)
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Duties: Registered Charge Nurse.

DEPARTMENT OF SCIENCE

HEAD OFFICE

Bureau of Meteorology, Management Branch

B. A. O'Halloran 68/39741A	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division	Clerical Assistant, Grade 5 \$6962-7355, Personnel Section, Melbourne (No. 74)
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Duties: Maintain the Bureau's ADP personnel records system. Process check and correct data. Produce staff disposition testings and prepare Public Service Board returns.

Qualifications: Understanding of personnel procedures. Ability to organise and maintain a computer based information system.

C. A. Breen 72/41434A	Typist, Grade 1 \$2638-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, Property and General Services Section, Melbourne (No. 189)
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Duties: Layout and prepare forms, statistical tables or other documents of a complex nature for printing or other reproduction. Advise on the design of forms having regard to machine characteristics. Undertake general typing duties as directed.

Qualifications: Ability to operate a varietyper.

J. Dzikonski 72/39286C	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Property and General Services Section, Melbourne (No. 145)
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Duties: Supervise and arrange dispatch services. Direct messengerial services.

DEPARTMENT OF SERVICES AND PROPERTY

CANBERRA

Secretary's Office

M. Hengge 233-75075	Steno-secretary, Grade 1 \$6382-6741, Fourth Division	Personal Secretary \$8058-8537, Fourth Division (No. 2)
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Duties: Undertake stenographic and typing duties for the Secretary. Perform general secretarial duties for the Secretary including filtering phone calls and arranging appointments.

Qualifications: Experience relevant to the position.

NORTHERN TERRITORY

Survey Branch

M. F. McGorman 73/95931M	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Alice Springs	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Survey Section, Alice Springs (No. 2189)
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DEPARTMENT OF SOCIAL SECURITY

CENTRAL OFFICE

Management Division, Operations Branch

R. T. Roser 66/57488E	Clerk \$10029-10704, (Class 6), Third Division, Department of Defence, Canberra	Clerk \$12218-12721 (Class 8), Third Division, Internal Audit Section, Canberra (No. 127)
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Duties: Responsible for internal audit aspects of the Department's ADP Project including the review of all ADP systems and for adequacy of internal control and adherence to legislative requirements and departmental instructions.

Qualifications: Accountancy or other appropriate tertiary qualifications and considerable experience in ADP operations, system design, and interpretation of programs desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

ADP Branch

A. E. Knight 73/99029E	Programmer \$12218-12721 (Class 8), Third Division, Canberra	Senior Programmer \$13224-13725 (Class 9), Third Division, Planning and Strategic Design Section, Canberra (No. 205)
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Duties: Responsible for reviewing and optimising the Department's complete ADP network. Assist in feasibility studies. Liaise with Planning Control and Development Branch concerning facilities and systems in Regional Offices. Research into developments in data transmission and mini computer networks.

Qualifications: Extensive experience in investigation and development of ADP systems. Experience in communications networks required. Tertiary qualifications desirable.

Secretariat and Information Branch

H. McLeod 73/86942W	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Library Section, Canberra (No. 839)
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Duties: Accession and circulate periodicals and newspapers; take follow-up action on overdue; maintain and update periodical circulation lists; advise of non-receipt of parts and of changes in title and frequency.

Qualifications: Relevant experience desirable.

NEW SOUTH WALES

Management

G. E. Feehan 69/11227R	Clerk, \$6887-7764 (Class 2/3), Third Division, unattached	Clerk, \$8015-8770 (Class 4), Third Division, Operations Section, Sydney (No. 179)
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Duties: Check that information on computer printout gives full effect to the determination. Examine error reports and take necessary action to adjust.

J. A. Watts 62/10401W	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Penrith District Office	Clerical Assistant, Grade 6 \$7552-7946, Fourth Division, Work Preparation Centre, Granville (No. 2205)
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Duties: Welfare Officer. Provide direct support and assistance to social worker, including interviewing and counselling.

P. J. Bickley 66/14283A	Clerk, \$6887-7764 (Class 2/3), Third Division, Operations Section, Sydney	Clerk, \$8015-8770 (Class 4), Third Division, Mount Wilga Rehabilitation Centre, (No. 943)
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Duties: Promote and encourage social activities, sporting events, hobby and other quasi-instructional activities designed to complement general rehabilitation treatment.

A. G. Deeb 69/10076R	Clerk \$6887-7764 (Class 2/3), Third Division, Operations Section, Sydney	Clerk, \$8015-8770 (Class 4) Third Division, Operations Section, Sydney (No. 174)
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Duties: Check that information on computer printout gives full effect to the determination. Examine error reports and take necessary action to adjust.

D. R. Granger 58/23847M	Senior Vocational Counsellor, Grade 1 \$9022-9777 (Class 5), Third Division, Rehabilitation and Services Section, Sydney	Vocational Counsellor, Grade 4 \$11039-11714 (Class 7), Third Division, Rehabilitation and Services Section, Sydney (No. 894)
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Duties: Co-ordinate and direct the work of Vocational Counsellors throughout the State.

Qualifications: Administrative ability and appropriate qualifications and/or experience.

S. D. Hughes 69/10734T	Clerk \$6887-7764 (Class 2/3) Third Division, Pensions Section, Sydney	Internal Auditor Grade 1 \$8015-8770, (Class 4), Third Division, Internal Audit Section, Sydney (No. 341)
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Duties: Review and examine procedures, primarily in Regional Offices, to see that they provide sufficient internal control over Departmental accounting processes. Carry out detailed checks as specified.

M. Mock 69/12115C	Clerk \$6887-7764 (Class 2/3) Third Division, Operations Section, Sydney	Clerk \$8015-8770 (Class 4) Third Division, Operations Section, Sydney, vice M. N. Dalton, prov. prom. 25.7.74 (No. 176)
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Duties: Check that information on computer printout gives full effect to the determination. Examine error reports and take necessary action to adjust.

I. M. McDonald 67/11920R	Clerk \$6887-7764 (Class 2/3), Third Division, Handicapped Persons' Welfare Section, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Operations Section, Sydney (No. 180)
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Duties: Check information shown on computer printout and ensure that full effect has been given to the determination. Examine error reports and take necessary action to adjust.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF SOCIAL SECURITY—continued

C. M. Nugent 68/11206G	Clerk \$6887-7764 (Class 2/3) Third Division, Operations Section, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Operations Section, Sydney (No. 99)
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Duties: Conduct correspondence in connection with the recovery of overpayments, particularly those cases where legal action is involved.

R. Petrovic 70/12136W	Clerk \$6887-7764 (Class 2/3) Third Division, Operations Section, Sydney	Clerk \$8015-8770 (Class 4) Third Division, Operations Section, Sydney (No. 9)
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Duties: Supervise and control the operation of the Cheque sub-section. Determine action to be taken on applications for duplicate cheques and prepare relevant correspondence.

M. D. Sullivan 69/11219T	Clerk \$6887-7764 (Class 2/3), Third Division, Operations Section, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Operations Section, Sydney (No. 175)
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Duties: Check that information on computer printout gives full effect to the determination. Examine error reports and take necessary action to adjust.

G. Zorab 67/13953X	Clerk \$6887-7764 (Class 2/3), Third Division, Operations Section, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Operations Section, Sydney (No. 182)
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Duties: Check that information on computer printout gives full effect to the determination. Examine error reports and take necessary action to adjust.

Health Benefits and Services

A. R. Rennie 234-03822	Clerk \$6887-7764 (Class 2/3), Third Division, Insurance and Organisations Sections, Sydney	Investigation Officer, Grade 1 \$8015-8770 (Class 4), Third Division, Insurance and Organisations Section, Sydney (No. 1885)
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Duties: Carry out an inspection programme of registered organisations and prepare relevant reports.

Qualifications: Part completion of an accountancy course and knowledge of benefits payable under National Health Act desirable.

P. Lee 234-04497	Clerk \$6887-7764 (Class 2/3), Third Division, Insurance and Organisations Section, Sydney	Investigation Officer, Grade 1 \$8015-8770 (Class 4), Third Division, Insurance and Organisations Section, Sydney (No. 1886)
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Duties: Carry out an inspection programme of registered organisations and prepare relevant reports.

Qualifications: Part completion of an accountancy course and knowledge of benefits payable under National Health Act desirable.

G. Bozzi 68/10614E	Clerk \$6887-7764 (Class 2/3), Third Division, Institutions Section, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Institutions Section, Sydney (No. 2168)
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Duties: Prepare replies to correspondence other than routine, from the public, proprietors of nursing homes and other organisations.

D. A. Han 67/12100K	Clerk \$6887-7764 (Class 2/3), Third Division, Sydney	Clerk 9022-9777 (Class 5), Third Division, Insurance Section, Sydney (No. 1892)
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Duties: Supervise staff engaged on the interpretation of the medical benefits schedule.

Qualifications: Sound knowledge of medical terminology.

M. A. Gennaoui 66/13216E	Clerk \$6887-7764 (Class 2/3), Third Division, Insurance and Organisations Section, Sydney	Investigation Officer, Grade 1 \$8015-8770 (Class 4), Third Division, Insurance and Organisations Section, Sydney (No. 1993)
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Duties: Perform relief duties as required.

D. M. Pratt 58/24443T	Clerk \$6887-7764 (Class 2/3), Third Division, Insurance and Organisations Section, Sydney	Clerk \$8015-8770 (Class 4), Third Division, Insurance and Organisations Section, Sydney (No. 1897)
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Duties: Supervise staff engaged on the registration and examination of claims for re-imbursement of medical expenses.

Benefits Branch

J. M. Barber 68/37651A	Clerk \$6887-7764 (Class 2/3), Third Division, Community Liaison and Services Section, Sydney	Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Pensions Section, Sydney (No. 438)
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Duties: Prepare replies to representations from members of Parliament.

Qualifications: A sound knowledge of the Social Services Act.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

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| J. A. Barnard
58/20174W | Clerk \$9022-9777 (Class 5), Third Division, Family Allowances Section, Sydney | Clerk \$10029-10104 (Class 6), Third Division, Family Allowances Section, Sydney (No. 1701) |
| <i>Duties:</i> Direct and control the work and staff of the Examination, Special Projects and Institutions sub-sections. | | |
| <i>Qualifications:</i> Administrative ability and a sound knowledge of the Social Services Act. | | |
| C. M. Bowe
67/10303M | Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Regional Office, Bankstown | Registrar \$8015-8770 (Class 4), Third Division, Unemployment and Sickness Benefits Section, Sydney (No. 1623) |
| <i>Duties:</i> Exercise delegated authority to determine claims for unemployment, sickness and special benefits. | | |
| <i>Qualifications:</i> A sound knowledge of the Social Services Act. | | |
| S. D. Hill
68/11219C | Clerk \$6887-7764 (Class 2/3), Third Division, Unemployment and Sickness Benefits Section, Sydney | Registrar \$8015-8770 (Class 4), Third Division, Unemployment and Sickness Benefits Section, Sydney (No. 810) |
| <i>Duties:</i> Exercise delegated authority to determine claims for unemployment, sickness and special benefits. | | |
| <i>Qualifications:</i> A sound knowledge of the Social Services Act. | | |
| G. Perminov
68/10041G | Clerk \$6887-7764 (Class 2/3), Third Division, Family Allowances Section, Sydney | Clerk \$8015-8770 (Class 4), Third Division, Family Allowances Section, Sydney (No. 2033) |
| <i>Duties:</i> Perform relief duties as required. | | |
| M. F. Prax
69/13106M | Clerk \$6887-7764 (Class 2/3), Third Division, Operations Section, Sydney | Clerk \$8015-8770 (Class 4), Third Division, Family Allowances Section, Sydney (No. 725) |
| <i>Duties:</i> Supervise, train and instruct the staff and control the work of the input/output sub-section. Act as Certifying Officer for immediate payments. | | |
| J. H. Prylinski
67/13583G | Clerk \$6887-7764 (Class 2/3), Third Division, Family Allowances Section, Sydney | Clerk \$8015-8770 (Class 4), Third Division, Family Allowances Section, Sydney (No. 653) |
| <i>Duties:</i> Supervise and control the staff and records of the Institutions Sub-section. Assess and arrange payment of child and student endowment to Institutions. | | |
| J. D. Sampson
69/10799G | Clerk \$6887-7764 (Class 2/3), Third Division, Pensions Section, Sydney | Clerk \$8015-8770 (Class 4), Third Division, Pensions Section, Sydney (No. 457) |
| <i>Duties:</i> Supervise, train and instruct staff and control the work of the Registry. | | |
| M. A. Wood
67/10911C | Clerk \$6887-7764 (Class 2/3), Third Division, Unemployment and Sickness Benefits Section, Sydney | Registrar \$8015-8770 (Class 4), Third Division, Unemployment and Sickness Benefits Section, Sydney (No. 816) |
| <i>Duties:</i> Exercise delegated authority to determine claims for unemployment, sickness and special benefits. | | |
| <i>Qualifications:</i> A sound knowledge of the Social Services Act. | | |

Community and Social Welfare Branch

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| C. P. O'Sullivan
64/10187G | Clerk \$8015-8770 (Class 4), Third Division, Community Liaison and Services Section, Sydney | Clerk \$9022-9777 (Class 5), Third Division, Community Liaison and Services Section, Sydney (No. 1085) |
| <i>Duties:</i> Examine requests by organisations for Departmental speakers to deliver addresses at meetings and seminars. Prepare material for publication in newspapers and magazines, and undertake statistical surveys related to community welfare services. | | |
| <i>Qualifications:</i> A sound knowledge of Departmental benefits and community welfare services available. | | |
| J. M. Rusk
69/13171M | Clerk \$6887-7764 (Class 2/3), Third Division, Aged Persons Welfare Section, Sydney | Clerk \$8015-8770 (Class 4), Third Division, Community Liaison and Services Section, Sydney, vice C. P. O'Sullivan, prov. prom. 19.9.74 (No. 1086) |
| <i>Duties:</i> Gather and collate information regarding social welfare assistance available from all sources in New South Wales and maintain a directory of these services. Attend to inquiries and prepare correspondence as required. | | |
| J. Wakefield
58/20784G | Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Social Work Section, Sydney | Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Social Work Section, Sydney (No. 1115) |
| <i>Duties:</i> Act as receptionist for Social Work Section. Attend to counter and telephone inquiries of a general nature. Maintain statistics and ensure proper functioning of index and registry. | | |

Regional Offices

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| J. Gore
72/13397C | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Dubbo District Office | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Dubbo District Office (No. 2247) |
| <i>Duties:</i> Maintain indices and Registry. Register and document claims for Pension. Prepare new record coding sheets. | | |

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF SOCIAL SECURITY—continued

C. Hancock 72/10464T	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Grafton District Office	Clerical Assistant, Grade 2, \$5446-5737, Fourth Division, Grafton District Office (No. 2233)
<i>Duties:</i> Maintain indices and Registry. Register and document claims for Pensions. Prepare new record coding sheets.		
R. M. Kaden 70/11343W	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Regional Office, Lismore	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Regional Office, Lismore (No. 1320)
<i>Duties:</i> Register and document claims for pensions. Prepare new record coding sheets.		
P. L. Mailfert 71/14911W	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Regional Office, Armidale	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Moree District Office (No. 2297)
<i>Duties:</i> Attend to counter and telephone inquiries in respect of Social Security benefits and other welfare matters.		
<i>Qualifications:</i> A sound general knowledge of the Social Services Act.		
G. E. Williams 66/14462A	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Unemployment and Sickness Benefits Section, Sydney	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Taree District Office (No. 2299)
<i>Duties:</i> Attend to counter and telephone inquiries in respect of Social Security benefits and other welfare matters.		
<i>Qualifications:</i> A sound general knowledge of the Social Services Act.		
J. A. Aland 67/11844P	Clerk \$6887-7764 (Class 2/3), Third Division, Regional Office, Newcastle	Registrar \$8015-8770 (Class 4), Third Division, Regional Office, Newcastle (No. 1745)
<i>Duties:</i> Exercise delegated authority to determine claims for unemployment, sickness and special benefits.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
G. J. Bain 68/11866C	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Unemployment and Sickness Benefits, Sydney	Examiner, Grade 3 \$8015-8770, (Class 4), Third Division, Regional Office, Marrickville (No. 2036)
<i>Duties:</i> Conduct reviews of age, invalid, wife's and widows pensions and supporting mothers benefits cases.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
A. E. Baranski 68/10667C	Clerk \$6887-7764 (Class 2/3), Third Division, Regional Office, Lismore	Clerk \$8015-8770 (Class 4), Third Division, Regional Office, Orange (No. 2137)
<i>Duties:</i> Perform relief duties as required.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
S. Barbouttis 68/11208R	Clerk \$6887-7764 (Class 2/3), Third Division, Pensions Section, Sydney	Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Regional Office, Maroubra (No. 2194)
<i>Duties:</i> Conduct reviews of age, invalid, widow's and wife's pensions and supporting mother's benefit cases.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
N. F. Bienke 67/13215R	Clerk \$6887-7764 (Class 2/3), Third Division, Regional Office, Lismore	Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Regional Office, Lismore, vice K. Manley, prov. prom. 16.5.74 (No. 1302)
<i>Duties:</i> Conduct reviews of age, invalid, widow's and wife's pensions and supporting mother's benefit cases. Act as countersigning officer for unemployment, sickness and special benefits cheques.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
L. J. Bonanno 65/13997M	Clerk \$6887-7764 (Class 2/3), Third Division, Operations Section, Sydney	Clerk, \$8015-8770 Class 4), Third Division, Regional Office, Gosford, vice G. J. Johnson, prov. prom. 16.5.74 (No. 1186)
<i>Duties:</i> Responsible for the supervision of the Family Allowances, Unemployment and Sickness Benefits and General Services Sub-sections. Exercise delegated authority to determine claims for family allowances and unemployment, sickness and special benefits.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
A. V. Boston 70/11593X	Clerk \$6887-7764 (Class 2/3), Third Division, Regional Office, Armidale	Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Regional Office, Armidale, vice D. J. Eshman, prov. prom. 16.5.74 (No. 1248)
<i>Duties:</i> Conduct reviews of age, invalid, widow's and wife's pensions and supporting mother's benefit cases.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

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| <p>B. C. Collins
68/11510P</p> <p><i>Duties:</i> Conduct reviews of age, invalid, widow's and wife's pensions and supporting mother's benefit cases. Sign cheques for unemployment, sickness and special benefits. Oversight the general accounting work of the office.</p> <p><i>Qualifications:</i> A sound knowledge of the Social Services Act.</p> | <p>Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Regional Office, Hurstville</p> | <p>Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Regional Office, Hurstville (No. 1593)</p> |
| <p>N. M. Cullen
70/14382C</p> <p><i>Duties:</i> Conduct reviews of age, invalid, widow's and wife's pensions and supporting mother's benefit cases. Exercise delegated authority to determine claims for unemployment, sickness and special benefits.</p> <p><i>Qualifications:</i> A sound knowledge of the Social Services Act.</p> | <p>Clerk \$3346-6671 (Class 1), Third Division, Pensions Section, Sydney</p> | <p>Examiner, Grade 4 \$8015-8770 (Class 4), Third Division, Taree District Office (No. 2296)</p> |
| <p>D. E. Cusack
66/23885R</p> <p><i>Duties:</i> Perform relief duties as required.</p> <p><i>Qualifications:</i> A sound knowledge of the Social Services Act.</p> | <p>Clerk \$5887-7764 (Class 2/3), Third Division, Establishments Section, Sydney</p> | <p>Clerk \$8015-8770 (Class 4), Third Division, Lismore (No. 2148)</p> |
| <p>B. Dean
72/12730E</p> <p><i>Duties:</i> Examine, investigate and assess claims for unemployment, sickness and special benefits.</p> <p><i>Qualifications:</i> A sound knowledge of the Social Services Act.</p> | <p>Clerk \$3346-6671 (Class 1), Third Division, unattached</p> | <p>Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Grafton District Office, vice G. S. Lentfer, prov. prom. 12.9.74 (No. 1336)</p> |
| <p>J. F. Edwards
67/10891X</p> <p><i>Duties:</i> Responsible for the supervision of the Family Allowances Sub-section. Exercise delegated authority to determine claims for maternity allowance and child endowment.</p> <p><i>Qualifications:</i> A sound knowledge of the Social Services Act.</p> | <p>Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Regional Office, Orange</p> | <p>Clerk \$8015-8770 (Class 4), Third Division, Regional Office, Orange (No. 1376)</p> |
| <p>D. R. Emery
69/12707K</p> <p><i>Duties:</i> Supervise and control the work of the Family Allowances, Unemployment and Sickness Benefits and General Services Sub-sections. Exercise delegated authority to determine claims for family allowances and unemployment, sickness and special benefits.</p> <p><i>Qualifications:</i> A sound knowledge of the Social Services Act.</p> | <p>Clerk \$6887-7764 (Class 2/3), Third Division, Regional Office, Wagga Wagga</p> | <p>Clerk \$8015-8770 (Class 4), Third Division, Regional Office, Wagga Wagga (No. 1420)</p> |
| <p>S. Fardouly
69/13879M</p> <p><i>Duties:</i> Conduct reviews of age, invalid, widow's and wife's pensions and supporting mother's benefit cases.</p> <p><i>Qualifications:</i> A sound knowledge of the Social Services Act.</p> | <p>Examiner, Grade 2 \$6887-7764 (Class 2/3), Third Division, Pensions Section, Sydney</p> | <p>Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Regional Office, Bondi Junction (No. 2180)</p> |
| <p>P. A. Foley
68/11414X</p> <p><i>Duties:</i> Exercise delegated authority to determine claims for unemployment, sickness and special benefits. Oversight the general accounting work of the Office.</p> <p><i>Qualifications:</i> A sound knowledge of the Social Services Act.</p> | <p>Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Regional Office, Bankstown</p> | <p>Clerk \$8015-8770 (Class 4), Third Division, Regional Office, Bankstown (No. 2141)</p> |
| <p>N. T. Hassall
63/11563G</p> <p><i>Duties:</i> Supervise the staff and ensure the proper functioning of the Accounts Sub-section.</p> | <p>Clerk \$6887-7764 (Class 2/3), Third Division, Regional Office, Newcastle.</p> | <p>Clerk \$8015-8770 (Class 4), Third Division, Regional Office, Newcastle (No. 1159)</p> |
| <p>E. J. Hoole
68/11312E</p> <p><i>Duties:</i> Conduct reviews of age, invalid, widow's and wife's pensions and supporting mother's benefit cases. Sign cheques for unemployment, sickness and special benefits.</p> <p><i>Qualifications:</i> A sound knowledge of the Social Services Act.</p> | <p>Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Regional Office, Bankstown</p> | <p>Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Regional Office, Bankstown (No. 1498)</p> |
| <p>G. J. Lentfer
69/12025A</p> <p><i>Duties:</i> Conduct reviews of age, invalid, wife's and widow's pensions and supporting mother's benefit cases. Exercise delegated authority to determine claims for unemployment, sickness and special benefits.</p> <p><i>Qualifications:</i> A sound knowledge of the Social Services Act.</p> | <p>Clerk \$6887-7764 (Class 2/3) Third Division, Grafton District Office</p> | <p>Clerk \$8015-8770 (Class 4), Third Division, Grafton District Office (No. 1335)</p> |

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF SOCIAL SECURITY—continued

P. M. McOmish 69/11101R	Clerk \$6887-7764 (Class 2/3), Third Division, Regional Office, Lismore	Clerk \$8015-8770 (Class 4), Third Division, Regional Office, Lismore (No. 1308)
<i>Duties:</i> Exercise delegated authority to determine claims for unemployment, sickness and special benefits and family allowances.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
P. F. Nash 67/14861X	Examiner, Grade 2 \$6887-7764 (Class 2/3), Third Division, Pensions Section, Sydney	Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Regional Office, Gosford (No. 1658)
<i>Duties:</i> Conduct reviews of age, invalid, widow's and wife's pensions and supporting mother's benefit cases.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
F. Ryan 68/11740C	Clerk \$6887-7764 (Class 2/3), Third Division, Regional Office, Armidale	Examiner, Grade 4 \$8015-8770 (Class 4), Third Division, Regional Office, Armidale (No. 1247)
<i>Duties:</i> Conduct reviews of age, invalid, widow's and wife's pensions and supporting mother's benefit cases. Sign cheques for unemployment, sickness and special benefits.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
J. Salzman 72/66209T	Clerk \$6887-7764 (Class 2/3), Third Division, Pensions Section, Sydney	Examiner, Grade 4 \$8015-8770 (Class 4), Third Division, Goulburn District Office (No. 2291)
<i>Duties:</i> Conduct reviews of age, invalid, widow's and wife's pensions and supporting mother's benefit cases. Exercise delegated authority to determine claims for unemployment, sickness and special benefits.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
P. A. Sergeant 66/12582A	Clerk \$6887-7764 (Class 2/3), Third Division, Regional Office, Newcastle	Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Regional Office, Newcastle (No. 1132)
<i>Duties:</i> Conduct reviews of age, invalid, widow's and wife's pensions and supporting mother's benefit cases.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
H. E. Smith 66/14368T	Examiner, Grade 2 \$6887-7764 (Class 2/3), Third Division, Regional Office, Newcastle	Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Regional Office, Newcastle (No. 1133)
<i>Duties:</i> Conduct reviews of age, invalid, widow's and wife's pensions and supporting mother's benefit cases.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
M. Solomon 68/11529M	Clerk \$6887-7764 (Class 2/3), Third Division, Regional Office, Orange	Clerk \$8015-8770 (Class 4), Third Division, Regional Office, Orange (No. 2134)
<i>Duties:</i> Supervise and ensure the proper functioning of the Unemployment and Sickness Benefit Sub-section. Exercise delegated authority to determine claims for unemployment, sickness and special benefits.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
K. W. Stewart 69/10809E	Clerk \$6887-7764 (Class 2/3), Third Division, Community Liaison and Services Section, Sydney	Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Blacktown District Office (No. 2041)
<i>Duties:</i> Conduct reviews of age, invalid, widow's and wife's pensions and supporting mother's benefit cases. Assist with the investigation of new claims for pension.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
M. H. L. Ternel 69/10539X	Examiner, Grade 2 \$6887-7764 (Class 2/3), Third Division, Pensions Section, Sydney	Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Campbelltown District Office (No. 2336)
<i>Duties:</i> Conduct review of age, invalid, widow's and wife's pensions and supporting mother's benefit cases.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
J. K. Warren 69/11137P	Clerk \$3346-6671 (Class 1), Third Division, Pensions Section, Sydney	Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Regional Office, Lismore (No. 2147)
<i>Duties:</i> Conduct reviews of age, invalid, widow's and wife's pensions and supporting mother's benefit cases.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
P. R. Westbrook 71/12264G	Clerk \$3346-6671 (Class 1), Third Division, Pensions Section, Sydney	Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Broken Hill District Office (No. 1655)
<i>Duties:</i> Conduct reviews of age, invalid, widow's and wife's pensions and supporting mothers benefit cases. Exercise delegated authority to determine claims for unemployment, sickness and special benefits.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

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| M. Whitehead
69/13398A | Clerk \$6887-7764 (Class 2/3), Third Division, Regional Office, Orange | Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Albury District Office (No. 1669) |
| <i>Duties:</i> Conduct reviews of age, invalid, widow's and wife's pensions and supporting mother's benefit cases. Exercise delegated authority to determine claims for unemployment, sickness and special benefits. | | |
| <i>Qualifications:</i> A sound knowledge of the Social Services Act. | | |
| I. E. Wilson
66/12400C | Examiner, Grade 2 \$6887-7764 (Class 2/3), Third Division, Regional Office, Newcastle | Clerk \$8015-8770 (Class 4), Third Division, Regional Office, Newcastle (No. 1187) |
| <i>Duties:</i> Responsible for the proper functioning of the Family Allowances Sub-section. Exercise delegated authority to determine claims for maternity allowance and child endowment. | | |
| H. D. Wood
65/13044G | Clerk \$6887-7764 (Class 2/3), Third Division, Regional Office, Newcastle | Clerk \$8015-8770 (Class 4), Third Division, Regional Office, Newcastle (No. 1141) |
| <i>Duties:</i> Supervise, train and instruct staff and control the work of the ADP Payment Sub-section. | | |

VICTORIA

Regional Offices

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| F. H. Freijah
58/36539K | Pensions Officer \$9022-9777 (Class 5), Third Division | Registrar \$10029-10704 (Class 6), Third Division, Regional Office, Sunshine (No. 1563) |
| <i>Duties:</i> Registrar. Responsible for the proper functioning of the office and control of staff; liaise with and prepare correspondence as necessary on Social Security matters raised by Members of Parliament, Solicitors and other responsible bodies. Exercise powers to determine pensions and allowances payable under the Social Services Act. | | |
| B. L. Anthony
63/36742R | Pensions Officer \$9022-9777 (Class 5), Third Division | Registrar \$10029-10704 (Class 6), Third Division, Regional Office, Moonee Ponds (No. 1644) |
| <i>Duties:</i> Registrar. Responsible for the proper functioning of the office and control of staff; liaise with and prepare correspondence as necessary on Social Security matters raised by Members of Parliament, Solicitors and other responsible bodies. Exercise powers to determine pensions and allowances payable under the Social Services Act. | | |

QUEENSLAND

Health Benefits and Services

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| J. F. Vernon
237-98094 | Clerk \$3346-6671 (Class 1), Third Division, unattached | Clerk \$6887-7764 (Class 2/3), Third Division, Institutions Section, Brisbane (No. 847) |
| W. N. Bowler
238-06680 | Clerk \$3346-6671 (Class 1), Third Division, unattached | Clerk \$6887-7764 (Class 2/3), Third Division, Institutions Section, Brisbane (No. 848) |
| <i>Duties above two positions:</i> Carry out financial inspections at approved hospitals, nursing homes and handicapped persons homes and assist in status inspections at the abovementioned institutions. | | |
| <i>Note above two positions:</i> Country travel is involved. | | |
| R. N. Shea
238-06461 | Clerk \$3346-6671 (Class 1), Third Division, unattached | Clerk \$6887-7764 (Class 2/3), Third Division, Insurance and Organisations Section, Brisbane (No. 804) |
| P. G. Smith
238-03420 | Clerk \$3346-6671 (Class 1), Third Division, unattached | Clerk \$6887-7764 (Class 2/3), Third Division, Insurance and Organisations Section, Brisbane (No. 809) |
| <i>Duties above two positions:</i> Assist Investigation Officers in financial investigations and examination of annual returns of registered Medical and Hospital Benefit Organisations. Approve the transfer of contributions to or from Special Account and verify the gross income applicable to Special Account. | | |
| L. B. Want
233-05122 | Clerk \$6887-7764 (Class 2/3), Third Division, Rehabilitation and Services Section, Management Branch, Brisbane | Clerk \$8015-8770 (Class 4), Third Division, Insurance and Organisations Section, Brisbane (No. 813) |
| <i>Duties:</i> Analyse computer print-out of doctors fees. Attend to matters of interpretation of the medical benefits schedule and resolve more difficult problems of interpretation. Conduct training courses for Clerks and health benefit organisations. | | |
| <i>Qualifications:</i> A sound knowledge of medical terminology and ability to give lectures is desirable. | | |
| A. J. Flanagan
241-00428 | Clerk \$3346-6671 (Class 1), (Graduate), Third Division, unattached | Clerk \$8015-8770 (Class 4), Third Division, Insurance and Organisation Section, Brisbane (No. 829) |
| <i>Duties:</i> Assist with major projects and special investigations. Undertake research, projects and investigation as directed. | | |

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF SOCIAL SECURITY—continued

J. F. Jeffrey 241-02853	Clerk \$3346-6671 (Class 1), (Graduate), Third Division, unattached	Investigation Officer, Grade 1 \$8015-8770 (Class 4), Third Division, Insurance and Organisations Section, Brisbane (No. 807)
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Duties: Carry out and/or direct on inspection programme at branches and head offices of registered organisation, prepare relevant reports thereon.

Qualifications: Accountancy qualifications and a knowledge of the National Health Act are desirable.

SOUTH AUSTRALIA

Management Branch

H. P. Stokell 233-20672	Typist, Grade 1 \$2638-5636, Fourth Division, unattached	Typist, Grade 2 \$5791-6101, Fourth Division, Establishments and Finance Section, Adelaide, vice R. Glendenning, prov. prom. 19.9.74 (No. 320)
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Duties: Carry out stenographic and general typing duties.

G. C. Virgin 238-29524	Data Processing Operator, Grade 1 \$2638-5636, Fourth Division, Operations Section, Adelaide	Data Processing Operator, Grade 2 \$6233, Fourth Division, Operations Section, ADP Sub-section, Adelaide (No. 591)
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Duties: Operate card verifier to verify all types of card prepared in the Sub-section.

K. C. Gant 238-32328	Data Processing Operator, Grade 1 \$2638-5636, Fourth Division, Operations Section, Adelaide	Data Processing Operator, Grade 2 \$6233, Fourth Division, Operations Section, ADP Sub-section, Adelaide (No. 592)
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Duties: Operate card verifier to verify all types of card prepared in the Sub-section.

J. D. Warda 238-33144	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Adelaide, unattached	Data Processing Operator, Grade 2 \$6233, Fourth Division, Operations Section, ADP Sub-section, Adelaide (No. 593)
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Duties: Operate card verifier to verify all types of card prepared in the Sub-section.

M. J. Ryan 238-28978	Clerk \$3346-6671 (Class 1), Third Division, Adelaide, unattached	Clerk \$6887-7764 (Class 2/3), Third Division, Operations Section, ADP Sub-section, Adelaide (No. 719)
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Duties: Receive, register and check for completeness of all data for input into system. Prepare tape request forms and job control cards for production work. Answer inquiries relating to scheduling.

Qualifications: Knowledge of ADP procedures.

P. A. Hines 218-12331	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Benefits Branch, Adelaide	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Operations Section, ADP Sub-section, Adelaide (No. 724)
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Duties: Responsible for registration of magnetic tape reels and disc packs and maintenance of usage records. Maintain control over the movement of tapes between the Computer Centre and the Security Storeroom.

Welfare Services

J. G. Leak 224-75031	Vocational Counsellor, Grade 1 \$8015-8770, Third Division, Rehabilitation Section	Vocational Counsellor, Grade 2 \$9022-9777, Third Division, Rehabilitation Section (No. 190)
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Duties: Interview and counsel applicants for training to determine eligibility for sponsorship and to develop vocational plans; arrange and supervise trainings; follow up after placement in employment.

Qualifications: Ability to interview and counsel clients; knowledge of industry and training facilities.

B. J. Earl 241-30699	Clerk \$3346-6671 (Class 1), Third Division, unattached	Vocational Counsellor, Grade 1 \$8015-8770, Third Division, Rehabilitation Section (No. 187)
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Duties: Carry out pre-acceptance interview and provide reports on educational and employment backgrounds. Arrange where necessary for Vocational Guidance Tests.

D. C. Barry 238-28572	Clerk \$3346-6671 (Class 1), Third Division, unattached	Vocational Counsellor, Grade 1 \$8015-8770, Third Division, Rehabilitation Section, vice W. D. Adams, prov. prom. 26.9.74 (No. 189)
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Duties: Carry out pre-acceptance interviews and provide reports on educational and employment backgrounds. Arrange where necessary for Vocational Guidance Tests.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

W. D. Adams 219-59640	Vocational Counsellor, Grade 1 \$8015-8770, Third Division, Rehabilitation Section	Vocational Counsellor, Grade 2 \$9022-9777, Third Division, Rehabilitation Section (No. 186)
<i>Duties:</i> As a member of a rehabilitation team, counsel handicapped persons attending the Rehabilitation Centre concerning vocational plans; arrange and supervise training; follow up after placement in employment.		
<i>Qualifications:</i> Ability to interview and counsel clients; knowledge of industry and training facilities.		
P. G. Morphet 217-77978	Vocational Counsellor, Grade 1 \$8015-8770, Third Division, Rehabilitation Section	Vocational Counsellor, Grade 2 \$9022-9777, Third Division, Rehabilitation Section (No. 188)
<i>Duties:</i> As a member of a rehabilitation team, counsel handicapped persons attending the Rehabilitation Centre concerning vocational plans; arrange and supervise training; follow up after placement in employment.		
<i>Qualifications:</i> Ability to interview and counsel clients; knowledge of industry and training facilities.		
T. Whitworth 235-53986	Industrial Training Officer, Grade 1 \$8015-8770, Third Division, Department of Labor and Immigration, Adelaide	Vocational Counsellor, Grade 2 \$9022-9777, Third Division, Rehabilitation Section (No. 191)
<i>Duties:</i> As a member of a rehabilitation team, counsel handicapped persons attending the Rehabilitation Centre concerning vocational plans; arrange and supervise training; follow up after placement in employment.		
<i>Qualifications:</i> Ability to interview and counsel clients; knowledge of industry and training facilities.		

Health Benefits and Services Branch

P. M. Skewes 235-53177	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Pensions Section, Benefits Branch, Adelaide	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Institutions Section, Adelaide, vice P. J. Leonard, prov. prom. 12.9.74 (No. 667)
<i>Duties:</i> Check and examine monthly claims and supporting documents from approved Hospitals and Nursing Homes to ensure that they are correctly completed and eligible for benefit payments.		

Regional Offices

T. L. Harrington 303-47304	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Whyalla (No. 457)
<i>Duties:</i> Attend to all counter and telephone inquiries regarding the full range of Departmental activities.		
<i>Qualifications:</i> Broad knowledge of Departmental activities and the various Acts. Ability to handle inquiries from members of the public.		

WESTERN AUSTRALIA

Management Branch

W. K. Hampton 59/50804T	Training Officer \$9022-9777 (Class 5), Third Division	Vocational Counsellor, Grade 3 \$10029-10704 (Class 6), Third Division, Rehabilitation and Services Section, Perth (No. 248)
<i>Duties:</i> Co-ordinate and direct the work of Vocational Counsellors at all centres. Ensure uniform interpretation of policy instructions. Review and give directions on more complex casework. Examine all rehabilitation training proposals and issue approvals within delegation where appropriate.		
<i>Qualifications:</i> Ability to interview and counsel clients, proven supervisory and administrative ability. Tertiary qualifications or training relating to vocational counselling.		

V. H. Becker 68/85918C	Occupational Therapist, Class 1 \$6285-8747, Third Division	Occupational Therapist, Class 2 \$9180-10052, Third Division, Rehabilitation Services Section, Melville (No. 265)
<i>Duties:</i> Direct the occupational therapy treatment in the standing and mobile unit at Melville Rehabilitation Centre. Undertake treatment of more complex cases and instruct staff and students in treatment procedures and techniques.		
<i>Qualifications:</i> Diploma of a recognised school of occupational therapy or equivalent, and relevant experience.		

TASMANIA

Social Security Branch

B. E. McInerney 71/86820G	Clerk \$3346-6671 (Class 1), Third Division, Hobart	Clerk \$6887-7764 (Class 2/3), Third Division, Pensions Section, Hobart (No. 156)
<i>Duties:</i> Prepare coding sheets and other input in respect of pension payments ensuring inclusion of all variations to the existing computer tape record.		

Health Benefits and Services Branch

J. D. Bryan 70/81232W	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division, Hobart	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, General Benefits Section, Hobart (No. 176)
<i>Duties:</i> Maintain the central index for nursing home patients and domiciliary nursing care patients.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

Division No. 2, General Branch

D. R. White 219-53193	Chief Finance Officer, Grade 2 \$15236- \$15739 (Class 11), Third Division, Department of the Treasury, Canberra	Assistant Secretary \$17776, Second Division, Canberra (No. 194)
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Duties: Formulate policy advice and direct the work of the Branch in relation to the National Library Act, Grants Commission Act, War Memorial Act, War Graves Commission Charter, Parliamentary Liaison, Grants to National Organisations, Public Works Committee Act, and Public Accounts Committee Act.

Qualifications: Extensive experience in policy advising and tertiary qualifications desirable.

NATIONAL LIBRARY OF AUSTRALIA

AUSTRALIAN CAPITAL TERRITORY

Co-ordination and Policy Branch

S. Zmudski 305-01957	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Extension Services Sec- tion, Branch Libraries (Canberra North Division) Sub-section, Canberra (No. 267)
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Duties: In accordance with established library practices and procedures, register borrowers and maintain records associated with membership.

Resources, Organisation and Development Branch

K. Roberts 241-91809	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Selection, Acquisition and Processing Section, Acquisition Sub- section, Canberra (No. 561)
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Duties: Record receipt of newspapers, claim missing issues and record returned bindings.

Co-ordination and Policy Branch

R. Barich 242-19031	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Extension Services Sec- tion Central Library Sub-section, Canberra (No. 488)
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Duties: Check typed order slips against the marked selection aids to ensure adequate and correct information files of publishers catalogues.

E. Cheney 304-60673	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Extension Services Sec- tion, Central Library Sub-section, Canberra (No. 256)
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Duties: Register in Serial Records all incoming material, stamp with mark of ownership and distribute to relevant branches.

Information, Reference and Research Branch

M. Gonzales 241-95615	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, General Reference Sec- tion, Loans and Locations Sub-section, Canberra (No. 409)
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Duties: Search Union Catalogue files for locations of requested items, prepared and dispatch location advice notices and maintain records.

DEPARTMENT OF TRANSPORT

CENTRAL OFFICE

Bureau of Transport Economics, Economic Evaluation Branch

J. R. Kjar 72/81333R	Senior Research Officer, Grade 1 \$10029-10704 (Class 5), Third Division	Senior Research Officer, Grade 2 \$11039-11714 (Class 7), Third Division, Econometric Applications Section, Canberra (No. 110)
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Duties: Undertake research and investigations of some complexity in connection with econometric analyses being undertaken by the Bureau.

Qualifications: Experience in applied econometric research and appropriate academic qualifications.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
T. M. Grant 304-84077	Clerk \$3346-6671 (Class 1), Third Division	Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Economic Analysis Section, Project Evaluation Sub-section, Canberra (No. 11)
<i>Duties:</i> Undertake straight forward investigations in connection with project analysis.		
<i>Qualifications:</i> Degree in Economics, Commerce or Arts (Economics) or post-graduate qualifications in economics or econometrics.		
G. R. Carr 236-19756	Principal Research Officer \$13224-13725 (Class 9), Third Division	Officer-in-charge \$14229-14733 (Class 10), Third Division, Economic Planning Section, Canberra (No. 14)
<i>Duties:</i> Direct and control the work of the Section involving the development of appropriate methodology and its application to economic planning studies of the transport sector of the Australian economy.		
<i>Qualifications:</i> Considerable experience in quantitative economics research together with appropriate academic qualifications desirable.		
A. J. Shaw 239-05902	Senior Research Officer, Grade 2 \$11039-11714 (Class 7), Third Division	Principal Research Officer \$13224-13725 (Class 9), Third Division, Economic Analysis Section, Project Evaluation Sub-section, Canberra (No. 8)
<i>Duties:</i> Supervise the work of the sub-section and conduct more complex analytical investigations into specific projects. Prepare necessary reports.		
<i>Qualifications:</i> Experience in a branch of economic research. Degree in Economics, Commerce or Arts (Economics) or post-graduate qualifications in economics or econometrics.		
N. J. Steeper 224-38839	Principal Research Officer \$13224-13725 (Class 9), Third Division, Department of Agriculture	Officer-in-charge \$14229-14733 (Class 10), Third Division, Economic Analysis Section, Canberra (No. 7)
<i>Duties:</i> Plan and direct the work of the section which is responsible for the general economic content of the Bureau's research. Responsible for the economic evaluation of transport projects, and development of appropriate methodology and general economic analyses of the transport sector and its relationship with the rest of the economy.		
<i>Qualifications:</i> Appropriate academic qualifications together with considerable experience in a branch of economic research.		

AIR TRANSPORT GROUP

CENTRAL STAFF

Ground Facilities Division, Airport Engineering Services Branch

P. H. Bird 64/37824X	Clerk \$6052-6929 (Class 2/3), Third Division, unattached	Clerk \$7180-7935 (Class 4), Third Division, Melbourne (No. 88)
<i>Duties:</i> Assist in the development and control of New Work and Maintenance building programmes; prepare correspondence and submissions for approval and co-ordinate and maintain a project control system.		

Civil Aviation Agency, Executive Services Branch

S. A. Rogan 73/97039P	Typist, Grade 1 \$4440-4801, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, Personnel and Office Services Section, Office Services Sub-section, Port Moresby (No. 505)
<i>Duties:</i> Take dictation and transcribe Shorthand notes from members of the Branch in which located and type correspondence, forms, returns, etc.		
<i>Qualifications:</i> Typing qualifications prescribed by Public Service Board.		

Airways Engineering Branch

P. A. M. Colquhoun 65/57875E	Senior Mechanic (Civil Aviation) \$6869-7026, Fourth Division	Supervising Mechanic (Civil Aviation), Grade 1 \$8030-8229, Fourth Division, Mechanical Section, Port Moresby (No. 340)
<i>Duties:</i> Supervise and direct the work of Senior Mechanics and Mechanics engaged in installation and modification of mechanical plant and associated equipment.		
<i>Qualifications:</i> Wide experience in the installation and/or maintenance of mechanical equipment, including high speed diesel engines, together with an ability to control staff desirable.		
N. J. Wedmore 70/58210M	Mechanic (Civil Aviation) \$6097-6518, Fourth Division	Senior Mechanic (Civil Aviation) \$6869-7026, Fourth Division, Mechanical Section, Port Moresby (No. 346)
<i>Duties:</i> Take charge of the work of mechanics and/or undertake the installation, maintenance, repair and operation of mechanical plant, including high speed diesel engine prime movers and associated equipment and marine craft.		
<i>Qualifications:</i> Wide experience in the installation and/or maintenance of mechanical equipment including high speed diesel engines together with an ability to control staff desirable.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF TRANSPORT—continued

R. A. Stuart Engineer, Class 1 \$6454-9262, Third Engineer, Class 2 \$9903-11046, Third
72/57519A Division Division, Mechanical Section (No. 310)
Duties: Supervise mechanical field staff on the maintenance of air conditioning plant in operational, terminal and administrative buildings, and the maintenance of aerodrome mechanical plant and departmental vehicles. Supervise Regional Workshops staff in the manufacture of equipment for navigational aid installation programme.
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.

Airports Branch

W. N. Campbell Engineer, Class 2 \$9903-11046, Third Engineer, Class 3 \$11705-13047, Third
58/40612T Division, Central Staff Division, Port Moresby (No. 374)
Duties: Within the limits of appropriate policies and programmes, plan, allocate and direct the work of the engineering section involving the forward planning, establishment, development licensing and major maintenance of aerodromes and the provision and maintenance of associated facilities and engineering services.
Qualifications: Educational qualifications admitting to Grad.I.E.Aust. or other such qualifications recognised by the Board as being appropriate to the efficient discharge of the duties.

P. D. Barlow Draftsman, Grade 2 \$8929-9443, Fourth Senior Draftsman, \$9770-10214, Fourth
58/28334C Division Division, Port Moresby (No. 446)
Duties: Perform the more advanced or unusual engineering drafting and calculations associated with the protection of airport approaches and the planning, development and maintenance of aerodromes. Act as team leader.
Qualifications: An approved technical college certificate or other approved qualifications and requisite experience.

NEW SOUTH WALES REGION

Executive Services Branch

A. J. Price Clerical Assistant, Grade 1 \$2481-5349, Clerical Assistant, Grade 2 \$5446-5737,
71/14962K Fourth Division Fourth Division, Personnel and Office
Services Section, Personnel Sub-section,
Sydney (No. 209)
Duties: Provide relief for recreational and extended leave absences of Fourth Division Clerical Staff.

S. L. Wakeling Clerk \$3346-6671 (Class 1), Third Divi- Clerk \$6887-7764 (Class 2/3), Third
71/11893R sion Division, Supply and Transport Section,
Supply Sub-section, Sydney (No. 116)
Duties: Assistant Inventory Officer. Determine regional and main store requirements for stores and equipment and initiate provisioning action. Action project material lists and replenishment of authorised stores holdings lists. Initiate disposal action for unwanted items.

VICTORIA-TASMANIA REGION

Airports Branch

D. C. Smith Airport Groundsman \$4809-4983, Airport Foreman, Grade 1 \$5862,
71/38009R Fourth Division Fourth Division, Airport Inspection and
Maintenance Section, Hobart Airport
(No. 281)
Duties: Supervise and train staff engaged on the maintenance of civil engineering facilities at Hobart and Cambridge Airports. Assist in the determination of airport work programme, determine job priorities and the composition of maintenance units required for specific tasks.
Qualifications: Extensive experience and a thorough knowledge of the maintenance of flexible, rigid and unsealed runways. Ability to determine job priorities, to supervise staff and to allocate staff in the most effective manner.

QUEENSLAND REGION

Airways Engineering Branch

D. H. Carter Radio Technician \$7052-7756, Fourth Radio Trainee \$3537-6699, Fourth Divi-
67/57733R Division sion, Radio Maintenance Section, Bris-
bane (No. 643)

P. N. Case Radio Technician \$7052-7756, Fourth Radio Trainee \$3537-6699, Fourth Divi-
67/57734W Division sion, Radio Maintenance Section, Bris-
bane (No. 641)

R. A. Chernich Radio Technician \$7052-7756, Fourth Radio Trainee \$3537-6699, Fourth Divi-
65/57085P Division sion, Radio Maintenance Section, Bris-
bane (No. 645)

P. N. Day Radio Technician, \$7052-7756, Fourth Radio Trainee \$3537-6699, Fourth Divi-
66/57253T Division sion, Radio Maintenance Section, Bris-
bane (No. 640)

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

P. L. Flymen 66/57792M	Radio Technician \$7052-7756, Fourth Division	Radio Trainee, \$3537-6699, Fourth Division, Radio Maintenance Section, Brisbane (No. 644)
T. R. Lovelock 67/57742T	Radio Technician \$7052-7756, Fourth Division	Radio Trainee \$3537-6699, Fourth Division, Radio Maintenance Section, Brisbane (No. 642)

Note: 1. Above six positions—Conditions for promotion or transfer as Radio Trainee were notified on pages 72-73 of Gazette No. 25 A of 22.3.74.

2. The above trainees were selected for courses which commenced early 1974.

Airports Branch

P. J. Lamont 72/57574T	Technical Officer (Engineering), Grade 1 \$7052-8694, Third Division	Technical Officer (Engineering), Grade 2 \$8929-9443, Third Division, Airport Inspection and Maintenance Section, Brisbane (No. 12)
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Duties: Under direction, inspect and report on the condition of runways, approaches and other aspects of aerodrome maintenance. Approve of day to day maintenance and minor new works within delegation.

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

J. S. Spencer 69/57038G	Draftsman, Grade 1 \$7052-8694, Fourth Division	Draftsman, Grade 2 \$8929-9443, Fourth Division, Drafting Section, Brisbane (No. 217)
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Duties: Undertake the more complex survey type drafting and calculation work associated with the production of aerodrome record drawings.

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

Executive Services Branch

E. M. Bignell 70/58198T	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Supply and Transport Section, Purchasing and Contracts Sub-section, Brisbane (No. 235)
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Duties: Assist with tender and contract activity of Regional Contract and Business Boards. Examine orders and investigate claims.

SOUTH AUSTRALIA/NORTHERN TERRITORY REGION

Executive Services Branch

R. M. Janson 70/66132R	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Personnel and Office Services Section, Personnel Sub-section, Adelaide (No. 195)
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Duties: Maintain custody of, extract for processing and record variations on standard personnel record cards.

H. R. Jaunzarins 71/66662X	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Personnel and Office Services Section, Personnel Sub-section, Adelaide (No. 198)
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Duties: Calculate and prepare advances for all travel. Clear and adjust advances if necessary, on completion of the journey or transfer.

M. P. McDonald 68/66442K	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Personnel and Office Services Section, Industrial Sub-section, Adelaide (No. 197)
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B. J. Tavender 67/66793K	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Personnel and Office Services Section, Industrial Sub-section, Adelaide (No. 196)
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Duties above two positions: Process Allowance Statement and Work Records for regional staff and prepare Extra Duty Allowance Working Sheets. Maintain associated records.

V. A. Whitehead 70/66165A	Clerical Assistant, Grade 2 \$4611-4902 Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Personnel and Office Services Section, Personnel Sub-section, Adelaide, vice M. P. McDonald, prov. prom. 26.9.74 (No. 119)
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Duties: Arrange and co-ordinate travel bookings, collection of tickets and accommodation bookings for staff travel. Prepare and sign travel warrants, air freight and excess baggage warrants. Issue Temporary Transfer Advice and Movements Approval forms.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF TRANSPORT—continued

D. E. Brown 69/66053A	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Office Services Section, Adelaide (No. 12)
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Duties: Perform relief clerical duties as directed.

I. M. Wilson 72/67008G	Clerk \$3346-6671 (Class 1), Third Division, unattached	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Office Services Section, Industrial Sub-section, Adelaide (No. 190)
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Duties: Supervise direct and train staff engaged on the processing of Allowance Statement and Work Records and preparation of Extra Duty and Allowance Working Sheets. Give interpretations and deal to finality with the more involved industrial aspects.

Operations Branch

N. S. McWaters 70/67224P	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division, unattached	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Airworthiness Section, Adelaide (No. 56)
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Duties: Prepare correspondence relating to the issue, renewal, endorsement or suspension of Aircraft Maintenance Engineer licences, Maintenance and Non-Destructive Testing Authorisations, Welders certificates and certificates of Airworthiness. Maintain appropriate files and records and conduct periodical validity checks of licence and certificate records and handle related inquiries.

Air Safety Investigation

R. J. Treloar 71/66114C	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Adelaide (No. 4)
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Duties: Operate the Branch registry system and maintain the register of air safety occurrences and associated card index systems.

Adelaide Airport

J. Cantalupo 71/66781R	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Adelaide (No. 10)
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Duties: Operate airport registry. Sort papers, attach letters to files, check proper filing and arrange distribution and clearances to all sections. Provide general clerical assistance as required.

WESTERN AUSTRALIA REGION

Airways Engineering Branch

C. W. Bushby 71/75242A	Technician-in-training (Electrical) \$2821-\$6477, Fourth Division, unattached	Electrical Trainee \$3537-6699, Fourth Division, Radio Maintenance Section, Training Sub-section, Perth (No. 512)
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A. R. Johnson 71/75244K	Technician-in-training (Electrical) \$2821-\$6477, Fourth Division, unattached	Electrical Trainee \$3537-6699, Fourth Division, Radio Maintenance Section, Training Sub-section, Perth (No. 513)
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P. J. Lysaght 72/75514G	Lineman, Grade 1 \$5365-5560, Fourth Division, Radio Installation Section	Electrical Trainee \$3537-6699, Fourth Division, Radio Maintenance Section, Training Sub-section, Perth (No. 514)
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Note above three promotions: Conditions governing recruitment, training and advancement of Electrical Trainees are as shown on page 55 of *Gazette* No. 25 A of 22.3.74.

R. F. Davis 71/76183K	Radio Technician \$7052-7756, Fourth Division, unattached	Radio Trainee \$3537-6699, Fourth Division, Radio Maintenance Section, Training Sub-section, Perth (No. 404)
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F. Dawes-Smith 64/75141R	Radio Technician \$7052-7756, Third Division, Radio Maintenance Section	Radio Trainee \$3537-6699, Third Division, Radio Maintenance Section, Training Sub-section, Perth (No. 403)
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B. C. Harvey 68/75282W	Radio Technician \$7052-7756, Fourth Division, unattached	Radio Trainee \$3537-6699, Fourth Division, Radio Maintenance Section, Training Sub-section, Perth (No. 492)
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V. J. R. Morin 72/75496M	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Radio Trainee \$3537-6699, Fourth Division, Radio Maintenance Section, Training Sub-section, Perth (No. 400)
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G. A. Powell 71/75240R	Apprentice Tradesman (Radio) \$2615-5768, Fourth Division, unattached	Radio Trainee \$3537-6699, Fourth Division, Radio Maintenance Section, Training Sub-section, Perth (No. 401)
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Note above five promotions: Conditions governing recruitment, training and advancement of Radio Trainees are shown on page 72 of *Gazette* No. 25 A of 22.3.74.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Land Transport Policy Division, Rail and Urban Transport Branch

K. J. Vassarotti 233-60359	Clerk \$11039-11714 (Class 7), Third Division, Department of the Prime Minister and Cabinet	Clerk \$12218-12721 (Class 8), Third Division, TIAC Section, Canberra (No. 162)
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Duties: Act as Executive Assistant to the Transport Industries Advisory Council on matters associated with the operation of Council. Undertake investigations and research into matters under consideration by Council. Prepare associated papers. Act as Secretary at Council meetings.

Qualifications: Considerable research experience in economic fields particularly in relation to transport. Experience in Secretariat work desirable.

VICTORIA

General Services Section, Surface Transport Group, Victoria Region

G. W. A. Davison 218-11160	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Western Australia	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Melbourne (N.P.)
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Duties: Office Services and Shipping Clerk.

Qualifications: Wide administrative experience together with a broad knowledge of shipping industry procedures.

M. S. Nelson 218-47243	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division Melbourne	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Melbourne (NP)
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Duties: Officer in charge Stocktaking and Ledgers.

Qualifications: Broad knowledge of Supply principles relating to stocktaking and stores recording.

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

General Financial and Economic Policy Division, Resources Branch

M. J. McNamara 64/57689W	Principal Research Officer \$12218-12721 (Class 8), Third Division	Senior Finance Officer, Grade 2 \$13224- 13725 (Class 9), Third Division, Quanti- tative Studies Section, Canberra (No. 34)
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Duties: Conduct and supervise studies on the development of medium and long-term projections of the Australian economy in its various facets, and the development of quantitative models of longer-term economic relationships to assist in the assessment of the economic implications of alternative government policies. Undertake the more complex projects, conduct and supervise research directed towards assessing the potentialities for the growth of the Australian economy and possible patterns of growth for a period of years ahead.

Qualifications: Degree in Economics, Commerce or Arts (Economics) preferably at Honours standard.

Royal Australian Mint

J. R. Edwards 226-04008	Technical Assistant, Grade 2 \$6723- 7427, Fourth Division	Clerk \$6887-7764 (Class 2/3), Third Division, Numismatic Section, Canberra (No. 242)
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Duties: Under direction, responsible for financial matters associated with the sale of proof and uncirculated sets of coins. General assistance with correspondence and other matters associated with the dispatch of sets of coins.

AUSTRALIAN GOVERNMENT RETIREMENT BENEFITS OFFICE

AUSTRALIAN CAPITAL TERRITORY

Operations Branch

M. A. Johnston 226-71040	Clerk \$8015-8770 (Class 4), Third Divi- sion, Department of the Treasury	Accountant \$10029-10704 (Class 6), Third Division, Services Section, Accounts Sub-section, Canberra, vice A. Summerville prov. prom. 4.7.74 (No. 131)
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Duties: Supervise the accountancy services for the office.

Qualifications: Sound knowledge of Treasury and Departmental accounting procedures, Audit Act, Treasury Regulations and Instructions, an advantage. Ability to control staff. Accountancy qualifications desirable.

AUSTRALIAN TAXATION OFFICE

HEAD OFFICE

Management Division, Management Services Branch

W. S. Bennett 238-78254	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division	Clerk \$6887-7764 (Class 2/3), Third Division, Security Section, Canberra (No. 810)
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Duties: Provide assistance to the Inspector (Security); inspect Australian Taxation Office areas in Canberra in relation to security procedures and fire prevention measures.

<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		
Operations Branch		
N. P. Wright 217-34011	Advising Officer \$12218-12721 (Class 8), Third Division	Senior Advising Officer \$13224-13725 (Class 9), Third Division, Advising Section (No. 939)
<i>Duties:</i> Examine, formulate recommendations and prepare reports and correspondence on the more complex cases arising under the taxation laws in relation to administration, returns and assessments and the collection and recovery of tax and the more complex matters in these categories referred for advice by the Commissioner, Second Commissioners and Assistant Commissioners.		
NEW SOUTH WALES		
Income Tax Division, Assessing Branch		
P. R. Bell 63/12531P	Assessor Supervisor \$9022-9777 (Class 5), Third Division	Group Controller \$10029-10704 (Class 6), Third Division, Section E-F, Sydney, vice G. F. Sykes, prov. prom. 16.5.74 (No. 520)
<i>Qualifications above position:</i> Completion of training in accountancy or law recognised by the Public Service Board; or compliance with other provisions of the Section 53 determination published in <i>Gazette</i> No. 163 of 1.11.73.		
G. A. Bampton 71/10472A	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice R. C. Draper, prov. prom. 19.9.74 (No. 734)
G. J. Banfield 70/12601X	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice K. M. McGowan, prov. prom. 19.9.74 (No. 573)
G. A. Bennett 71/10383C	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice K. C. McInnes, prov. prom. 19.9.74 (No. 706)
G. T. Besgrove 72/11505C	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice C. M. Bourke, prov. prom. 19.9.74 (No. 740)
R. W. Bloomfield 71/10386R	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice A. J. Carpenter, prov. prom. 19.9.74 (No. 680)
P. T. Bolton 64/10999W	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice G. G. Lee, prov. prom. 19.9.74 (No. 658)
S. L. Brassil 72/12566K	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice C. H. Franklin, prov. prom. 19.9.74 (No. 592)
D. E. Butler 71/14655P	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice A. G. Fitzgibbon, prov. prom. 19.9.74 (No. 598)
J. M. Clark 71/14686P	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Section E-F, Sydney, vice S. M. McArthur, prov. prom. 19.9.74 (No. 666)
J. E. Connors 72/12283G	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice R. T. Hall, prov. prom. 19.9.74 (No. 575)
D. B. Currington 71/12118G	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice P. L. Edwards, prov. prom. 19.9.74 (No. 725)
G. J. D'Anvers 72/12517E	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney (No. 737)

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
B. R. Dick 72/14616G	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney (No. 4598)
J. F. Dormer 72/14474W	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice J. A. Imbert, prov. prom. 19.9.74 (No. 693)
F. F. Doyle 60/10729R	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice S. M. Melville, prov. prom. 19.9.74 (No. 705)
K. R. Dunford 69/12021G	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice A. S. Byrne, prov. prom. 19.9.74 (No. 733)
L. J. Edge 72/12523T	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney (No. 720)
C. J. Ellam 72/11551T	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6888-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice C. M. Woodlands, prov. prom. 19.9.74 (No. 652)
R. J. Farmer 71/14155T	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice D. L. Tam, prov. prom. 19.9.74 (No. 611)
M. B. Fielder 71/12981W	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney (No. 713)
P. R. Fox 72/11568G	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice K. J. Farrell, prov. prom. 19.9.74 (No. 719)
M. A. Francis 70/12749W	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice B. J. Wilson, prov. prom. 19.9.74 (No. 644)
P. M. Fraser 72/14851E	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney (No. 4599)
C. M. Gallagher 71/11516X	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice R. Cachia, prov. prom. 19.9.74 (No. 564)
B. G. Gibson 71/12339T	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice J. L. Smith, prov. prom. 19.9.74 (No. 672)
P. K. Gittins 71/11532T	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice R. G. Firmani, prov. prom. 19.9.74 (No. 562)
H. R. Glass 70/14308A	Clerk \$3346-6672 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice P. A. Kingston, prov. prom. 19.9.74 (No. 709)
C. G. Goodwin 71/11536M	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice S. F. Austin, prov. prom. 19.9.74 (No. 584)
M. G. Gordon 71/11538W	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice H. T. Golebiowski, prov. prom. 19.9.74 (No. 608)
H. J. Govers 72/12651P	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice S. C. Sutton, prov. prom. 19.9.74 (No. 572)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY—continued

B. R. Graham 72/11576E	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice M. Sparsis, prov. prom. 12.9.74 (No. 701)
J. R. Graham 72/11573R	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice W. K. Ridley, prov. prom. 19.9.74 (No. 690)
M. C. Grimson 71/12053M	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice R. J. Venarie, prov. prom. 19.9.74 (No. 697)
L. S. Hannah 70/14385R	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice W. M. Gunter, prov. prom. 19.9.74 (No. 685)
W. D. Heathcote 72/12664K	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney (No. 543)
D. J. Holz 71/11705E	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice P. D. Skeers, prov. prom. 19.9.74 (No. 568)
T. P. Janke 72/11658K	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice P. J. McAuliffe, prov. prom. 19.9.74 (No. 724)
I. S. Kaleel 72/12698X	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney (No. 716)
G. G. King 72/11672W	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice D. Nell, prov. prom. 19.9.74 (No. 602)
V. A. King 71/14401T	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice K. D. Babich, prov. prom. 19.9.74 (No. 670)
D. Kutcher 70/13057R	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice R. C. Hadfield, prov. prom. 19.9.74 (No. 583)
R. T. Love 73/12850T	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice L. M. Bosley, prov. prom. 19.9.74 (No. 727)
A. J. Low 71/14110T	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice V. F. Ostler, prov. prom. 19.9.74 (No. 607)
T. F. McAuliffe 71/14660X	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice B. Hogan, prov. prom. 19.9.74 (No. 546)
A. G. McCartin 72/11833R	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice G. L. Whitfield, prov. prom. 19.9.74 (No. 569)
W. A. MacDonald 71/14311R	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice B. L. Frost, prov. prom. 19.9.74 (No. 686)
J. F. McIlraith 71/14088T	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice G. P. Mooney, prov. prom. 19.9.74 (No. 593)

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
W. L. McKell 71/11711T	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice H. F. McDonald, prov. prom. 19.9.74 (No. 736)
P. McLenaghan 71/11713C	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice J. H. Bamfield, prov. prom. 19.9.74 (No. 566)
R. N. Madell 63/11078R	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice R. J. Kinred, prov. prom. 19.9.74 (No. 695)
M. Maerz 72/12439T	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice A. J. Calcutt, prov. prom. 19.9.74 (No. 578)
L. A. Maie 72/12451W	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice N. R. Ibister, prov. prom. 19.9.74 (No. 657)
V. Majic 72/15982A	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney (No. 4596)
T. R. Malpass 70/12284E	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice M. J. Welsh, prov. prom. 19.9.74 (No. 542)
A. J. Martin 72/11741E	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice P. R. Pascoe, prov. prom. 19.9.74 (No. 700)
F. A. Metz 72/11678X	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice P. G. Hansel, prov. prom. 19.9.74 (No. 721)
W. R. Mitchell 70/12270E	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice G. A. Brown, prov. prom. 19.9.74 (No. 563)
I. M. Morrow 72/11587R	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice S. Avakian, prov. prom. 19.9.74 (No. 587)
G. Murphy 71/11769P	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice W. L. McRobie, prov. prom. 19.9.74 (No. 661)
K. W. Noble 71/11369C	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice R. N. Fitzpatrick, prov. prom. 19.9.74 (No. 588)
C. J. Nolan 70/15016G	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice P. A. Fisher, prov. prom. 19.9.74 (No. 585)
W. S. Peterson 71/11384T	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice R. J. McPherson, prov. prom. 19.9.74 (No. 605)
J. F. Phillips 71/12952E	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice C. Adams, prov. prom. 19.9.74 (No. 694)
R. C. Pollard 72/11705W	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice D. P. Story, prov. prom. 19.9.74 (No. 730)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY—continued

G. J. Power 70/10736C	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice K. Novakovic, prov. prom. 19.9.74 (No. 574)
B. W. Quigley 72/11709P	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice P. A. Devine, prov. prom. 19.9.74 (No. 668)
P. B. Reid 70/12196M	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice G. R. Bailey, prov. prom. 19.9.74 (No. 567)
B. S. Riddell 71/14314E	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice B. M. Hayes, prov. prom. 19.9.74 (No. 570)
A. V. Russo 69/14125G	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice R. A. Crowe, prov. prom. 19.9.74 (No. 731)
M. J. Schneider 71/14111X	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Sydney (No. 715)
B. A. Shaw 70/13112A	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice L. M. Langley, prov. prom. 19.9.74 (No. 710)
A. A. Sheppard 72/11723A	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice A. J. Gray, prov. prom. 19.9.74 (No. 689)
P. J. Shirbin 71/14089X	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice R. J. T. Gallagher, prov. prom. 19.9.74 (No. 599)
M. McK. Smiley 72/12255W	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice S. G. Prineas, prov. prom. 19.9.74 (No. 576)
P. G. Smith 72/14192X	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice R. L. Gascoigne, prov. prom. 19.9.74 (No. 565)
S. D. Sparke 71/11935T	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice M. L. Sutton, prov. prom. 19.9.74 (No. 732)
B. P. Spencer 70/14891A	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice B. L. McIntosh, prov. prom. 19.9.74 (No. 712)
P. J. Strong 71/11829W	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice C. M. Gellatly, prov. prom. 19.9.74 (No. 561)
M. J. Synnott 71/12302R	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice P. C. Bernie, prov. prom. 12.9.74 (No. 664)
T. J. Thompson 72/11727T	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice R. L. Fitton, prov. prom. 19.9.74 (No. 660)

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
M. C. Tierney 72/12271R	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice G. J. Smith, prov. prom. 19.9.74 (No. 645)
E. G. Vanstein 69/14119T	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice J. D. McGruer, prov. prom. 19.9.74 (No. 676)
F. A. Vella 70/12226X	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice B. A. Pearce, prov. prom. 19.9.74 (No. 554)
J. D. Wackett 72/12677E	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice A. C. Connelly, prov. prom. 19.9.74 (No. 596)
D. J. Walsh 72/12678K	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice C. H. Crowne, prov. prom. 19.9.74 (No. 704)
S. C. Wearne 72/13513X	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney (No. 738)
P. W. Woods 72/15987X	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney (No. 4597)
M. T. M. Yardin 71/13168C	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F, Sydney, vice B. C. A. Smith, prov. prom. 19.9.74 (No. 665)
R. R. Ilitch 67/13970X	Clerk \$3346-6671 (Class 1), Third Division	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Estate Duty and Gift Duty Section, Sydney, vice S. S. Bladwell, prov. prom. 12.9.74 (No. 1080)
I. G. Milner 72/14819P	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Estate Duty and Gift Duty Section, Sydney, vice I. P. Carroll, prov. prom. 12.9.74 (No. 1081)
P. J. Parker 71/14310M	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Estate Duty and Gift Duty Section, Sydney, vice R. I. Saunders, prov. prom. 12.9.74 (No. 1082)

QUEENSLAND

Management Branch

B. J. Brown 231-18394	Clerical Assistant, Grade 2 \$446-5737, Fourth Division, General Services Section	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, General Services Section, Brisbane (No. 1026)
<i>Duties:</i> Senior Receptionist—Attend to inquiries from members of the public seeking personal interviews with the Deputy Commissioner or other administrative officers; refer inquiries to appropriate officers.		
M. B. Artiemiew 231-19987	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division, Records Sub-section	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, General Services Section, Brisbane, vice B. J. Brown, prov. prom. 26.9.74 (No. 1027)
<i>Duties:</i> Receptionist—Assist the Senior Receptionist in the performance of reception and distribution work.		
J. R. Tommasi 231-19944	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division, Records Sub-section	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Records Sub-section, Brisbane (No. 745)
<i>Duties:</i> Maintain index card system, recording all data relevant to a taxpayer's identity.		
A. J. Roberts 231-20398	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division, Accounting Section	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Records Sub-section, Brisbane (No. 828)
<i>Duties:</i> 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.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY—continued

J. C. Linkerhof 238-02233	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division, Accounting Section	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Regional Offices, Mackay (No. 1558)
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Duties: Record and forward to Brisbane Office for processing, applications received for urgent assessment on the grounds of hardship; obtain files and other information from Brisbane Office as required. Maintain supplies of office stationery and stores; conduct preliminary enquiries at the counter; type reports of interviews, letters to taxpayers, work summary statements.

Qualifications: Typing ability desirable.

B. A. McCarthy 223-03514	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Assessing Branch, Section E-F	Clerk \$8015-8770 (Class 4), Third Divi- sion, Regional Offices, Mackay (No. 1557)
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Duties: Interview taxpayers on all matters relating to income tax (other than companies) and all other taxes; arrange urgent assessments for taxpayers in special circumstances; assist Officer in charge with the more difficult enquiry cases.

Income Tax Division, Investigation Branch

A. A. Cowper 224-22458	Investigation Officer, Grade 3 \$10029- 10704 (Class 6), Third Division	Senior Investigation Officer, Grade 1 \$11039-11714 (Class 7), Third Division, Brisbane, vice W. F. Williams, prov. prom. 26.9.74 (No. 324)
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Qualifications: Completion of training in Accountancy or Law recognised by the Public Service Board, or compliance with other provisions of Section 53 Determination published in *Gazette* No. 163 of 1.11.73.

Appeals and Advisings Branch

W. F. Williams 218-41503	Senior Investigation Officer, Grade 1 \$11039-11714 (Class 7), Third Division, Investigation Branch	Advising Officer, Grade 2 \$12218-12721 (Class 8), Third Division, Brisbane, vice J. Saunders, prov. prom. 26.9.74 (No. 409)
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Qualifications: Completion of training in Accountancy or Law recognised by the Public Service Board, or compliance with other provisions of Section 53 Determination published in *Gazette* No. 163 of 1.11.73.

Assessing Branch

A. J. Purcell 218-40121	Assessor, Grade 5 \$10029-10704 (Class 6), Third Division, Section A	Assessor Supervisor \$11039-11714 (Class 7), Third Division, Section B, Brisbane (No. 198)
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Qualifications: Completion of training in Accountancy or Law recognised by the Public Service Board, or compliance with other provisions of Section 53 Determination published in *Gazette* No. 163 of 1.11.73.

G. Johnson 228-48715	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Brisbane vice L. J. Cannard, prov. prom. 12.9.74 (No. 104)
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B. J. Cosgrove 237-96865	Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Section E-F	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Section C-D, Brisbane (No. 96)
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Qualification above two positions: Officers should preferably be pursuing qualifications in Accountancy, Economics, Commerce or Law.

J. Saunders 218-40498	Advising Officer, Grade 2 \$12218-12721 (Class 8), Third Division, Appeals and Advisings Branch	Senior Assessor \$13224-13725 (Class 9), Third Division, Brisbane (No. 36)
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Qualifications: Completion of training in Accountancy or Law recognised by the Public Service Board, or compliance with other provisions of Section 53 Determination published in *Gazette* No. 163 of 1.11.73.