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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.

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

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

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

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

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

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

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

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

and from Office of the Australian Treasury at:

Taxation Building, 320 Adelaide Street, Brisbane, Qld

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

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

NOTICES FOR PUBLICATION and related correspondence should be addressed to:

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

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

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 Copy will be returned unpublished if not submitted in accordance with this procedure.

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

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

General issues:

Contracts arranged: Tuesday at 2 p.m.

All other notices: Wednesday at 2 p.m.

Public Service issues:

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

Promotions section: Monday at 9 a.m.

All other notices: Thursday at 2 p.m.

Special issues and Periodic issues: by arrangement.

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

ORDERS IN COUNCIL

Appointments and acting appointments as Permanent Head

APPOINTMENT OF ROBERT STANLEY SWIFT, O.B.E. AS ACTING SECRETARY TO THE DEPARTMENT OF AGRICULTURE

I, SIR JOHN ROBERT KERR, the Governor-General of Australia, acting with the advice of the Executive Council and in pursuance of section 54 of the *Public Service Act 1922-1973*, hereby appoint Robert Stanley Swift, O.B.E., Deputy Secretary, Department of Agriculture to act in the place of Walter Ives, the occupant of the office of The Secretary to the Department of Agriculture, during the period commencing on the eighth day of October 1974 and ending when the said Walter Ives resumes duty in Australia.

Dated this twenty-fourth day of September 1974.

JOHN R. KERR
Governor-General

By His Excellency's Command,

K. S. WRIEDT
Minister of State for Agriculture

INSTRUMENT OF APPOINTMENT OF LEWIS HAROLD BORDER, M.V.O. TO ACT AS PERMANENT HEAD OF DEPARTMENT OF FOREIGN AFFAIRS

I, SIR JOHN ROBERT KERR, the Governor-General of Australia, acting with the advice of the Executive Council and in pursuance of section 54 of the *Public Service Act 1922-1973*, hereby appoint Lewis Harold Border, M.V.O., Deputy Secretary, Department of Foreign Affairs, to act in the place of Alan Phillip Renouf, the occupant of the office of The Secretary to the Department of Foreign Affairs during the period commencing on the thirteenth day of September 1974 and to and including the twenty-third day of September and from the twenty-seventh day of September and ending when the said Alan Phillip Renouf resumes the performance of the functions of his office.

Dated this nineteenth day of September 1974.

JOHN R. KERR
Governor-General

By His Excellency's Command,

D. R. WILLESEE
Minister of State for Foreign Affairs.

APPOINTMENT OF PHILIP ANTHONY NOTT TO ACT IN THE OFFICE OF THE SECRETARY TO THE DEPARTMENT OF THE MEDIA.

I, SIR JOHN ROBERT KERR, the Governor-General of Australia, acting with the advice of the Executive Council and in pursuance of section 54 of the *Public Service Act 1922-1973*, hereby appoint Philip Anthony Nott, First Assistant Secretary, Infor-

mation Division, Department of the Media, to act in the place of James Henry Martin Oswin, the occupant of the office of the Secretary to the Department of the Media during the period commencing on 30 September 1974 and ending on 11 October 1974 when the said James Henry Martin Oswin resumes the performance of the functions of his office.

Dated this first day of October 1974.

JOHN R. KERR
Governor-General

By His Excellency's Command,

D. McCLELLAND
Minister of State for the Media.
(Ex. Min. No. 33)

APPOINTMENT OF JOHN LAURENCE MENADUE AS ACTING SECRETARY TO THE DEPARTMENT OF THE PRIME MINISTER AND CABINET

I, SIR JOHN ROBERT KERR, the Governor-General of Australia, acting with the advice of the Executive Council and in pursuance of section 54 of the *Public Service Act 1922-1973*, hereby appoint John Laurence Menadue, Secretary Designate, Department of the Prime Minister and Cabinet to act in the place of Sir John Bunting, C.B.E., the occupant of the office of the Secretary, Department of the Prime Minister and Cabinet, during the period commencing on Friday the twenty-seventh day of September 1974 and ending when the said Sir John Bunting resumes duty in Australia.

Dated this twenty-fourth day of September 1974.

JOHN R. KERR
Governor-General

By His Excellency's Command,

E. G. WHITLAM
Prime Minister.

Positions created and abolished

DEPARTMENT OF AGRICULTURE

New South Wales

Offices created: Regional Office, Industry No. 1 Section: Third Division—Veterinary Officer, Class 2 \$10146-11279 (six); Veterinary Officer, Class 1 \$6525-9769 (one).

Victoria

Offices created: Regional Office, Industry Group No. 1 Section: Third Division—Veterinary Officer, Class 2 \$10146-11279 (three).

Queensland

Offices created: Industry No. 1 (Meat and Meat Products) Division, Veterinary Services Branch: Third Division—Veterinary Officer, Class 2 \$10146-11279 (three); Veterinary Officer, Class 1 \$6525-9769 (one).

South Australia

Offices created: Industry No. 1 (Meat and Meat Products) Division, Veterinary Services Branch: Third Division—Veterinary Officer, Class 2 \$10146-11279 (one); Veterinary Officer, Class 1 \$6525-9769 (one).

Western Australia

Offices created: Industry No. 1 (Meat and Meat Products) Division, Veterinary Services Branch: Third Division—Veterinary Officer, Class 2 \$10146-11279 (two); Veterinary Officer, Class 1 \$6525-9769 (one). (Ex. Min. No. 40)

DEPARTMENT OF FOREIGN AFFAIRS

Australian Capital Territory

Offices created: Management Services Division, Services Branch, Communications, Technical and General Services Section, Communications Sub-section: Fourth Division—Senior Machine Operator (one). Overseas Division, Australian Commission, Hong Kong: Third Division—Clerk \$9022-9777 (one). Fourth Division—Clerical Assistant, Grade 5 (one). Overseas Division, Australian High Commission, London: Fourth Division—Machine Operator (one). (Ex. Min. No. 66)

DEPARTMENT OF HEALTH

Central Office

Offices created: Medical Services Division, Acoustic Laboratories: Third Division—Psychologist, Class 3 (one); Psychologist, Class 2 (one); Physicist, Class 2 (one). Fourth Division—Technical Officer (Engineering), Grade 2 (one); Trainee Technical Officer (Engineering) (four).

Office abolished: Quarantine Division, Plant Quarantine Branch: Fourth Division—Senior Technical Officer (Science) (one).

New South Wales

Offices created: Executive Services Branch, Quarantine Section: Fourth Division—Quarantine Inspector (one); Quarantine Assistant, Grade 3 (four); Quarantine Assistant, Grade 2 (three); Quarantine Assistant, Grade 1 (three).

Victoria

Offices created: Executive Services Branch, Quarantine Section: Fourth Division—Quarantine Assistant, Grade 3 (three); Clerical Assistant, Grade 4 (one); Quarantine Assistant, Grade 2 (four); Quarantine Assistant, Grade 1 (five).

Queensland

Offices abolished: Executive Services Branch, Personnel Services Section: Third Division—Clerk \$5806-6666 (one); Clerk \$2713-5594 (one). Fourth Division—Clerical Assistant, Grade 1 (two). Accounts Section: Fourth Division—Accounting Machinist, Grade 1 (one). Operations Section: Fourth Division—Typist, Grade 1 (two).

(Ex. Min. No. 47)

DEPARTMENT OF HOUSING AND CONSTRUCTION

New South Wales

Offices abolished: Housing Operations Branch, Home Savings Grant Section: Third Division—Clerk \$7899-8639 (one); Clerk \$5806-6666 (two).

Victoria

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

Offices created: Management Services Branch, Accounts Section: Third Division—Clerk \$5806-6666 (one). Fourth Division—Computer Operator, Grade 2 (one); Computer Operator, Grade 1 (three).

(Ex. Min. No. 33)

DEPARTMENT OF SOCIAL SECURITY

Australian Capital Territory

Offices abolished: Rehabilitation and Compensation Division, Compensation Branch: Second Division—Assistant Director-General \$17776 (one). Third Division—Director \$13004-13498 (one); Clerk \$11032-11525 (one). Fourth Division—Steno-secretary, Grade 1 (one). Office of the Commissioner for Employees' Compensation: Third Division—Director \$13991-14484 (two); Director \$13004-13498 (one); Assistant Director \$12019-12510 (two); Clerk \$11032-11525 (eight); Clerk \$9876-10538 (nine); Clerk \$8886-9548 (nine); Clerk \$7899-8639 (two); Clerk \$6912-7652 (four); Clerk \$5806-6666 (two). Fourth Division—Steno-secretary, Grade 2 (one); Clerical Assistant, Grade 4 (one); Typist Supervisor, Grade 1 (one); Clerical Assistant, Grade 2 (one); Typist, Grade 1 (ten); Clerical Assistant, Grade 1 (one). Office of the Commonwealth Employees' Compensation Tribunal: Third Division—Clerk \$8886-9548 (one). Fourth Division—Steno-secretary, Grade 2 (one). (Ex. Min. No. 39)

DEPARTMENT OF THE TREASURY

Australian Capital Territory

Australian Bureau of Statistics

Offices created: Development and Co-ordination Division, Departmental Statistics Branch: Third Division—Director \$13004-13498 (two).

(Ex. Min. Nos 74, 81)

New South Wales

Offices created: Population Survey Operations Branch, Demography Section: Third Division—Clerk \$5806-6666 (three); Clerk \$2713-5594 (one).

(Ex. Min. No. 74)

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 CUSTOMS AND EXCISE

Central Office

Section 67 (Invalidity): Kenneth Alexander McFadyen, Clerk (Class 6), 2.9.74.

South Australia

Section 67 (Invalidity): Gordon Walter Hissey, Senior Inspector (Class 7), 29.7.74.

DEPARTMENT OF EDUCATION

Victoria

Section 67 (Invalidity): Irena Krystyna Southern, Clerk (Class 1), 29.7.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

Head Office

Section 67 (Invalidity): John Clive Wade, Assistant Secretary, 27.9.74.

Section 85 (1): Edwin Royce Harvey, Assistant Secretary, 19.9.74.

New South Wales

Section 67 (Invalidity): Inna Stuart, Drafting Assistant, Grade 1, 26.7.74.

DEPARTMENT OF LABOR AND IMMIGRATION

Victoria

Section 86: Thomas Charles Hellier, Clerical Assistant, Grade 4, 20.9.74.

DEPARTMENT OF MINERALS AND ENERGY

Central Office

Section 86: Norman Henry Fisher, Director, 29.9.74; Willis Talbot Crocker, Supervising Draftsman, 24.9.74.

POSTMASTER-GENERAL'S DEPARTMENT

New South Wales

Section 67 (Invalidity): Geoffrey Thomas Proctor, Apprentice Telecommunications Tradesman, 3.6.74; Harold William Myers, Postmaster, Grade 4, 9.8.74; Robert Bruce Wellard, Senior Postal Clerk, Grade 2, 11.9.74; Ronald Ernest Glassick, Telecommunications Technician, 25.9.74; Noel John Wilson, Clerk, 30.9.74; Arthur Pearson, Postal Clerk, 18.10.74; Ronald Raymond Daffy, Clerk, 22.10.74.

Section 85 (1): Rowland William Price, Senior Mail Officer, 29.8.74.

Section 86: Mervyn Thomas Marshal, Postal Officer, Grade 2, 28.8.74; Sydney James Sewell, Senior Postal Officer, Grade 1, 21.11.74; Cyril George Holgate, Postal Officer, Grade 2, 26.11.74.

Queensland

Section 67 (Invalidity): Irvan Clarence Burgess, Lines Supervisor, Grade 3, 10.6.74; Alexander Hume, Lineman, Grade 2, 15.8.74; Sidney William Joyce, Overseer (Postmen), 23.8.74.

Section 85 (1): Bernard Anthony O'Reilly, Mail Officer, 21.8.74.

South Australia

Section 86: Laurence Cummins, Mail Officer, 27.6.74; Henry Gordon Andrew, Supervisor (Postal), Grade 1, 6.10.74; Leonard Sidney Cheeseman, Postman, 11.10.74.

Section 67 (Invalidity): Ronald Joseph Williams, Mail Officer, 3.5.74; John Vincent dePaul Cahill, Senior Mail Officer, 1.8.74; Terence John O'Brien, Telecommunications Technical Officer, Grade 1, 22.8.74; Maurice Breen, Senior Telecommunications Technical Officer, Grade 1, 30.8.74; Lawrence John Bond, Mail Officer, 9.9.74.

DEPARTMENT OF REPATRIATION AND COMPENSATION

New South Wales

Section 67 (Invalidity): Thomas Frederick Carthew, Clerk, 22.10.74.

Queensland

Section 67 (Invalidity): Norman Leslie Chapman, Clerical Assistant, Grade 4, 15.8.74; George Grant MacDonald, Senior Specialist-in-charge, 18.9.74; Ann Mary Rogerson, Senior Sister, 1.8.74.

South Australia

Section 67 (Invalidity): Donald Cecil Marsden, Clerk, 20.9.74.

DEPARTMENT OF TRANSPORT

Air Transport Group

New South Wales Region

Section 67 (Invalidity): Robert John Pankhurst, Clerk, 29.7.74.

H. B. MACDONALD
Secretary
Public Service Board

APPOINTMENT, RECRUITMENT AND EXAMINATION NOTICES

EXAMINATION No. 6679

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

This examination will be held on Saturday, 2 November 1974, in accordance with the conditions notified on page 26 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination centre Melbourne

Persons eligible to enter

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

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

Applications close 24 October 1974.

EXAMINATION No. SP885

FOR APPOINTMENT, OR TRANSFER AS WORKSHOPS ASSISTANT, GRADE 1, FOURTH DIVISION, POSTMASTER-GENERAL'S DEPARTMENT, ADELAIDE

This examination will be held on Thursday, 21 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 24 October 1974.

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

EXAMINATION No. SP886

FOR APPOINTMENT, OR TRANSFER AS WORKSHOPS ASSISTANT, GRADE 2, FOURTH DIVISION, POSTMASTER-GENERAL'S DEPARTMENT, ADELAIDE

This examination will be held on Thursday, 21 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 24 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.

Exam. No.	Title (and date notified where applicable)	Date held
6598	Entry into Data Processing Operator-in-training Class Brisbane (9.5.74)	1.6.74
NP3102	Appointment as Telephonist New South Wales	21.9.74
VP4316	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties) Melbourne	21.9.74
VP4317	Appointment as Telephonist Melbourne	21.9.74
QP1257	Appointment of Transfer as Assistant Postal Officer (Postman Duties) Brisbane (1.8.74)	24.8.74
QP1258	Appointment or Transfer as Assistant Postal Officer (Postal Officer, Grade I Duties) Brisbane (1.8.74)	24.8.74

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

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

K. F. FAUL
Acting Secretary
Public Service Board

VACANCIES

Parliamentary Departments

DEPARTMENT OF THE SENATE

Applications are invited from permanent officers of the Australian Public Service, and other persons eligible for appointment to the Service, for the position specified hereunder. Applicants should state full name, date and place of birth, present position, salary and length of service and indicate their experience and qualifications.

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

Applications close: 17.10.74.

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

Duties: Control of departmental stationery and stores. Assistance in accounting procedures and other duties as directed.

JOINT HOUSE DEPARTMENT

Applications are invited from Permanent Officers of the Australian Public Service for promotion or transfer to the following position:

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

Applications close: 24.10.74.

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

Duties: Staff Clerk—Maintain personnel records, prepare T.F.28 and calculate weekly wages for Parliamentary Refreshment Rooms staff.

Statutory authorities

HEALTH INSURANCE COMMISSION

THE Health Insurance Commission is a statutory authority set up to implement the Health Insurance Program. The Program incorporates the payment of medical and hospital benefits using a nationwide data communications network linked to a large scale central computer in Canberra. Other Commission tasks will be to develop micrographic information systems and to specify computer data base systems for processing health insurance statistics.

The Commission is inviting applications from suitably qualified and experienced persons for newly created positions at various levels in the Systems Branch. Appointees will work in project teams responsible for developing and specifying the Commission's clerical and ADP systems.

Duties: Assist in developing and documenting medical and hospital claims processing systems, including computer based claims assessment techniques. Prepare Clerical procedures for use by claims processing officers. Implement and maintain extensive micro-

6 Vacancies

graphic systems, registry procedures and determine machine requirements. Effect nationwide registration for the purpose of issuing health insurance cards. Provide for on-going systems development and the introduction of complex statistical systems.

Several vacancies exist at each of the following ranges:

Executive Officer (Class 3) \$12218-12721

Executive Officer (Class 2) \$11039-11714

Executive Officer (Class 1) \$10029-10704

Administrative Officer (Class 4) \$9022-9777

General Information and Conditions of Service: Conditions of service will generally be similar to those that apply to the Australian Public Service, including eligibility to contribute to the Superannuation Fund. The provisions of the Officer's Rights Declaration Act apply to officers of the Australian Public Service who are appointed to the staff of the Commission.

Applications will be treated in confidence and should be directed, by 30.10.74 to: The General Manager, Health Insurance Commission, P.O. Box 40, Woden, A.C.T. 2606.

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. 25 A of 22 March 1974 entitled 'Appointment, Recruitment and Examination Conditions and Determinations under Section 53b of the *Public Service Act* 1922-1973'.

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

SUBMISSION OF APPLICATIONS

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

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

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

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

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

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

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

Departmental vacancies

DEPARTMENT OF ABORIGINAL AFFAIRS

AUSTRALIAN CAPITAL TERRITORY

Operations Division, Community Development Branch

*Project Officer \$10029-10704 (Class 6), Third Division, No. 1 Section, Canberra

Duties: No. 10—Assist the team leader in the development, documentation and implementation of special projects.

Qualifications: Experience relating to Aboriginal community development projects, together with demonstrated ability to undertake investigations and prepare reports relating to policy aspects.

Apply: A1

DEPARTMENT OF AGRICULTURE

CENTRAL OFFICE

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

Senior Executive Officer \$13224-13725 (Class 9), Third Division, Horticultural Crops No. 3 Section, Canberra

Duties: No. 3726—Undertake examinations and prepare briefs, submissions and reports on horticultural commodity issues dealt with in the Section. Draft Cabinet submissions, replies to ministerial correspondence and other correspondence. Represent the Department at meetings concerned with horticultural commodities.

Qualifications: Previous experience in the preparation of Cabinet submissions, ministerials and other relevant correspondence. Academic qualifications should be stated.

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

Apply: X1

Executive Officer \$12218-12721 (Class 8), Third Division Technical Services and Exports Standards Section, Administrative Services Sub-section, Canberra

Duties: Undertake detailed reviews of Export Regulations administered by the Division; prepare draft amendments, reports and submissions; liaise with Technical Officers, industry and legal advisers.

Qualifications: Experience in the drafting of legislation or the administration of regulations would be an advantage. Experience in the administration of Export Food Regulations desirable. Academic qualifications should be stated.

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

Apply: X1

Industry No. 5 (Fisheries) Division, Operations Branch

**Director of Fish Exports Standards \$15750, Third Division, Technical Services, Exports Standards and Inspection Section, Canberra

Duties: Plan and direct the development of the provision of technical advice on and the implementation of fish exports standards throughout the Department.

Qualifications: Extensive knowledge of the Australian fish industry and fish industry hygiene standards. Tertiary qualifications to be stated.

Apply: X1

WESTERN AUSTRALIA

Regional Office

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Management Services Section, Personnel and General Services Sub-section, Perth

Duties: No. 916—Indexer/Former Papers Officer. Search indexes to identify files for follow on papers and answer inquiries for files. Assist with the opening of inwards mail. Supervise messengerial staff.

Apply: X6

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

City Manager's Office

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

Duties: No. 1002—Undertake investigations and research into projects emanating from A.C.T. Legislative Assembly activities and submissions from outside bodies e.g. Parliamentary Joint Committees, Departments and Authorities, community organisations.

Qualifications: Experience in and understanding of administrative functions of local government desirable. Academic qualifications to be stated.

Apply: E1

Finance and Supply Branch

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

Duties: Nos 1793, 1796—Assist in the conduct of audit investigations. Conduct minor audit investigations as directed and prepare associated reports.

Apply: E1

A.C.T. Government Division, Government Branch

Clerk \$11039-11714 (Class 7), Third Division, Law Revision and Constitutional Development Section, Canberra

Duties: No. 731—Undertake reviews of areas of law in the A.C.T. and submit recommendations for new or amending legislation to reflect current needs or policies. Where appropriate, submit recommendations for amendment to associated policy matters.

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

Apply: E1

DEPARTMENT OF CUSTOMS AND EXCISE

NEW SOUTH WALES

Revenue Branch

Typist, Grade 3 \$6441, Investigation Section, Sydney

Duties: No. 151—Take shorthand for the verbatim recording and reporting of interviews conducted by Investigation Officers and transcribe these notes. Perform stenographic and typing duties for officers of the Investigation Section.

Apply: G2

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

*Photographer \$5571-6458, Fourth Division, Canberra

Duties: No. 364—Undertake difficult and intricate photography and general dark room duties. Prepare screen and line negatives for reproduction (including some from poor quality originals) and colour slides.

Qualifications: Knowledge of copying techniques. A certificate from a recognised Technical College would be an advantage.

Apply: H1

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

Duties: No. 1744—Under supervision undertake research into, identify changes in, and prepare reports on aspects of sea and inland water transport of defence significance.

Qualifications: Practical experience in sea and inland water transport including overseas, coastal and inland shipping and port facilities together with Foreign-going Master's Certificate of competency desirable.

Apply: H1

Logistics Division, Equipment Progressing and Technical Branch

Engineer, Class 3 \$11705-13047, Third Division, Technological Assessment Section, Canberra

Duties: No. 1991—Evaluate the importance of various technologies in industry to Defence; establish methods for measuring the Defence significance of innovative capability in various Australian industries.

Qualifications: Education qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Board as appropriate for the efficient discharge of the duties. Experience in production, design or development preferably in defence industries desirable.

Apply: H1

VICTORIA

Directorate of Civil Defence

*Instructor \$9022-9777 (Class 5), Third Division, Civil Defence School, Mt Macedon

Duties: No. 2221—Lecture and conduct specialised training in various aspects of Civil Defence and assist in the preparation of training programmes.

Qualifications: Instructional experience in civil defence or one of the Defence Forces desirable, although suitable candidates with other comparable experience will be considered.

Apply: H1

DEPARTMENT OF DEFENCE—ARMY OFFICE

QUEENSLAND

Field Force Command, 1st Division

Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Enoggera

Duties: No. 1—To provide secretarial assistance to the Commander, Headquarters 1st Division.

Qualifications: Shorthand, at least 100 words per minute.

Apply: H9

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Management Services Branch

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

Duties: No. 798—Implement the Department's internal audit program in the Adelaide Office.

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

Apply: I1

Research and Development Division, Special Programs Branch

Clerk \$9022-9777 (Class 5), Third Division, Curriculum Development Section, Canberra

Duties: No. 328—Act as Minute Secretary to the Asian Studies Co-ordinating Committee; assist in the preparation of agenda, papers and reports. Prepare correspondence including ministerials.

Qualifications: Experience in Committee servicing desirable.

Apply: I1

SOUTH AUSTRALIA

State Office

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

Duties: No. 50—Senior Academic Assessor. Determine complex cases of academic assessment associated with eligibility under the Tertiary Education Assistance Scheme. Provide guidance to assisted students concerning continued eligibility for assistance under the scheme.

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

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

Apply: I5

Clerk \$12218-12721 (Class 8), Third Division, Pre-Schools and Child Care Section, Adelaide

Duties: No. 63—Direct, control and co-ordinate the activities of the Pre-Schools and Child Care Section. Plan the activities in South Australia in respect of both capital and recurrent grants, and determine priorities. Undertake special investigations and examinations and prepare associated reports.

Qualifications: Tertiary qualifications and extensive Administrative experience desirable. Ability to liaise at a senior level.

Apply: I5

DEPARTMENT OF EDUCATION—continued

Clerk \$11039-11714 (Class 7), Pre-Schools and Child Care Section, Adelaide

Duties: No. 65—Control and co-ordinate the work of the Pre-Schools Sub-section, including the oversight of examination of applications for recurrent grants. Examine and investigate applications for capital grants under the Pre-Schools Financial Assistance Scheme.

Qualifications: Tertiary qualifications and sound administrative experience desirable. Ability to liaise at a senior level.

Apply: 15

NEW SOUTH WALES

State Office

Clerk \$11039-11714 (Class 7), Third Division, Pre-Schools and Child Care Section (two positions), Sydney

Duties: Nos 390, 391—Examine, investigate and report on applications for capital grants under the Pre-Schools Financial Assistance Scheme. Advise interested individuals and organisations of the provisions and requirements of the Pre-Schools Scheme. Stimulate applications in priority areas and prepare and deliver addresses to various bodies interested in the Scheme.

Qualifications: Ability to liaise at a senior level. Tertiary qualifications and administrative experience desirable.

Apply: 12

Clerk \$9022-9777 (Class 5), Third Division, Pre-Schools and Child Care Section (two positions), Sydney

Duties: Nos 392, 393—Carry out investigations and report on applications for recurrent grants under the provisions of the Pre-Schools Financial Assistance Scheme. Advise organisations eligible for recurrent grants on the Scheme's requirements. Undertake a program of regular visits to ensure the continuing conformity of the pre-school with the provisions of the Scheme.

Qualifications: Tertiary qualifications and administrative experience desirable.

Apply: 12

Clerk \$12218-12721 (Class 8), Third Division, Pre-Schools and Child Care Section, Sydney.

Duties: No. 389—Direct and co-ordinate the activities of the Pre-Schools Unit. Plan programs of activities in New South Wales and ensure that policy guidelines are observed in respect of both capital and recurrent grants under the Pre-Schools Financial Assistance Schemes.

Qualifications: Ability to liaise at a senior level and proven administrative ability. Academic qualifications to be stated.

Apply: 12

OFFICE OF THE AUSTRALIAN UNIVERSITIES COMMISSION

AUSTRALIAN CAPITAL TERRITORY

Director \$14229-14773 (Class 10), Finance Section, Canberra

Duties: Direct control and co-ordinate the work of the Finance Section. Responsible for the administration of grants to the States; the provision of advice on financial policies, and the general admin-

istration of the annual appropriations. Review existing policies on the level of financial assistance related to the running costs of residential establishments and the existing procedures for administration of grants to the States.

Qualifications: Tertiary or accounting qualifications. Experience in higher level financial investigation and Treasury requirements highly desirable.

Apply: 19

Assistant Secretary \$17776, Second Division, Canberra

Duties: Responsible for direction, control and co-ordination of the Finance and Buildings Programs Branch. Provide high level executive assistance to the Commission's senior officers on matters related to the work of the Branch. In particular the Branch will be responsible for advice on financial policies and administration, and building policies and programs.

Qualifications: Tertiary or accounting qualifications. Experience in policy formation, the provision of high level executive assistance and program management. A knowledge of the operation of universities desirable.

Apply: 19

DEPARTMENT OF HEALTH

CENTRAL OFFICE

Management Services Division, ADP Branch

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

Duties: No. 113—Provide design and programming support for the Department's operations systems including on-line computer systems using the APO's CUDN facilities and SPC 16/40 mini-computer networks.

Qualifications: Considerable experience in the design and implementation of communication software systems, knowledge of IBM hardware and software together with tertiary qualifications desirable.

Apply: M1

Policy and Planning Division, Policy Secretariat and Legislation Branch

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

Duties: No. 40—Preparation of correspondence, submissions and briefs for the Minister and Director-General.

Qualifications: Experience in policy work desirable.

Apply: M1

Clerk \$10029-10704 (Class 6), Third Division, Legislation Section, Commonwealth Legislation Sub-section, Canberra

Duties: No. 73—As a team member undertake investigation and research into relevant areas of Commonwealth legislation, assist with reviews, prepare instructions for Parliamentary Counsel and assist in settling draft legislation.

Qualifications: Appropriate tertiary qualifications desirable.

Apply: M1

Clerk \$10029-10704 (Class 6), Third Division, Territories Legislation Sub-section, Canberra

Duties: No. 74—As a team member undertake investigation and research into relevant areas of Territories legislation, assist with reviews, prepare instructions for legislative draftsman and assist in settling draft legislation.

Qualifications: Appropriate tertiary qualifications desirable.

Apply: M1

National Acoustics Laboratory

*Psychologist (Class 2) \$10167-11360, Third Division, Sydney

Duties: No. 798—Assist in the development of training programmes in audiology and psychology. Prepare training manuals, materials, etc. and conduct training courses.

Qualifications: An appropriate degree with major in Psychology. Experience in clinical audiology and ability to carry out training in this field desirable.

Apply: M10

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

Duties: No. 715—Manufacture or fabricate mechanical componentry of simple nature for hearing aids and laboratory equipment.

Qualifications: Qualifications in fitting and turning, tool making or instrument making, together with mechanical workshop experience desirable.

Apply: M10

AUSTRALIAN CAPITAL TERRITORY

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

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

Duties: No. 242—Collector of Public Moneys, maintain debtors ledger and petty cash advance. Perform the duties of paying officer.

Apply: M14

NEW SOUTH WALES

Medical Branch

*Quarantine Assistant, Grade 3 \$5536-5954, Fourth Division, Ship Inspection Sub-section, Quarantine Section, Sydney

Duties: Several positions—Inspect ships for rodent or other infestation and sanitary conditions and prepare reports.

Qualifications: Relevant supervisory experience in rodent or pest extermination desirable.

Apply: M2

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Management Services Division, Works and Financial Services Branch

Principal Executive Officer \$14229-14733 (Class 10), Third Division, Works Programming and Budgeting Section, Hawthorn

Duties: No. S4—Control and co-ordinate the forward planning, programming and budgeting for

the capital works requirements of a group of Departments. Provide executive level advice, including the development, monitoring and review of work plans, the Major Projects Divisions' operations, and the use of new techniques, for the First Assistant Secretaries (Major Projects).

Qualifications: High level of administrative ability; a knowledge of Works Programming and Budgeting would be an advantage. Tertiary qualifications to be state.

Apply: AK1

Architectural Division, Architectural Design Branch

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

Duties: No. 39—Plan and develop Food Service facilities and equipment for major buildings. Provide the highest level of Food Service specialist advice within the Department. Review regional and consultant commissioned plans.

Qualifications: Relevant administrative experience in the design and operation of large scale Food Services highly desirable.

Apply: AK1

CENTRAL OFFICE

Management Services Branch

Typist, Grade 2 \$5791-6101, Fourth Division, Personnel and Office Services Section, Typing Sub-section (two positions), Canberra

Duties: Perform stenographic and general typing duties for senior officers.

Qualifications: Shorthand, at least eighty words per minute.

Apply: N1

NEW SOUTH WALES

Housing Division, Management Services Branch

Computer Operator, Grade 2 \$6977-7281, Fourth Division, Accounts Section, Sydney

Duties: No. 168—Supervise a Computer Operator, Grade 1 and operate an IBM 360/20 computer and peripheral equipment.

Note: Limited shift work—morning and afternoon shifts, Monday to Friday. Fifteen percent penalty rate for afternoon shift.

Apply: AK3

Management Services Division, Contracts Branch

Assistant (Plan Printing), Grade 2 \$5031-5307, Fourth Division, Sydney

Duties: No. 152—Operate an Oce Plan Printing machine to produce dye line, acute and sepia prints from tracings. Attend to minor routine maintenance of machine and maintain records of output.

Apply: AK3

Assistant (Printing), Grade 1 \$5189-5424, Fourth Division, Sydney

Duties: Nos 148, 149—Operate an Offset Dupli-cator. Attend to minor routine maintenance of machine and maintain records of output.

Apply: AK3

DEPARTMENT OF HOUSING AND CONSTRUCTION—continued**Manpower Branch**

*Food Service Manager, Grade 3 \$7718-8483, Fourth Division, Personnel Services Section, Office Services Sub-section, Food Services Group, Sydney

Duties: NP—Effect management control of all aspects of the food service for approximately 900 departmental staff.

Qualifications: A thorough knowledge of catering management together with relevant experience in the operation of a cafeteria.

Apply: AK3

NORTHERN TERRITORY**Management Services Division, Regional Office**

Clerk \$9022-9777 (Class 5), Third Division, Construction Administration Section, Alice Springs

Duties: No. 4—Oversight the activities of the Construction Administration (Engineering) group including Plant. In consultation with technical staff, assist with the development and review of work plans for civil engineering projects carried out by contract and day labour.

Qualifications: Ability to undertake planning and organising work and personal attributes necessary to work with technical staff desirable.

District allowance: Grade III.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

Utilities Division

*Power Station Plant Operator, Grade 3 \$9081-9411, Fourth Division, Electricity Supply Undertakings Section, Darwin (six positions)

Duties: NP—Under regular supervision assist a Power Station Plant Operator, Grade 4 (Unit Operator) to operate and control integrated Boiler-Turbine-Alternator units at Stokes Hill Power Station, including control equipment outside the Unit Control Room and auxiliary plant.

Qualifications: N.T. Internal Combustion Certificate or equivalent as approved by Chief Inspector of Machinery, Northern Territory.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

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

Duties: No. 52—Under regular supervision assist a Power Station Plant Operator, Grade 4 (Unit Operator) to operate and control integrated Boiler-Turbine-Alternator Units at Stokes Hill Power Station, including control equipment outside the Unit Control Room and auxiliary plant.

Qualifications: N.T. Internal Combustion Certificate or equivalent as approved by Chief Inspector of Machinery, Northern Territory.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

*Power Station Control Room Operator, \$8888-9218, Fourth Division, Electricity Supply Undertakings Section, Stokes Hill Steam Power Station, Darwin

Duties: No. 77—Operate electrical control equipment in the Power Station Control Room, high voltage switchgear in the Switchrooms and Switchyard and low voltage switchgear associated with Boilers, Turbines, Cooling Water Plant and Building Services. Control Power Station Generating Plant to meet system load and to maintain system frequency. Carry out isolation, earthing and application of electrical safe working procedures.

Qualifications: Electrical Trade Qualifications or equivalent together with wide experience in power system or major industrial electrical control and operations and safe working procedures.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

PAPUA NEW GUINEA**Technical Division**

*Architect, Class 2 \$10598-11766, Third Division, Architectural Design Section, Port Moresby

Duties: No. AD.31—Under general technical direction prepare sketch designs, working drawings, specifications and technical reports; act as junior Job Captain, both on design and construction activities, control subordinate staff.

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

Conditions: Allowances and conditions in accordance with Determinations Relating to Overseas Service apply. Full details are available from Departmental Personnel areas.

Note: This posting is for a minimum period of two years.

Apply: AK10

DEPARTMENT OF LABOR AND IMMIGRATION

QUEENSLAND**Employment Branch**

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, DEO Pool Section, Woolloongabba

Duties: No. 173—Assist in the reception and registering of persons seeking employment; general office work including answering inquiries, filing, indexing circulars.

Apply: P4

DEPARTMENT OF MANUFACTURING INDUSTRY

CENTRAL OFFICE

Planning and Procurement Division, Stores and Transport Branch

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

Duties: No. 7—Review requirements and prepare relevant stores instructions and procedures. Assist with their implementation in factories and establishments.

Qualifications: Practical experience in stores operations and procedure writing and a knowledge of Treasury Regulations and Directions desirable.

Apply: AF1

Finance and Management Services Division, Establishments Branch

Clerk \$9022-9777 (Class 5), Third Division, Personnel Management and Development Section, Canberra

Duties: No. 40—Staff Movements Officer. Supervise staff engaged on the processing of staff movements (appointments, promotions and transfers), temporary employment and vacancy advertisements. Prepare more important correspondence and submissions.

Qualifications: Practical experience in personnel administration and ability to supervise and control staff.

Apply: AF1

NEW SOUTH WALES

Stores and Transport Branch

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

Duties: No. 25—Control Ledger Keeper. Prepare and post Control and Appropriation Ledger entries. Prepare financial and statistical returns. Supervise work of subordinate staff.

Qualifications: Partial completion of a recognised course in Accountancy desirable.

Apply: AF2

VICTORIA

Engine Works

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

Duties: No. 17—Assist with the planning, estimating and procurement of components for production and maintenance of Marine Diesel Engines, including the supply of patterns and castings.

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

Apply: AF19

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

Duties: No. 4—Prepare journal entries and post the control ledger for the Factory. Reconcile control ledger accounts with subsidiary ledgers. Post and maintain appropriation ledger and reconcile with Sub-Treasury print-out.

Qualifications: Wide practical experience in general accounting practices and procedures desirable.

Apply: AF19

Defence Printing Establishment

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

Duties: No. 149—Calculate labour hours expended, material and sub-contract costs. Post totals to cost records and periodically reconcile to control totals.

Qualifications: Demonstrated ability to maintain accurate records essential. Costing experience in a production establishment desirable.

Apply: AF22

Government Aircraft Factories

*Foreman (Aircraft), Grade C \$8058-8415, Fourth Division, Production Section, Fishermen's Bend

Duties: No. 173—Control and direct staff engaged in turning, grinding and toolmaking activities.

Qualifications: Appropriate trade qualifications and relevant experience.

Apply: AF20

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Production Section, Fishermen's Bend

Duties: No. 162—Compile manufacturing orders (travellers) in accordance with schedule and batch requirements. Record manufacturing achievement and deliveries to destination areas.

Qualifications: Experience in Data Control activities desirable.

Apply: AF20

QUEENSLAND

Stores and Transport Branch

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

Duties: Workshop Cost Clerk.

Qualifications: Partial completion of an accountancy course desirable.

Apply: AF4

DEPARTMENT OF THE MEDIA

CENTRAL OFFICE

Broadcasting and Film Division, Film Branch

*Assistant Secretary \$17776, Second Division, North Sydney

Duties: Responsible for management of the Film Branch including direction and control of staff effecting changes in the Government's role in all aspects of the film medium and film industry.

Qualifications: Sound knowledge of the film medium and industry and proven high level project and management experience desirable. Tertiary qualifications to be stated.

Apply: Q1

Film Australia

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

Duties: Nos 157, 203—Provide stenographic and typing services in Office Services area.

Apply: Q1

DEPARTMENT OF THE MEDIA—continued**AUSTRALIAN GOVERNMENT INFORMATION SERVICE****AUSTRALIAN CAPITAL TERRITORY****Information, Division, Publishing Branch**

*Illustrator, Grade 1 \$7052-8694, Third or Fourth Division, Publishing Standards and Design Section, Design Sub-section, Canberra

Duties: No. 624—Under routine direction, create the less important or significant typographic and/or graphic designs, prepare design specifications and artwork of a straightforward nature.

Qualifications: Practical experience as typographic and/or graphic designer or possess appropriate technical qualifications. Diploma in Graphic Design desirable.

Apply: Q2

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Client Service and Print Procurement Section, Print Procurement Sub-section (two positions), Canberra

Duties: Nos 107, 108—Prepare time and cost estimates for simple jobs. Calculate cost extensions on larger jobs.

Qualifications: Speed and accuracy with figures together with experience in estimating or costing an advantage.

Apply: Q2

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

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Client Service and Print Procurement Section, Client Service Sub-section, Melbourne

Duties: No. 59—Perform registry duties, assist with preparation of quotations and orders and operate progress recording system.

Apply: Q2

DEPARTMENT OF NORTHERN DEVELOPMENT**CENTRAL OFFICE****Resources Division, Projects No. 2 Branch**

Project Officer \$12218-12721 (Class 8), Third Division, Transport and Industry Section, Canberra

Duties: No. 29—Plan and conduct investigations and evaluations concerned with transport requirements and specific industries in northern Australia.

Qualifications: Degree in Economics or Arts (Economics) and extensive relevant experience.

Apply: T1

Senior Research Officer, Grade 1 \$10029-10704, Third Division, Transport and Industry Section, Canberra

Duties: No. 30—Assist in the detailed investigation and evaluation of aspects of transport and industry requirements in northern Australia.

Qualifications: Appropriate degree.

Apply: T1

Commodities Division, Minerals Branch

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

Duties: NP—Review progressively and report on the mineral resources and the economic structure of specific mineral industries of northern Australia.

Qualifications: Appropriate university degree and relevant experience desirable.

Apply: T1

DEPARTMENT OF THE NORTHERN TERRITORY**NORTHERN TERRITORY**

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

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

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

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

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

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

Lands and Community Development Division, Lands Branch

Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Administration Section, Darwin

Duties: No. 45—Supervise the Branch Sub-registry.

Qualifications: Substantial experience in classification and indexing of correspondence. Relevant experience in past examination of records desirable.

Note: See Departmental preamble for special benefits.

Apply: U1

Management, Legislation and Planning Division, Establishments and ADP Branch

Clerk \$10029-10704 (Class 6), Third Division, Office Services and Accommodation Section, Darwin

Duties: NP—Assist with the planning of all office accommodation needs for the Department in the Northern Territory. Examine requests and prepare submissions, briefs and layouts in connection with office accommodation proposals; discuss needs with Branches including the provision of specialised equipment, access to services, partitioning, telephones, etc.

Qualifications: Relevant experience in office accommodation work or related investigatory activities desirable.

Note: See Departmental preamble for special benefits.

Apply: U1

Finance, Supply and Transport Branch

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

Duties: No. 149—Prepare wages sheets and associated records. Carry out related reconciliations.

Qualifications: Relevant experience desirable. Progress in accountancy studies should be stated.

Note: See Departmental preamble for special benefits.

Apply: U1

Resource Development Division, Animal Industry and Agriculture Branch

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Animal Health Section, Darwin

Duties: No. 261—Receive and check field reports submitted in respect of the National Tuberculosis and Brucellosis Eradication Program, apply appropriate coding and onforward for computer programming. Prepare payments from claims for compensation. Order and maintain records and arrange distribution of stores and vaccines etc.

Qualifications: Experience appropriate to the duties desirable.

Note: See Departmental preamble for special benefits.

Apply: U1

Social and Commercial Affairs Division, Commercial and Industrial Affairs Branch

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

Duties: No. 17—Prepare correspondence of a non technical nature concerning the manufacture, use, etc. of explosives. Satisfy inquiries of a general nature on licensing and other explosives matters. Receive applications for licences; prepare licences for approval and issue; maintain licence register; take appropriate renewal action.

Qualifications: Appropriate clerical background together with the ability to prepare correspondence desirable.

Note: See Departmental preamble for special benefits.

Apply: U1

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

International Trade Organizations Division, No. 1 Branch

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

Duties: No. 193—Review implications of Australia's participation in the Organization for Economic Co-operation and Development; evaluate and analyse official documentation and assist in preparation of briefing material.

Qualifications: Experience in matters relating to international trade an advantage. Appropriate university degree desirable.

Apply: V1

Overseas Markets Division, Overseas Markets Branch

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

Duties: No. 1111—Develop long term marketing and commercial objectives in an area. Undertake studies and report on market developments, trends and economic conditions in countries of the area.

Qualifications: Ability to analyse data, prepare proposals and control staff. Appropriate degree desirable.

Apply: V1

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

Duties: No. 1256—Undertake studies for the effective dissemination of market information to Australia's exporters; prepare reports and recommendations.

Qualifications: Knowledge of international trade. Academic qualifications desirable.

Apply: V1

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

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

Engineer, Class 3 \$12455-13797, Third Division, Data and Customer Facilities Branch, Network and Facilities Section, Melbourne

Duties: No. 10—Participate in preparing and maintaining intermediate and short term plans for the development of national telegraph and data network and their integration in international networks.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Applicants should state their experience in telegraphs, telex and data network planning, or other related experience allowing them to carry out the duties of the position.

Note: This position was previously advertised in *Gazette* No. 41 of 16.5.74. Previous applicants will be considered and need not re-apply.

Apply: W1

Research Sub-division

Engineer, Class 5 \$16060-17042, Third Division, Standards and Laboratories Engineering Branch, Design (Special Projects) Section, Melbourne

Duties: No. 44—Responsible to the Branch Head for the efficient operation of the Section, the principal functions of which are the development and application of circuit realisation techniques including microcircuitry and advanced mechanical design and construction.

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

**POSTMASTER-GENERAL'S DEPARTMENT—
continued****NEW SOUTH WALES****Engineering Division, Construction Branch**

Engineer, Class 4 \$14468-15373, Third Division, Metropolitan Installation No. 2 Section, Sydney

Duties: No. 99—Management of the Section.

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

Apply: W2

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Installation No. 2 Section, Haymarket

Duties: No. 76—Provide clerical assistance to the Senior Telecommunications Technical Officer.

Apply: W2

Senior Telecommunications Technical Officer, Grade 3 \$11711-12035, Third or Fourth Division, Metropolitan Installation No. 2 Section (two positions), Haymarket

Duties above two positions: Act as the Australian Post Office Consultant with Architects and Consulting Engineers on large building projects. Control of private contractors on these projects.

Apply: W2

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

Duties: Act as Australian Post Office Consultant with Architects and Consulting Engineers on smaller type building projects. Control of private contractors on cabling projects. Oversight subordinate staff.

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

Apply: W2

Metropolitan Operations Branch

Lines Supervisor, Grade 3 \$8033, Fourth Division, Metropolitan Operations No. 4 Section, Parramatta

Duties: Estimating.

Apply: W2

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 7 Section, Homebush

Duties: No. 351—Shift Clerical Assistant.

Note: Some shift work and rotation of duties involved.

Apply: W2

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

Duties: Area Supervision.

Apply: W2

Cable Assigner \$6710, Fourth Division, Metropolitan Operations No. 9 Section, Chatswood

Duties: Assign cable pairs for telecommunication services, prepare and maintain associated records. Examine and report on cable occupancy and provide technical assistance to cable jointers regarding the allocation of cable circuits.

Apply: W2

Regional Operations Branch

Engineer, Class 2 \$10653-11796, Third Division, Northern Section, Tamworth

Duties: No. 7—Responsible to the controlling Engineer for particular projects or operational areas as required.

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

Apply: W2

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

Duties: No. 253-Section Project Officer.

Qualifications: Ability to undertake investigations in relation to selected engineering projects and works programming matters generally.

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

Apply: W2

Line Inspector \$8694-9193, Fourth Division, Outer Sydney Section, Springwood

Duties: Line Inspector Service.

Apply: W2

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

Duties: A sound knowledge of External Plant installation and maintenance practices and proven ability to co-ordinate and control the activities of all phases of line staff engaged within the area.

Qualifications: Drivers Licence desirable.

Note: Travel in light aircraft may be necessary.

District Allowance: Grade 1.

Apply: W2

Lines Supervisor, Grade 1 \$6710, Fourth Division, Western Section (two positions), Coonabarabran, Dubbo

Duties above two positions: Party leader.

Apply: W2

Linesman, Grade 2 \$5990-6167, Fourth Division, Western Section, Rylstone

Duties: Cable jointing.

Apply: W2

Engineer, Class 2 \$10653-11796, Third Division, Wollongong Section, Wollongong

Duties: No. 7—Responsible to the controlling Engineer for particular projects of 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

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

Duties: Lines Supervisor (Depot).

Apply: W2

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

Duties: Party Leader—In charge of a conduit party.

Apply: W2

Support Services Branch

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

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

Qualifications above two positions: Must have occupied the office of Lineman, Grade 2, Lines Supervisor, Line Inspector or such other office as the Board considers appropriate or possess other qualifications considered appropriate and have satisfactorily completed a course of teacher training specified by the Board or the Board is satisfied as to ability to teach both theoretical and practical subjects.

Apply: W2

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

Duties: No. 15—Collate details of estimated requirements of Engineering material and equipment, prepare correspondence relating to the provision of same.

Qualifications: Knowledge of Engineering materials and equipment desirable.

Apply: W2

Postal Services Division, Post Offices Branch

Postmaster, Grade 5 \$11506-12258, Third Division, Moree

Quarters: Five rooms (three bedrooms)

District Allowance: Grade 1.

Apply: W2

Postmaster, Grade 4 \$10377-11131, Third Division, Mortdale

Quarters: Nil.

Apply: W2

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

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

Apply: W2

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

Duties: Relief.

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

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

Apply: W2

Telecommunications Division, Country Region

Monitor \$6034-6381, Fourth Division, North Section, Newcastle District Telephone Office Sub-section, Newcastle

Qualifications: Applicants must be qualified for transfer or promotion as Monitor (Telephone).

Apply: W2

Personnel and Industrial Relations Branch

Clerical Assistant, Grade 6 \$7552-7946, Fourth Division, Staffing and General Services Section, Staff Resources Sub-section, Sydney

Duties: No. 672—Supervise and direct the work of a large Branch Registry.

Qualifications: Sound registry experience is desirable, together with ability to control staff. A good knowledge of the Branch functions and working arrangements would be an advantage.

Apply: W2

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Staffing and General Services Section, Staff Resources Sub-section, Sydney

Duties: No. 673—Examine files for completeness of action. Cull and arrange disposal/storage of completed files. Assist Officer in Charge in the management of Branch Registry.

Qualifications: A sound knowledge of archival instructions desirable.

Apply: W2

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Staffing and General Services Section, Staff Resources Sub-section, Sydney

Duties: No. 523—Classify and direct correspondence, etc. Ensure correct processing of files, etc., by recording staff. Assist Officer-in-Charge in the management of Branch Registry.

Qualifications: Sound knowledge of registry functions desirable.

Apply: W2

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

Clerk \$10029-10704 (Class 6), Third Division, Stock Control and Accounting Section, Milsons Point

Duties: No. 7—Assistant Stock Controller. Responsible in regard to a section of Main Stores Stocks for the economic maintenance and provision of material to the Department.

Qualifications: Accounting qualifications and/or experience in inventory management desirable.

Apply: W2

Clerk \$9022-9777 (Class 5), Third Division, Procurement Section, Milsons Point

Duties: No. 64—Contract Programmer. Responsible for overseeing Contract Arrangement to ensure material or services are available on scheduled date.

Qualifications: A knowledge of Supply Branch practices and procedures and/or Contract Arrangement is desirable.

Apply: W2

VICTORIA**Engineering Division, Administrative Branch**

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

Duties: No. 346—Stores audit and inspection. Inspect and audit engineer's stores in metropolitan and country areas.

Qualifications: A sound knowledge of works procedures and cost account instructions, engineering stores procedures and processing of associated vouchers is desirable.

Apply: W3

Construction Branch

Clerk \$6887-7764 (Class 2/3), Third Division, Metropolitan Installation No. 2 (North) Section, Melbourne

Duties: No. 181—Assistant Works Officer.

Apply: W3

Lines Supervisor, Grade 2 \$7312, Fourth Division, Primary Works (Country) Section, Merlynston

Duties: Supervision, as Party Leader of Lines staff engaged on conduit and cable installations in country areas.

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

Apply: W3

Metropolitan Operations Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 1 (West) Section, Footscray

Duties: Fault Dispatch Assistance.

Note: Shift work may be involved.

Apply: W3

Regional Operations Branch

Lines Supervisor, Grade 1 \$6710, Fourth Division, North Western Section (two positions), Echuca and Maryborough

Duties above two positions: Penman.

Apply: W3

Support Services Branch

Telecommunications Technical Officer, Grade 1 \$7818-8832, Third or Fourth Division, Workshops Section (several positions), Melbourne

Duties: Responsible to higher grade Technical Officers for manufacturing and re-conditioning activities performed in the Telecommunications Workshops.

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

Apply: W3

Postal Services Division, Post Offices Branch

Overseer (Postman) \$6708, Fourth Division, Carnegie

Duties: Supervise and direct the work of 14 postmen.

Apply: W3

Senior Cleaner, Grade 1 \$5163, Fourth Division, Dandenong

Duties: No. 87—Responsible to the Postmaster for cleanliness of buildings and surroundings and the supervision of cleaners.

Apply: W3

Mail Exchange Branch

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

Duties: Airmail Waybills (Night), Interstate and Overseas Section. Occupant may be required to rotate with other Senior Mail Officers in the Interstate and Overseas Section on all shifts.

Qualifications: A sound knowledge of Interstate and Overseas Section documentation and procedures is desirable. Applicants must be qualified in accordance with conditions notified in *Gazette* No. 25A of 22.3.74.

Note: The above 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: W3

Postal Planning Branch

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

Duties: No. 3—Undertake research into mail traffic patterns and prepare reports and statistical statements concerning development in the Mail Exchange Planning Section.

Qualifications: Tertiary qualifications should be stated.

Apply: W3

QUEENSLAND**Engineering Division, Administrative Branch**

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Staff and Industrial Section, Brisbane

Duties: No. 211—Provide relief in the metropolitan area.

Apply: W4

Construction Branch

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Metropolitan Installations No. 1 Section, Brisbane

Duties: No. 790—Update P.E.R.T. schedules and charts; prepare and maintain major work project files and data sheets and issue activity cards to field Supervisors.

Apply: W4

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Primary Works No. 1 Section, Brisbane

Duties: No. 1145—Process work authorities; maintain incidental expenditure and act as Paying Officer.

Apply: W4

Country Branch

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

Duties: No. 296—Assistant Works Officer.

Qualifications: Sound knowledge of Engineering practices and procedures as applicable to a Country Section desirable.

Apply: W4

Metropolitan Operations Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 1 Section, Albion

Duties: No. 36—Provide clerical and administrative assistance to Senior Telecommunications Technical Officer in charge of Exchange.

Apply: W4

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 1 Section, Brisbane

Duties: No. 69—Clerical and administrative assistance to Senior Telecommunications Technical Officer in charge of Subscribers Installation Depot.

Apply: W4

Regional Operations Branch

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Cable Protection Section, Brisbane

Duties: No. 301—Provide clerical assistance in Sectional Office including the processing and recording of matters relating to staffing, motor vehicles, gas pressure alarm recordings, etc.

Apply: W4

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Radio Section (two positions), Brisbane

Duties: No. 88—Maintain records of all types of radiocommunication networks licensed under the Wireless Telegraphy Act and Regulations.

Duties: No. 1253—Counter Officer. Operate office switchboard and teleprinter. Attend queries by telephone and at public counter on licensing matters. Accept licensing fees.

Apply: W4

Support Services Branch

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

Duties: No. 634—Less involved drafting work in the Mechanical and Structural No. 1 Sub-section.

Apply: W4

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

Duties: No. 305—Record and control movements of all workshop orders and attend to inquiries relating to these orders.

Apply: W4

Postal Services Division, Post Offices Branch

Mail Officer (Emergency Relief) \$5426-6343, Fourth Division, Townsville

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

District Allowance: Grade I.

Apply: W4

Telecommunication Division

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

Duties: No. 11—Provide recreation and sick leave relief in the various Sales Branch groups.

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

Apply: W4

Country Region

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

Duties: No. 335—Relief Clerk.

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

Apply: W4

Metropolitan Region

Clerk \$9022-9777 (Class 5), Third Division, Sales Branch, Contracts Section (four positions) Brisbane

Duties: Nos 5, 229, 290, 292—Control and co-ordination of the activities of a sales group.

Qualifications above four positions: Ability to lead and control staff of a sales group and to exercise sound judgment. Thorough knowledge of Sales Branch practices and procedures desirable.

Apply: W4

SOUTH AUSTRALIA

Engineering Division, Buildings Branch

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

Duties: No. 908—Undertake the formulation, implementation and monitoring of all programmes for the Buildings Branch and carry out reviews and investigations.

Qualifications: Knowledge of Australian Post Office Buildings and Sites budgetting, forward planning and programming procedures and proven administrative ability desirable.

Apply: W5

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

Country Branch

Lines Supervisor, Grade 3 \$8033, Fourth Division,
Northern Section, Saddleworth

Duties: No. 1269—Area Supervisor.

Apply: W5

Cable Assigner \$6710, Fourth Division, Southern
Section, Murray Bridge

Duties: No. 1367—Cable Recording.

Apply: W5

Metropolitan Operations Branch

Lines Supervisor, Grade 3 \$8033, Fourth Division,
Woodside

Duties: No. 639—Area Supervisor.

Apply: W5

Postal Services Division, Post Offices Branch

Postmaster, Grade 1 \$6361-7651, Third Division,
Marree

Duties: No. 1457.

Quarters: 4 rooms (including 2 bedrooms).

Apply: W5

Postmaster, Grade 1 \$6361-7651, Third Division,
Melrose

Duties: No. 1459.

Quarters: 5 rooms (including 3 bedrooms) plus 1
sleepout.

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

Note above two positions: These positions are
also open to officers of the Fourth Division. If
occupied by Fourth Division Officers, the positions,
when so occupied, will be included in the Fourth
Division.

Apply: W5

WESTERN AUSTRALIA

Engineering Division, Metropolitan Operations Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Divi-
sion, Metropolitan Operations No. 2 Section, Perth

Duties: No. 7694—Sort telephone orders and
maintain subscribers' master cards.

Apply: W6

Regional Operations Branch

Senior Telecommunications Technical Officer, Grade
1 \$9918-10473, Third or Fourth Division, Radio
Section (four positions), Wanneroo

Duties: Shift Leader at Balga National Sound
Broadcasting Station. Responsible to the Officer-in-
charge for the efficient operation and maintenance
of a high power sound broadcast station providing
two medium frequency services to the Perth metro-
politan area and a high frequency service on three
frequencies to the central and northern areas of
Western Australia.

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

Apply: W6

Telecommunications Division, Country Region

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

Duties: No. 9158—Sales Officer, Grade 2.
Responsible for the issue of Telephone Orders,
Related Debits and Directory Entries.

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

Note: The present locality of this position is
tentative only, pending the determination of the
actual location of the sectional headquarters which
could be transferred to a North West centre at a
later date.

Apply: W6

TASMANIA

Engineering Division

Senior Telecommunications Technical Officer, Grade
1 \$9918-10473, Fourth Division, Southern Opera-
tions Section, Sorell

Duties: As Officer-in-charge of a Country Tele-
phone District responsible for the maintenance of
ARK, RAX, SXS and Manual Exchanges, 12
Channel Long Line Carrier Systems, a broadband
radio repeater and the installation and maintenance
of substation equipment.

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

Apply: W7

Senior Telecommunications Technical Officer, Grade
2 \$10777-11386, Fourth Division, Northern Opera-
tions Section, Launceston

Duties: Officer-in-charge responsible for Laun-
ceston Radio Terminal, Mt Dismal, Cleveland
Broadband Radio Repeaters. Responsible for 2nd
in Maintenance to all radio telephone and TV
translator equipment in the 003 and 004 areas.

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

Apply: W7

Engineer, Class 2 \$10653-11796, Third Division,
Northern Operations Section, Burnie

Duties: No. 316—Responsible to the District
Engineer for the control of all external plant in the
Sub-section.

Qualifications: Educational qualifications admit-
ting to Grad.I.E.Aust., or other qualifications
recognised by the Board as appropriate to the dis-
charge of the duties of the office.

Apply: W7

Senior Telecommunications Technical Officer, Grade
1 \$9918-10473, Fourth Division, Northern Opera-
tions Section, St Marys

Duties: Officer-in-charge of Country Exchange
District comprising Radio, ARK, Cable Systems,
Magneto Exchanges and TV Translators.

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

Apply: W7

Telecommunications Division

Clerk \$6887-7764 (Class 2/3), Third Division, Sales and Service Branch, Hobart

Duties: No. 114—Deal with applications for telephone and telegraph facilities and visit applicants for new or altered services.

Qualifications: Wide knowledge of Telecommunications Division practices and procedures is desirable.

Apply: W7

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, District Telephone Office, Launceston

Duties: No. 12—Examine meter registers and record registrations for telephone and telex services.

Apply: W7

DEPARTMENT OF THE PRIME MINISTER AND CABINET

THE OFFICE OF THE PUBLIC SERVICE BOARD

CENTRAL OFFICE

Employment Conditions Divisions, Employment Conditions Branch No. 2

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

Duties: No. 577—Investigate, analyse and report on significant changes and trends relevant to Commonwealth Public Service conditions of employment.

Qualifications: Applicants should state academic qualifications.

Apply: Y4

SOUTH AUSTRALIA

Recruitment and Training Section

Senior Training Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Adelaide

Duties: No. 30—Investigate training needs. Develop and implement the central training programme.

Apply: Y9

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

Duties: No. 9—Represent the Public Service Inspector on interviewing committees. Develop recruitment publicity. Liaise with education authorities.

Apply: Y9

Personnel and Office Services Section

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

Duties: No. 20—Direct and control the activities of the Personnel and Office Services Section. Interpret and advise departments on conditions of service.

Apply: Y9

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

Duties: No. 21—Personnel Officer. Examine submissions on allowances and conditions of service matters. Answer inquiries.

Apply: Y9

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

CENTRAL OFFICE

Services Branch

Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Management Services Section, Administrative Services Sub-section, Canberra

Duties: No. 483—Classifier. Classify inward correspondence and direct for action.

Qualifications: Sound knowledge of registry procedures desirable.

Apply: Y23

DEPARTMENT OF REPATRIATION AND COMPENSATION

NEW SOUTH WALES

Repatriation General Hospital

Library Officer, Grade 1 \$6532-7231, Third Division, Administrative Services Section, Concord

Duties: No. 3—Assist in the organisation and control of the libraries at Repatriation General Hospital, Concord and Lady Davidson Hospital, Turramurra including cataloguing, classifying and indexing library material and the purchase of library books and other publications.

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

Apply: Z2

WESTERN AUSTRALIA

Branch Office

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

Duties: No. 44—Secretary Purchase and Contract Board; supervise all purchases and contracts for the Branch; prepare period contracts. Secretary Drug Committee and member of Board of Survey.

Qualifications: Extensive knowledge and experience in accounting and contracts procedures desirable.

Apply: Z6

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

Management Services Branch

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

Duties: No. 19—Supervise the operations of the Central Office Library. Undertake major reference inquiries and cataloguing.

Apply: AA1

AUSTRALIAN CAPITAL TERRITORY

Patent Trade Marks and Designs Office, Administration Branch

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

Duties: No. 169—Officer-in-charge of Patent Office Registry.

Qualifications: Sound knowledge of registry procedures.

Apply: A1

DEPARTMENT OF SCIENCE—continued**BUREAU OF METEOROLOGY****SOUTH AUSTRALIA****Field Officers Pool**

Senior Technical Officer (Meteorology), Grade 1 \$9918-10474, Third or Fourth Division, RAAF Edinburgh, Adelaide

Duties: No. 94—Control, participate in, review and report on the provision of meteorological services to the RAAF in accordance with policies, practices, and procedures determined by the Director of Meteorology.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Proven experience and ability in the provision of Meteorological services to aviation, and good management ability desirable.

Apply: AA8

DEPARTMENT OF SERVICES AND PROPERTY**QUEENSLAND**

Clerk \$10029-10704 (Class 6), Third Division, Land Section, Townsville

Duties: No. 39—Undertake investigations associated with Land Projects, Land Planning and Management Activities; negotiate on behalf of the Department and prepare recommendations and submissions.

Qualifications: Extensive experience in land acquisition, disposal and leasing matters. Thorough knowledge of the Lands Acquisition Act desirable.

Apply: AC4

Clerk \$9022-9777 (Class 5), Third Division, Land Section, Townsville

Duties: No. 261—Assist in investigations into Land Projects, Land Planning and Management activities. Collect and analyse information relating to land.

Qualifications: Experience in land acquisition, disposal and leasing matters. Thorough knowledge of the Lands Acquisition Act desirable.

Apply: AC4

DEPARTMENT OF THE SPECIAL MINISTER OF STATE**NATIONAL LIBRARY OF AUSTRALIA****AUSTRALIAN CAPITAL TERRITORY****Co-ordination and Policy Branch**

*Librarian, Class 3 \$10738-12054, Third Division, Selective Dissemination of Information Section, Medlars Sub-section, Canberra

Duties: No. 792—Plan, organise and control the work of the Sub-section. Formulate, review and where necessary modify library programmes for computer-based information retrieval services in bio-medicine.

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 qualification. Experience in the functions of a large computer-based information retrieval system desirable.

Apply: AE3

DEPARTMENT OF THE TREASURY**CENTRAL STAFF****Overseas Economic Relations Division,
International Relations Branch**

Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division, External Territories Section Canberra

Duties: No. 50—Undertake or assist in the research and investigation work relating to the economic and financial implications of development in Australia's external territories.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard, together with appropriate research experience.

Apply: AI1

DEPARTMENT OF TOURISM AND RECREATION**CENTRAL OFFICE****Tourism Projects and Operations**

Director, Class 10 \$14229-14733, Third Division, Position No. 2, ACT

Duties: Examine projects assigned to the section, allocate staff, determine priorities and make appropriate recommendations.

Qualifications: Academic qualifications and other relevant experience to be stated.

Apply: AG1

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT**AUSTRALIAN CAPITAL TERRITORY****Management Division**

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

Duties: NP—Responsible to a Director or Supervising Project Officer for the control, direction and management of a small project team engaged in the monitoring of transport developments and land use in liaison with other Departments and organisations.

Qualifications: Appropriate tertiary qualifications and related transport experience, desirable.

Apply: AJ1

*Research Officer, Grade 1 \$7107-8770, Third Division, Project Pool (several positions), Canberra

Duties: As directed undertake research into matters related to the development and implementation of a national strategy for urban and regional development; resource planning and allocation; land development; and, programs on the National Estate and inner cities.

Qualifications: Degree in economics, sociology, geography, town planning or related discipline, preferably at honours standard together with relevant experience.

Apply: AJ1

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 1408r, Brisbane, Qld 4001
- D5 The Administrative Officer, Attorney-General's Department, G.P.O. Box 2150, Adelaide, S.A. 5001
- D6 The Administrative Officer, Attorney-General's Department, G.P.O. Box U1994, Perth, W.A. 6001
- D7 The Administrative Officer, Attorney-General's Department, G.P.O. Box 3660, Hobart, Tas. 7001
- D8 The Administrative Officer, Attorney-General's Department, P.O. Box 382, Darwin, N.T. 5794
- D9 The Principal Legal Officer, Courts Offices Branch, P.O. Box 370, Canberra, A.C.T. 2601
- D10 The Principal Legal Officer, Courts and Registration Offices, P.O. Box 1281, Darwin, N.T. 5790
- D11 The Crown Law Officer, Crown Law Office, P.O. Box 1281, Darwin, N.T. 5790
- D12 The Deputy Crown Solicitor, P.O. Box 448, Canberra City, A.C.T. 2601
- D13 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 2727, Sydney, N.S.W. 2001
- D14 The Deputy Crown Solicitor, Crown Solicitor's Office, 99 Queen Street, Melbourne, Vic. 3000
- D15 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1408r, Brisbane, Qld 4001
- D16 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1362H, Adelaide, S.A. 5001
- D17 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box U1994, Perth, W.A. 6001
- D18 The Deputy Crown Solicitor, C.M.L. Building, 18 Elizabeth Street, Hobart, Tas. 7000
- D19 The Inspector-General in Bankruptcy, Attorney-General's Department, Canberra, A.C.T. 2600
- D20 The Commissioner of Police, Commonwealth Police Service, P.O. Box 339, Kingston, A.C.T. 2604
- D21 The Principal Registrar, Registry of the High Court of Australia, 450 Law Courts Place, Melbourne, Vic. 3000
- D22 The Industrial Registrar, 451 Little Bourke Street, Melbourne, Vic. 3000
- D23 The Chief Reporter, Commonwealth Reporting Service, 451 Little Bourke Street, Melbourne, Vic. 3000
- D24 The Chairman, Trade Practices Commission, P.O. Box 1851 Canberra City, A.C.T. 2601
- D25 The Principal Legal Officer, Registration Offices Branch, P.O. Box 1515, Canberra City, A.C.T. 2601
- D26 The First Parliamentary Counsel, Office of Parliamentary Counsel, Canberra, A.C.T. 2600
- D27 The Commissioner, Northern Territory Police, P.O. Box 63, Darwin, N.T. 5794
- E1 The Secretary, Department of the Capital Territory, P.O. Box 158, Canberra City, A.C.T. 2601. Attention: Assistant Secretary, Establishments
- F1 First Assistant Director, General, Management Services Division, Air Transport Group, Department of Transport, G.P.O. Box 1839Q, Melbourne, Vic. 3001
- F2 The Regional Director, Department of Transport, P.O. Box J93, Brickfield Hill, N.S.W. 2000
- F3 The Regional Director, Department of Transport, P.O. Box 1733P, Melbourne, Vic. 3001
- F4 The Regional Director, Department of Transport, P.O. Box 600, Fortitude Valley, Qld 4006
- F5 The Regional Director, Department of Transport, G.P.O. Box 2270, Adelaide, S.A. 5001
- F6 The Regional Director, Department of Transport, G.P.O. Box X2212, Perth, W.A. 6001
- F7 The Director, Civil Aviation Agency, P.O. 2087, Konedobu, P.N.G.
- G1 The Comptroller-General, Department of Customs and Excise, Canberra, A.C.T. 2600
- G2 The Collector of Customs, G.P.O. Box 8, Sydney, N.S.W. 2001
- G3 The Collector of Customs, 11 William Street, Melbourne, Vic. 3000
- G4 The Collector of Customs, G.P.O. Box 1464r, Brisbane, Qld 4001
- G5 The Collector of Customs, P.O. Box 50, Port Adelaide, S.A. 5015
- G6 The Collector of Customs, G.P.O. Box A9, Perth, W.A. 6001
- G7 The Collector of Customs, G.P.O. Box 148b, Hobart, Tas. 7000
- G8 The Collector of Customs, P.O. Box 210, Darwin, N.T. 5794
- H1 The Secretary, Department of Defence, P.O. Box 33, Canberra, A.C.T. 2600
- H2 The Secretary, Department of Defence, 'A' Block, Victoria Barracks, St Kilda Road, Melbourne, Vic. 3004
- H3 Department of Defence, Area Finance Officer (Air), G.P.O. Box 4131, Sydney, N.S.W. 2001
- H4 The Chief Executive Officer (Air), Headquarters Support Command, R.A.A.F., Victoria Barracks, Melbourne, Vic. 3004
- H5 Department of Defence, Area Finance Officer (Air), P.O. Box 537, Fortitude Valley, Qld 4006
- H6 Department of Defence, Area Finance Officer (Air), London House, 214 St George's Terrace, Perth, W.A. 6000
- H7 Department of Defence, Regional Secretary (Army), N.S.W.
- H8 Department of Defence, Regional Secretary (Army), Vic.
- H9 Department of Defence, Regional Secretary (Army), Qld
- H10 Department of Defence, Regional Secretary (Army), S.A.
- H11 Department of Defence, Regional Secretary (Army), W.A.
- H12 Department of Defence, Regional Secretary (Army), Tas.
- H13 Force Secretary, Headquarters, P.N.G. Defence Force
- H14 Department of Defence, Deputy Assistant Secretary (Army Office), HQ ANZUK Support Group, Singapore
- H15 The Area Secretary, H.M.A. Naval Establishments, Garden Island, N.S.W. 2000
- H16 The Personnel Manager, H.M.A. Naval Dockyard, Garden Island, N.S.W. 2000
- H17 The Executive Officer, Victoria Administration, Department of Defence (Navy Office), Victoria Barracks, Melbourne, Vic. 3004
- H18 The Assistant Manager, H.M.A. Naval Dockyard, c/o Private Bag No. 4, P.O., Williamstown, Vic. 3016
- H19 The Civil Secretary and Accountant, Naval Staff Office, Edward Street, Brisbane, Qld 4000
- H20 The Civil Secretary and Accountant, Naval Staff Office, P.O. Box 58, Fremantle, W.A. 6160
- H21 The Administrative and Liaison Officer, Department of Defence—Navy Office, Victoria Barracks, Melbourne, Vic. 3004
- I1 The Secretary, Department of Education, P.O. Box 826, Woden, A.C.T. 2606
- I2 The Regional Director, Sydney Office, Department of Education, G.P.O. Box 3987, Sydney, N.S.W. 2001
- I3 The Regional Director, Melbourne Office, Department of Education, 450 St Kilda Road, Melbourne, Vic. 3000
- I4 The Regional Director, Brisbane Office, Department of Education, G.P.O. Box 586i, 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 919i, Hobart, Tas. 7001
- M8 The Director of Health, Department of Health, P.O. Box 147, Darwin, N.T. 5794
- M9 The Director, National Biological Standards Laboratories, P.O. Box 462, Canberra City, A.C.T. 2601

24 *Index of addresses*

- 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 585E, Hobart, Tas. 7001
- P8 The Officer-in-charge, Department of Labor and Immigration, P.O. Box 399, Canberra City, A.C.T. 2601
- Q1 The Secretary, Department of the Media, 153 Walker Street, North Sydney, N.S.W. 2060
- Q2 The First Assistant Secretary, Information Division, Department of the Media, G.P.O. Box 84, Canberra, A.C.T. 2600
- Q3 The Chairman, Australian Broadcasting Control Board, Marland House, 562-574 Bourke Street, Melbourne, Vic. 3000
- R1 The Secretary, Department of Minerals and Energy, Canberra, A.C.T. 2600
- T1 The Secretary, Department of Northern Development, P.O. Box 228, Civic Square, A.C.T. 2608
- U1 The Director, Establishments and ADP, Department of the Northern Territory, P.O. Box 231, Darwin, N.T. 5794 (by Airmail)
- V1 The Secretary, Department of Overseas Trade, Canberra, A.C.T. 2600
- V2 The Administrative Officer, Department of Overseas Trade, G.P.O. Box 7054, Sydney, N.S.W. 2000
- V3 The Assistant Director, Department of Overseas Trade, Private Bag, Post Office, South Yarra, Vic. 3141
- V4 The Regional Director, Department of Overseas Trade, 5th Floor, Government Centre, 292 Ann Street, Brisbane, Qld 4000
- V5 The Regional Director, Department of Overseas Trade, G.P.O. Box 477D, Adelaide, S.A. 5001
- V6 The Regional Director, Department of Overseas Trade, G.P.O. Box M967, Perth, W.A. 6001
- V7 The Regional Director, Department of Overseas Trade, 2nd Floor, M.L.C. Building, 65 Murray Street, Hobart, Tas. 7000
- W1 The Director-General of Posts and Telegraphs, Melbourne, Vic. 3000
- W2 The Director of Posts and Telegraphs, G.P.O. Box 6001, Sydney, N.S.W. 2001
- W3 The Director of Posts and Telegraphs, Melbourne, Vic. 3000
- W4 The Director of Posts and Telegraphs, Brisbane, Qld 4000
- W5 The Director of Posts and Telegraphs, Adelaide, S.A. 5000
- W6 The Director of Posts and Telegraphs, Perth, W.A. 6000
- W7 The Director of Posts and Telegraphs, Hobart, Tas. 7000
- X1 The Secretary, Department of Agriculture, Canberra, A.C.T. 2600
- X2 Regional Director, Department of Agriculture, 'Union Carbide House', 157-167 Liverpool Street, Sydney, N.S.W. 2000
- X3 Regional Director, Department of Agriculture, P.O. Box 2246U, Elizabeth Street, Melbourne, Vic. 3001
- X4 Regional Executive Officer, Department of Agriculture, G.P.O. Box 778, Brisbane, Qld 4001
- X5 Regional Executive Officer, Department of Agriculture, G.P.O. Box 2166, Adelaide, S.A. 5001
- X6 Regional Executive Officer, Department of Agriculture, G.P.O. Box M957, Perth, W.A. 6001
- X7 Regional Executive Officer, Department of Agriculture, G.P.O. Box 573F, Hobart, Tas. 7001
- Y1 The Secretary, Department of the Prime Minister and Cabinet, Canberra, A.C.T. 2600
- Y2 The Executive Officer, Australian Council for the Arts, P.O. Box 302, North Sydney, N.S.W. 2060
- Y4 The Secretary, Public Service Board, Canberra, A.C.T. 2600
- Y5 The Public Service Inspector, P.O. Box 391, Canberra City, A.C.T. 2601
- Y6 The Public Service Inspector, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- Y7 The Public Service Inspector, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y8 The Public Service Inspector, G.P.O. Box 1063N, Brisbane, Qld 4001
- Y9 The Public Service Inspector, G.P.O. Box 1167, Adelaide, S.A. 5001
- Y10 The Public Service Inspector, G.P.O. Box P1238, Perth, W.A. 6001
- Y11 The Public Service Inspector, G.P.O. Box 607P, Hobart, Tas. 7001
- Y12 The Public Service Inspector, P.O. Box 1806, Darwin, N.T. 5794
- Y13 The First Assistant Commissioner (Arbitration), Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y14 The Australian Public Service Board Representative, P.O. Box 76, Port Moresby, P.N.G.
- Y15 The First Assistant Auditor-General, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y16 The Chief Auditor, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y17 The Chief Auditor, Auditor-General's Office, G.P.O. Box 24, Sydney, N.S.W. 2001
- Y18 The Chief Auditor, Auditor-General's Office, G.P.O. Box 1715, Melbourne, Vic. 3001
- Y19 The Chief Auditor, Auditor-General's Office, G.P.O. Box 106A, Brisbane, Qld 4001
- Y20 The Chief Auditor, Auditor-General's Office, G.P.O. Box 837, Adelaide, S.A. 5001
- Y21 The Chief Auditor, Auditor-General's Office, G.P.O. Box L913, Perth, W.A. 6001
- Y22 The Chief Auditor, Auditor-General's Office, G.P.O. Box 415D, Hobart, Tas. 7001
- Y23 The Secretary, Office of the Industries Assistance Commission, P.O. Box 80, Canberra, A.C.T. 2600
- Y24 The Director, Office of the Prices Justification Tribunal, 10 Queens Road, Melbourne, Vic. 3004
- Z1 The Secretary, Repatriation and Compensation, Albmarrle Building, Furzer Street, Phillip, A.C.T. 2606
- Z2 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 3994, Sydney, N.S.W. 2001
- Z3 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 87A, Melbourne, Vic. 3001
- Z4 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 651, Brisbane, Qld 4001
- Z5 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 1652, Adelaide, S.A. 5001
- Z6 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box F352, Perth, W.A. 6001
- Z7 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 481E, Hobart, Tas. 7001
- AA1 The Secretary, Department of Science, P.O. Box 449, Woden, A.C.T. 2606
- AA2 The Chairman, Metric Conversion Board, 18-24 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 920M, Brisbane, Qld 4001
- AC5 The Chief Property Officer, Department of Services and Property, G.P.O. Box 1263, Adelaide, S.A. 5001
- AC6 The Chief Property Officer, Department of Services and Property, G.P.O. Box P1233, Perth, W.A. 6001
- AC7 The Chief Property Officer, Department of Services and Property, G.P.O. Box 519E, Hobart, Tas. 7001
- AC8 The Chief Property Officer, Department of Services and Property, Darwin, N.T. 5790 (Airmail)
- AC9 The Chief Australian Electoral Officer, P.O. Box 291, Civic Square, A.C.T. 2608
- AC10 The Australian Electoral Officer for New South Wales, P.O. Box 694, Darlinghurst, N.S.W. 2010
- AC11 The Australian Electoral Officer for Victoria, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC12 The Australian Electoral Officer for Queensland, G.P.O. Box 2426, Brisbane, Qld 4001
- AC13 The Australian Electoral Officer for South Australia, G.P.O. Box 344C, Adelaide, S.A. 5001
- AC14 The Australian Electoral Officer for Western Australia, G.P.O. Box N1048, Perth, W.A. 6001
- AC15 The Australian Electoral Officer for Tasmania, G.P.O. Box 519, Hobart, Tas. 7000
- AD1 The Director-General, Department of Social Security, P.O. Box 1, Woden, A.C.T. 2606
- AD2 The Director, Department of Social Security, G.P.O. Box 4138, Sydney, N.S.W. 2001
- AD3 The Director, Department of Social Security, G.P.O. Box 1797Q, Melbourne, Vic. 3001
- AD4 The Director, Department of Social Security, G.P.O. Box 1088, Brisbane, Qld 4001
- AD5 The Director, Department of Social Security, G.P.O. Box 481, Adelaide, S.A. 5001
- AD6 The Director, Department of Social Security, G.P.O. Box P1187, Perth, W.A. 6001
- AD7 The Director, Department of Social Security, G.P.O. Box 356D, Hobart, Tas. 7001
- AD8 The General Manager, Interim Executive, Office of the Australian Health Insurance Committee, P.O. Box 40, Woden, A.C.T. 2606
- AE1 The Secretary, Department of the Special Minister of State, Canberra, A.C.T. 2600
- AE2 The Director, Archives Office, Canberra, A.C.T. 2600
- AE3 The Director-General, National Library of Australia, Parkes, A.C.T. 2600
- AF1 The Secretary, Department of Manufacturing Industry, Canberra, A.C.T. 2600
- AF2 The Regional Director, Department of Manufacturing Industry, P.O. Box J1, Brickfield Hill, N.S.W. 2000
- AF3 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 2288U, Melbourne, Vic. 3001
- AF4 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 1391R, Brisbane, Qld 4001
- AF5 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 2339, Adelaide, S.A. 5001
- AF6 The Regional Director, Department of Manufacturing Industry, G.P.O. Box P1237, Perth, W.A. 6001
- AF7 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 771H, Hobart, Tas. 7001
- AF8 The Chief Superintendent, Aeronautical Research Laboratories, G.P.O. Box 4331, Melbourne, Vic. 3001
- AF9 The Chief Superintendent, Defence Standards Laboratories, P.O. Box 50, Ascot Vale, Vic. 3032
- AF10 The Manager, Stores and Transport Branch, Private Bag No. 6, P.O., Ascot Vale, Vic. 3032
- AF11 The Manager, Australian Government (Clothing) Factory, P.O. Box 175, Coburg, Vic. 3058
- AF12 The Manager, Explosives Factory, Private Bag No. 2, P.O., Ascot Vale, Vic. 3032
- AF13 The Manager, Albion Explosives Factory, Private Bag No. 2, P.O., Sunshine, Vic. 3020
- AF14 The Manager, Explosives Factory, Private Bag No. 8, P.O., Yarrowonga, Vic. 3032
- AF15 The Manager, Ordnance Factory, Private Bag No. 1, P.O., Ascot Vale, Vic. 3032
- AF16 The Manager, Ordnance Factory, P.O. Box 147, Bendigo, Vic. 3550
- AF17 The Manager, Central Drawing Office, Private Bag No. 5, P.O., Ascot Vale, Vic. 3032
- AF18 The Manager, Ammunition Factory, Private Bag No. 1, P.O., Footscray, Vic. 3011
- AF19 The Manager, Engine Works, P.O. Box 51, Port Melbourne, Vic. 3207
- AF20 The Personnel Manager, Government Aircraft Factories, Private Bag No. 4, Post Office, Port Melbourne, Vic. 3207
- AF21 The Director, Weapons Research Establishment, G.P.O. Box 2151, Adelaide, S.A. 5001
- AF22 The Manager, Defence Printing Establishment, P.O. Box 263, Brunswick, Vic. 3056
- AG1 The Secretary, Department of Tourism and Recreation, Box 264, Civic Square P.O., Canberra City, A.C.T. 2608
- AH1 The Assistant Secretary, Management Services Branch, Surface Transport Group, Department of Transport, P.O. Box 367, Canberra City, A.C.T. 2601
- AH2 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 308, Milsoms Point, N.S.W. 2061
- AH3 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 4317, Melbourne, Vic. 3001
- AH4 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 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 854J, Hobart, Tas. 7001
- AH8 The Controller, Establishments Section, Surface Transport Group, Department of Transport, G.P.O. Box 2111S, Melbourne, Vic. 3001
- AI1 The Secretary, Department of the Treasury, Canberra, A.C.T. 2600
- AI2 The Director, 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 2796V, Melbourne, Vic. 3001
- AI13 The Deputy Commonwealth Statistician, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI14 The Deputy Commonwealth Statistician, G.P.O. Box 2272, Adelaide, S.A. 5001
- AI15 The Deputy Commonwealth Statistician, 1-3 St George's Terrace, Perth, W.A. 6000
- AI16 The Deputy Commonwealth Statistician, G.P.O. Box 66A, Hobart, Tas. 7001
- AI17 The Commissioner of Taxation, Langton Street, Parkes, A.C.T. 2600
- AI18 The Deputy Commissioner of Taxation, G.P.O. Box 4197, Sydney, N.S.W. 2001
- AI19 The Deputy Commissioner of Taxation, G.P.O. Box 533E, Melbourne, Vic. 3001
- AI20 The Deputy Commissioner of Taxation, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI21 The Deputy Commissioner of Taxation, G.P.O. Box 288, Adelaide, S.A. 5001
- AI22 The Deputy Commissioner of Taxation, G.P.O. Box A15, Perth, W.A. 6001
- AI23 The Deputy Commissioner of Taxation, G.P.O. Box 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

26 Transfers to advertised vacancies

A128	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
A129	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1973a, Melbourne, Vic. 3001	AK4	The Director of Works, Department of Housing and Construction, Tivoli Court Buildings, 239-241 Bourke Street, Melbourne, Vic. 3000
A130	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
A131	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
A132	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
A133	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
A134	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>
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ATTORNEY-GENERAL'S DEPARTMENT

NEW SOUTH WALES

K. A. Johnson 223-98937	Clerk (Class 5), Third Division, Industrial Registrar's Branch, Sydney	Clerk (Class 5), Third Division, Australian Legal Aid Office, New South Wales Branch, General Office Section, Sydney (No. 147)	11.4.74
P. C. Jones 73/87460R	Typist, Grade 2, Fourth Division, Management and Special Services Division, Canberra	Typist, Grade 2, Fourth Division, Australian Legal Aid Office, New South Wales Branch, Leichhardt Section, Leichhardt (No. 251)	27.6.74

SOUTH AUSTRALIA

P. F. Reid 235-53433	Typist, Grade 2, Fourth Division, Establishments and General Services Branch, Adelaide	Typist, Grade 2, Fourth Division, Australian Legal Aid Office, South Australia Branch, General Office Section, Adelaide (No. 312)	4.4.74
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DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

M. A. Crawford 226-75623	Senior Programmer (Class 9), Third Division, EDP Division	Defence Officer, Class 4 (Class 9), Third Division (No. 1459)	20.6.74
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DEPARTMENT OF EDUCATION

WESTERN AUSTRALIA

P. M. Murphy 71/95118R	Clerk (Class 2/3), Third Division	Clerk (Class 2/3), Third Division, School Children's Assistance Section, Perth (No. 6)	18.7.74
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DEPARTMENT OF MANUFACTURING INDUSTRY

VICTORIA

S. Schofield 63/37303T	Senior Technical Officer (Engineering), Grade 2, Fourth Division, Canberra	Senior Technical Officer (Engineering), Grade 2, Fourth Division, Marketing Section, Government Aircraft Factories, Fishermen's Bend (No. 15)	28.2.74
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DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

R. A. Daukus 219-02265	Principal Executive Officer (Class 11), Third Division, Minerals Policy Division	Principal Executive Officer (Class 11), Third Division, Offshore and International Division, Policy and Projects Branch, International Section (No. 18)	18.7.74
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DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

M. A. Juskevics 241-98891	Clerical Assistant, Grade 2, Australian Bureau of Statistics, Canberra	Clerical Assistant, Grade 2, Policy Development Division, Regional Offices Section, Canberra (No. 399)	6.6.74
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Name and personnel number	Transferred from	Transferred to	Date of notification of vacancy
POSTMASTER-GENERAL'S DEPARTMENT			
NEW SOUTH WALES			
G. U. L. Bonser 58/27008C	Clerical Assistant, Grade 2, Fourth Division, Finance and Accounting Branch, Sydney	Clerical Assistant, Grade 2, Fourth Division, Finance and Accounting Branch, Revenue Section, Sydney (No. 530)	8.11.73
A. J. Van Huist 61/23061G	Mail Officer, Fourth Division, Postal Services Division, Redfern	Clerical Assistant, Grade 2, Fourth Division, Engineering Division, Regional Operations Branch, North Coast Section, Tweed Heads (No. 169)	21.2.74
P. A. Jones 74/22179P	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Penrith	18.7.74
B. W. Shaw 67/24804K	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Coffs Harbour (Relief)	18.7.74
J. C. Forster 72/22274T	Postal Clerk, Third Division, unattached	Postal Clerk, Third Division, Postal Services Division, Post Offices Branch, West Kempsey	25.7.74
G. J. Baillie 68/25082K	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Blayney	1.8.74
M. T. Sharkey 67/24774X	Postal Clerk, Fourth Division, Queanbeyan	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Singleton	1.8.74
VICTORIA			
J. D. Cowhey 59/55101X	Engineer, Class 3, Third Division, Engineering Planning and Research Division, Central Office, Melbourne	Engineer, Class 3, Third Division, Engineering Division, Planning and Programming Branch, Switching and Facilities Section, Melbourne (No. 8)	23.5.74
QUEENSLAND			
N. Ellwood 59/16215P	Telecommunications Technical Officer Grade 1, Fourth Division, Engineering Division	Telecommunications Technical Officer Grade 1, Fourth Division, Engineering Division, Regional Operations Branch, Trunk Service Section, Brisbane	20.6.74
TASMANIA			
G. R. Burke 223-77925	Engineer, Class 2, Third Division, Engineering Division	Engineer, Class 2, Third Division, Engineering Division, Support Services Section, Hobart (No. 465)	21.2.74
DEPARTMENT OF THE TREASURY			
OFFICE OF THE AUSTRALIAN TREASURY			
CENTRAL STAFF			
J. A. McLucas 71/88230G	Senior Finance Officer, Grade 2 (Class 9), Third Division	Senior Finance Officer, Grade 2 (Class 9), Third Division, Transport and Industry Division, Manufacturing, Mining and Power Branch, Industries Protection Section, Canberra (No. 52)	18.7.74
K. R. Fielder 65/857944	Chief Finance Officer, Grade 2 (Class 11), Third Division	Chief Finance Officer, Grade 2 (Class 11), Third Division, Transport and Industry Division, Manufacturing, Mining and Power, Branch Industries Protection Section, Canberra (No. 51)	18.7.74
B. E. Scullin 70/88294A	Finance Officer, Grade 2 (Class 7), Third Division	Finance Officer, Grade 2 (Class 7), Third Division, Transport and Industry Division, Manufacturing, Mining and Power Branch, Industries Protection Section, Canberra (No. 53)	18.7.74
NEW SOUTH WALES			
A. Paska 65/11935P	Clerk (Class 4), Third Division	Clerk (Class 4), Third Division, Paymaster and Receiver Section, Sydney (No. 10)	11.7.74
M. M. Schalk 232-06159	Clerical Assistant, Grade 3, Fourth Division	Clerical Assistant, Grade 3, Fourth Division, Personnel and General Services Section, Sydney (No. 44)	29.8.74

PROMOTIONS

Corrigenda—provisional promotions

The undermentioned provisional promotions notified on the dates and page numbers indicated, have been amended as follows:

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

V. H. Jones, 26.9.74 (p. 66) Lapsed.

SOUTH AUSTRALIA

H. J. Theda, 26.9.74 (p. 80) Designation promoted from should read 'Inspecting Officer Grade 2'.

DEPARTMENT OF HOUSING AND CONSTRUCTION

NEW SOUTH WALES

N. Hajos, 26.9.74 (p. 48) Surname should read Hajos. L. B. Kelly, No. 79 of 26.9.74 (p. 103) Designation promoted from should read 'Clerk \$9022-9777 (Class 5), Third Division, Alice Springs'.

POSTMASTER-GENERAL'S DEPARTMENT VICTORIA

L. T. Nette, 22.8.74 (p. 97) Lapsed.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

CENTRAL OFFICE

The Office of the Public Service Board

M. T. Gallagher, 26.9.74 (p. 124) Position number promoted to should read (No. 161).

DEPARTMENT OF SCIENCE

Bureau of Meteorology

NEW SOUTH WALES

G. K. Smith, 17.1.74 (p. 100) Lapsed.

QUEENSLAND

G. E. Cook, 17.1.74 (p. 102) Lapsed.

DEPARTMENT OF SOCIAL SECURITY

NEW SOUTH WALES

F. Ryan, 26.9.74 (p. 132) Provisional promotion withdrawn.

DEPARTMENT OF THE TREASURY

Australian Taxation Office

TASMANIA

M. Cavaleri, 12.9.74 (p. 170) Cancelled.

Confirmation of provisional promotions

Section 50 (10) (where no appeals lodged or all appeals have been disallowed or become inoperative).

The following provisional promotions, notified on the dates indicated, have been confirmed:

DEPARTMENT OF AGRICULTURE

G. C. Vaughan, 29.8.74.

DEPARTMENT OF CUSTOMS AND EXCISE

C. J. Murray, 19.12.73; J. D. Radcliffe, 28.2.74; D. E. Evans, H. Mann, 6.6.74; H. J. Shoebridge, M. J. O'Connor, J. F. Young, J. A. Haritos, 29.8.74.

DEPARTMENT OF DEFENCE

K. J. Granger, 29.8.74.

DEPARTMENT OF DEFENCE—AIR OFFICE

J. A. Gilmour, J. J. Greenwood, 30.5.74; E. R. Goldberg, 5.9.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

D. M. King, 23.5.74.

DEPARTMENT OF EDUCATION

D. J. Arnold, J. A. Francis, L. A. Otorepec, 5.9.74.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

G. I. Downie, 30.5.74; G. P. Callaway, S. H. Brosnan, 20.6.74; J. M. Little, 18.7.74; H. M. Bates, 1.8.74.

DEPARTMENT OF FOREIGN AFFAIRS

D. Beresford-Wylie, 18.4.74.

Office of Australian Development Assistance Agency

E. A. Winslade, 30.5.74; R. A. Koehne, 16.5.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

K. A. J. Cruse, 7.2.74.

DEPARTMENT OF THE MEDIA

Information Division, Australian Government Publishing Service

D. E. Hunt, 23.5.74.

Australian Broadcasting Control Board

S. D. Dale, 6.6.74.

DEPARTMENT OF MINERALS AND ENERGY

F. R. Hennig, C. V. Smitz, E. P. Withington, R. C. Mitchell, D. Moore, P. D. May, W. Tatarow, J. S. Malone, T. A. Imhoff, R. W. Kennard, E. Mommsen, J. L. Cross, W. R. Parkinson, J. K. Payne, 6.6.74; J. M. Bayliss, 27.6.74; G. A. Sheridan, 8.8.74.

DEPARTMENT OF THE NORTHERN TERRITORY

J. R. Anictomatis, 30.5.74.

POSTMASTER-GENERAL'S DEPARTMENT

M. Young, L. W. Saunders, S. P. M. Shedden, G. N. Galvin, 30.5.74; J. R. Alder, C. S. Jenkins, L. J. Smith, P. A. Norman, 6.6.74; T. R. Waddington, 27.6.74; B. L. Scubamore, W. B. Moss, W. J. Walsh, K. A. McLeod, 4.7.74; M. D. Le Masurier, 8.8.74; R. G. Kell, C. P. Saulsman, W. O. Shaw, R. D. Thomas, R. R. Whiteford, W. C. B. Jeffery, K. Saunders, D. M. Nichols, G. W. Chapman, J. J. Black, T. J. B. Morritt, C. F. Ashton, S. G. Martinson, M. R. Godfrey, R. C. Howlett, B. McD. O'Brien, S. W. Johnston, P. St. Jack, R. F. Hall, S. J. Baldwin, B. H. Cooper, R. N. Higgott, B. L. Teale, C. H. Wright, C. E. Payne, R. J. Blair, P. M. Mitchell, J. M. Cornish, T. Russell, 22.8.74; D. J. Bernau,

M. J. Cusack, H. W. Ellis, L. P. Lorrain, L. A. Tyrrell, J. D. Spicer, D. M. Lamont, K. C. Cramp, E. H. E. Masters, G. O. Hart, B. Costa, R. J. Farrell, G. R. Murray, A. L. Peterson, P. C. Wallace, C. J. Aboody, G. F. Cotterell, R. T. Hahne, R. P. Marshall, B. J. Hunt, P. J. Laurance, L. M. Pyne, L. L. Gal, J. P. Syriopoulos, L. G. Ringuet, J. C. McLucas, K. W. Redman, P. J. McDermott, K. J. Hill, M. L. Harford-Fletcher, J. G. L. Harlock, P. J. Brophy, B. K. Hudson, P. R. Grant, A. J. Hill, A. E. Anforth, R. J. West, S. K. Lindsley, R. M. Davies, M. C. Beilken, R. Vassilopoulos, J. M. Anderson, L. J. Davey, H. G. Hodge, K. D. Black, J. Lesnicki, J. Chaberka, T. J. Barling, T. M. P. Lavery, A. Rule, R. G. Jackson, P. F. Holland, C. Boyd, A. S. Putt, B. V. Eather, 29.8.74.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

The Office of the Public Service Board

B. A. Hunt, 5.9.74.

DEPARTMENT OF REPATRIATION AND COMPENSATION

T. K. O'Halloran, 6.6.74.

DEPARTMENT OF SCIENCE

Z. M. Baird, W. R. Macnamara, 5.9.74.

Bureau of Meteorology

R. G. Bradley, A. E. Nobbs, P. L. Ryan, W. J. Bromham, L. M. Farrell, D. M. Kennedy, L. M. Lloyd, J. L. Burn, N. V. Morris, W. B. Mascaluk, N. K. Fisher, T. R. Johnson, M. J. P. Ferrier, R. C. Stone, W. M. Denham, E. G. Tindale, P. D. Ryan, G. T. Condon, J. J. Trainor, D. W. Bain, I. C. McCarthy, L. M. Shaw, R. N. Casey, G. M. Pavlinovich, P. G. Jackson, G. R. Whelan, P. H. Kenney, H. McCann, M. P. Neilsen, R. R. Parr, A. A. Thompson, M. J. Voysey, H. J. Macauley, E. Borysewicz, J. B. Smith, R. R. Dunstan, J. A. Bavin, C. D. Channell, P. G. Adams, M. E. Babakhan, M. J. Chandler, T. O'Byrne, M. J. L. O'Connor, J. T. Dow, E. D. Green, B. J. Rielly, M. R. Ball, D. I. Beamish, M. J. Hancy, T. W. C. Flemming, 17.1.74; R. A. Nason, 22.8.74.

DEPARTMENT OF SOCIAL SECURITY

K. M. Willersdorf, 29.8.74.

DEPARTMENT OF TRANSPORT

Air Transport Group

R. H. Graham, 4.4.74.

DEPARTMENT OF THE TREASURY

P. B. Slattery, R. A. Whyte, D. E. Leahy, S. R. Keenan, J. Hulford, 5.9.74.

Australian Bureau of Statistics

G. A. Collins, J. P. Kingsbury, 5.9.74.

Australian Taxation Office

J. R. Wilson, J. J. Gardo, B. V. Lucas, M. D. Cousens, 29.8.74.

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

L. A. Shaw, 4.7.74.

Promotions—Section 50 (9)

Public Service Act 1922-1973

The Public Service Board has:

1. Cancelled the provisional promotions on the dates indicated:

Section 50 (9) (Where an appeal has been allowed):

R. Scott, R. A. Goodwin, 11.10.73; G. J. Mansfield, 7.2.74; J. Wells, 28.3.74; B. J. Smith, M. E. Herdman, R. W. Milburn, R. Bramwell, 11.4.74; R. K. Foster, D. M. Pahoff, V. B. Flint, E. J. Hendrickson, 2.5.74; C. R. Quick, 30.5.74; L. K. Charles, 20.6.74; B. L. MacLeod, 11.7.74; G. C. Almond, 18.7.74; L. L. A. Purnell, 8.8.74.

Section 50 (11) (For reasons other than the allowance of an appeal):

L. M. Reilly, 22.8.74.

2. Promoted the undermentioned officers as shown:

Section 50 (9) (Successful appellants):

DEPARTMENT OF DEFENCE—ARMY

AUSTRALIAN CAPITAL TERRITORY

W. F. Binder, 62/37810R, Clerk \$6912-7652 (Class 4), Third Division, as Clerk \$7899-8639 (Class 5), Third Division, Personnel Branch, Directorate of Service Conditions, Canberra (No. 91), with effect from 7.2.74.

DEPARTMENT OF EDUCATION

AUSTRALIAN CAPITAL TERRITORY

L. Evans, 73/88371E, Clerk \$6952-6929 (Class 2/3), Third Division, as Clerk \$8015-8770 (Class 4), Third Division, Programs Section, Child Care Centres Sub-section, Canberra (No. 765), with effect from 8.8.74.

DEPARTMENT OF LABOR AND IMMIGRATION

NEW SOUTH WALES

D. N. Birss, 67/11868W, Employment Officer \$6912-7652 (Class 4), Third Division, as Assistant Employment Office Manager \$7899-8639 (Class 5), Third Division, Employment Training and Industrial Services Division, Employment Branch, Distribution Employment Offices Pool Section, Taree, with effect from 30.5.74.

QUEENSLAND

J. E. Kann, 58/36043T, Employment Officer, \$7180-7935 (Class 4), Third Division, as Clerk \$8187-8942 (Class 5), Third Division, Special Employment Categories Section, Employment Branch, Cairns (No. 66), with effect from 11.7.74.

POSTMASTER-GENERAL'S DEPARTMENT

VICTORIA

S. A. Woods, 62/45199P, Senior Postal Clerk, Grade 2 \$6782-7302, Third Division, as Inspector-in-training \$4521-7652, Third Division, Postal Services Division, Post Offices Branch, Melbourne, with effect from 2.5.74.

D. T. Cook, 59/63212K, Assistant Inspector \$8187-8942 (Class 5), Third Division, as Inspector \$9194-9869 (Class 6), Third Division, Postal Services Division, Post Offices Branch, Metropolitan Section, Melbourne (No. 71), with effect from 18.7.74.

QUEENSLAND

B. G. McGowan, 59/36414E, Lineman, Grade 2 \$4594-4756, Fourth Division, N.S.W., as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 2 Section, Mt Gravatt, with effect from 11.10.73.

A. W. Sutton, 67/70033A, Lineman, Grade 2 \$4594-4756, Fourth Division, W.A., as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 2 Section, Sunnybank, with effect from 11.10.73.

M. F. Wilson, 67/83015T, Clerk \$5806-6666 (Class 2/3), Third Division, P.M.G., Victoria, as Inspector-in-training \$4521-7652, Third Division, Postal Services Division, Post Offices Branch, Melbourne (No. 46), with effect from 2.5.74.

C. R. Metcalf, 65/58148W, Clerk \$5806-6666 (Class 2/3), Third Division, P.M.G., Queensland, as Inspector-in-training \$4521-7652, Third Division, Postal Services Division, Post Offices Branch, Melbourne (No. 47), with effect from 2.5.74.

WESTERN AUSTRALIA

H. J. Bell, 59/50143C, Senior Postal Clerk, Grade 2 \$6782-7302, Third Division, as Inspector-in-training \$4521-7652, Third Division, Postal Services Division, Post Offices Branch, Perth, with effect from 2.5.74.

DEPARTMENT OF SOCIAL SECURITY

SOUTH AUSTRALIA

L. M. Neall, 72/66672W, Clerk \$2713-5594 (Class 1), Third Division, as Clerk \$5806-6666 (Class 2/3), Third Division, Management Branch, Finance Sub-section, Operations Section, Adelaide (No. 368), with effect from 20.6.74.

DEPARTMENT OF TRANSPORT

NEW SOUTH WALES

R. Platt, 71/76075C, Communications Officer \$4605-5744, Fourth Division, as Airways Telecommunications Officer, Grade 4 \$7784-8282, Fourth Division, New South Wales Regional Operations Branch, Flight Services Section (No. 562), with effect from 28.3.74.

DEPARTMENT OF THE TREASURY

VICTORIA

C. Kear, 63/37724X, Assessor, Grade 3 \$6912-7652 (Class 4), Third Division, as Assessor, Grade 5 8639 (Class 5), Third Division, N.S.W., as Assessor, Division, Assessing Branch, A Section, Australian Taxation Office, Victoria (No. 77), with effect from 11.4.74.

C. C. Atkinson, 66/36568M, Assessor, Grade 3 \$6912-7652 (Class 4), Third Division, as Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, Income Tax Division, Assessing Branch, A Section, Australian Taxation Office, Victoria (No. 75), with effect from 11.4.74.

G. G. Pickering, 62/36850, Assessor, Grade 4 \$7899-8639 (Class 5), Third Division, N.S.W., as Assessor Grade 5 \$8886-9548 (Class 6), Third Division, Income Tax Division, Assessing Branch, C/D Section, Australian Taxation Office, Victoria (No. 195), with effect from 11.4.74.

R. W. Milburn, 66/36750M, Assessor, Grade 3 \$6912-7652 (Class 4), Third Division, as Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, Income Tax Division, Assessing Branch, A Section, Australian Taxation Office, Victoria (No. 176), with effect from 11.4.74.

K. F. FAUL

Acting Secretary

Public Service Board

Provisional promotions

The following promotions are provisional and are subject to appeal by officers to the Public Service Board, and where consequent upon another provisional promotion, are dependent upon the latter being confirmed. The date of promotion is the date of this *Gazette*, except where otherwise specifically indicated. Where an officer desires to appeal against two or more provisional promotions, a separate appeal should be lodged for each one, except where the provisional promotions have been notified in the one *Gazette* and the positions are of the same designation and classification, located in the same State, Department and Branch, when one statement listing the promotees appealed against will be accepted.

WHERE TO LODGE APPEALS

Appeals should be lodged either by letter or telegram so as to be received in the office of the appropriate officer by the close of business on the twenty-first day after the day of notification. For this purpose the appropriate officer is—if the provisional promotion is made to an office physically located in:

- a State, the Public Service Inspector in that State;
- the Australian Capital Territory, the Chairman, Promotions Appeal Committee, 12th Floor, National Mutual Centre, Darwin Place, Canberra City 2601;
- the Northern Territory, the Public Service Inspector, Darwin;
- Norfolk Island, the Public Service Inspector, Sydney;
- Papua New Guinea, The Principal Executive Officer, Australian Staffing Assistance Group, Australian Office, Port Moresby, P.N.G.;
- the Territory of Cocos (Keeling) Islands, the Public Service Inspector, Perth;
- any other place outside Australia, the Chairman, Promotions Appeal Committee, 12th Floor, National Mutual Centre, Darwin Place, Canberra City 2601.

Note: The addresses of Public Service Inspectors are included in the Index of Addresses at the end of the 'Notification of Vacancies' section of this *Gazette*.

Appeals not lodged with the appropriate officer within the prescribed period will not be accepted. Whenever circumstances which would delay the delivery of appeals, such as postal delays, are apparent from the media, it is expected that officers will arrange for the delivery of their appeals by hand or by telegram if it appears that postal services may not deliver an appeal by the due date.

GROUND OF APPEAL

The ground of appeal are:

- (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.

Aeronautical Telecommunications Officer, Grade 1-4; Assistant Conservator; Communications Officer, Grade 1-4; Conservator; Electrical Technician; trainee Flight Service Officer; Flight Service Officer, Grade 1-4; Food Service Advisor, Grades 1-3; Plan Records Assistant, Grade 1-2; Plan Record Officer; Postal Clerk, Postal Officer, Grade 3-4; Radio Technician; Senior Mail Officer; Senior Postal Officer, Grade 1-2; Senior Technician Instructor, all grades (Department of Civil Aviation); Senior Technical Instructor (Postmaster-General's Department); Supervisor (Telegraph); Technical Instructor, Grade 2 (Department of Civil Aviation; Commonwealth Bureau of Meteorology; Postmaster-General's Department); Telecommunications Technician; Telegraphist; Traffic Officer-in-training; Trainee Engineer.

DUAL STATUS POSITIONS CREATED IN THE THIRD DIVISION

The positions in the Postmaster-General's Department listed below are created in the Third Division but become Fourth Division positions when occupied by an officer of that Division, and revert to the Third Division when vacant.

For purposes of appeals against provisional promotions and 'Temporary transfers' to these positions the seniority of Fourth Division officers shall be determined in accordance with General Order 4/A/5.

Senior Postal Clerk, Grades 1 to 3; Instructor, Grades 1 to 3; Postmaster, Grades 1 to 5; Supervisor (Postal), Grades 1 to 3.

SALARIES AND GENERAL CONDITIONS

SALARY RATES

Salaries shown in the provisional promotions section of this *Gazette* are expressed as current actual salaries.

QUALIFICATIONS

The qualifications prescriptions for positions notified below have been prepared in abbreviated form for reasons of economy. Full statements of qualification requirements for appointment, promotion or transfer are set out in the Public Service Qualifications Handbook. The Handbook is available in Departments and in the Board's Offices in the various States and Territories. Information on recruitment and examination conditions and qualification requirements is also available in *Periodic Gazette* No. 25 A of 22.3.74 entitled 'Appointment, Recruitment and Examination Conditions and Determinations under Section 53B of the *Public Service Act 1922-1973*'.

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

GENERAL

Inquiries as to actual salaries payable to minors should be addressed to the Department notifying the provisional promotion. Married minors (males) may be eligible for an allowance under Regulation 87B.

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

'The Public Service Board is currently introducing a new set of numbers, known as Australian Government Staff numbers, replacing the existing personnel numbers. Within the near future permanent officers will be advised of their new numbers and reasons for the change. Conversion to the new numbers will occur progressively, consequently both old and new forms of number will appear for a period in the Transfers to Advertised Vacancies, Promotions and Provisional Promotions Sections of the *Gazette*.'

Provisional promotions—notification

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF AGRICULTURE

CENTRAL OFFICE

Industry No. 5 (Fisheries) Division, Policy Branch

V. C. Bannon 217-92916	Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Canberra	Senior Research Officer, Grade 2 \$11039-11714 (Class 7), Third Division, Economic Research and Statistics Section, Canberra (No. 1724)
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Duties: Conduct economic research into various aspects of the fishing industry organisations and appropriate government bodies. Liaise with reports and papers. Assist in the preparation of research

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

Forestry and Timber Bureau

D. Wilson 218-46929	Statistical Officer \$10029-10704 (Class 6), Third Division, Canberra	Forestry Officer, Class 2 \$10465-11611, Third Division, Executive Section, Canberra (No. 3167)
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Duties: Assist the Secretary of Council with his duties in relation to the Forestry Council, Standing Committee and Technical Committees. Act as Secretary to the Forest Research Working Groups established by the Australian Forestry Council.

Qualifications: Degree in Forestry from an Australian university, or an appropriate diploma of a college of advanced education or equivalent educational qualifications.

VICTORIA

Forest Research Branch

K. W. Johnson 231-31505	Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Traralgon	Technical Officer (Science), Grade 1 \$7052-8694, Fourth Division, Regional Section, Victoria Sub-section, Traralgon (No. 3324)
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Duties: Carry out remeasurement and retreatment of established experiments and assist in the establishment of new experiments. Maintain associated records and equipment.

Qualifications: Appropriate training in forest technology and some experience in forest research techniques desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Legislative Drafting Division

E. H. Tudor 219-05108	Senior Assistant Secretary \$19597, Second Division, Darwin	First Assistant Secretary \$23238, Second Division, Canberra (No. 1)
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Duties: Direct the work of the Division. Draft Ordinances, regulations and rules of especial difficulty and importance and settle those drafted by subordinate officers.
Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory. Extensive legislative drafting experience desirable.

Federal Courts, Intellectual Property, Territories and Law Reform Division, Territories Branch

M. J. Gersekowski 241-81117	Typist, Grade 2 \$5791-6101, Fourth Division, Department of the Prime Minister and Cabinet, Canberra	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Canberra (No. 19)
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Duties: Provide stenographic and typing services for a senior officer.
Qualifications: Shorthand, at least 100 words per minute.

Management and Special Services Division, Establishments and Planning Branch

P. A. Selth 239-01456	Clerk \$10029-10704 (Class 6), Third Division	Clerk \$12218-12721 (Class 8), Third Division, Planning Systems and Development Section, Planning and Development Sub-section, Canberra (No. 115)
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Duties: Undertake research in and assist in planning of new projects. Prepare administrative correspondence and submissions on related matters.

P. L. Pratt 238-99100	Clerk \$8015-8770 (Class 4), Third Division, Department of Overseas Trade, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Establishments Section, Recruitment Sub-section, Canberra (No. 15)
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Duties: Prepare statements in support of provisional promotions and temporary transfers for Promotion Appeal Committees. Prepare submissions and correspondence in relation to recruitment, promotion and transfer of officers in accordance with the prescribed procedures.
Qualifications: Sound knowledge of the Public Service Act and Regulations and General Orders desirable.

R. J. Gadson 239-05304	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$9022-9777 (Class 4), Third Division, Planning, Systems and Development Section, O. & M. Sub-section, Canberra (No. 112)
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Duties: Assist with method reviews, maintain management control records and collate and analyse work load returns.

Australian Legal Aid Office, General Administration Branch

M. A. Kelleher 236-02485	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Department of Defence—Army Office, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Management Services Section, Registry Sub-section, Canberra (No. 216)
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Duties: Record ministerial and parliamentary papers coming into the office and follow-up for completion within time limits. Prepare weekly schedule showing position of ministerial correspondence.

AUSTRALIAN CAPITAL TERRITORY

Commonwealth Police Service

J. L. Gadd 304-66178	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Central Information Bureau, Canberra (No. 9)
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Duties: Maintain part of Master Index. Answer inquiries on a name basis and check names against index.

VICTORIA

High Court Registry

M. E. Brown 230-99154	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Department of the Treasury, Australian Taxation Office, Melbourne	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Melbourne (No. 30)
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Duties: Personal Assistant to the Deputy Registrar. Assist with the receipt and registration of documents tendered for filing by legal practitioners and carry out other duties as directed.

Qualifications: Typing and shorthand qualifications desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Australian Legal Aid Office, Victoria Branch

J. J. Dickson 71/58582T	Typist, Grade 1 \$2638-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, General Office Section, Typing Sub-section, Melbourne (No. 292)
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Duties: Take and transcribe shorthand notes as required. Perform general typing duties as directed.
Qualifications: Shorthand, 100 words per minute desirable.

QUEENSLAND

Deputy Crown Solicitor's Office

S. J. Carleton 231-21817	Legal Officer \$7097-12130, Third Division	Senior Legal Officer \$12926-14038, Third Division, Brisbane (No. 11)
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Duties: Control the work of the Common Law Sub-section and deal personally with matters of major importance.
Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

WESTERN AUSTRALIA

Commonwealth Police Service

L. G. Willoughby 233-39533	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Perth (No. 24)
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Duties: Maintain confidential registry and ensure that confidential files are passed only to authorised persons. Assist with clerical work including the compilation of crime records and the collation of statistics in relation to crime intelligence. Assist with typing as necessary.
Qualifications: Ability to type desirable.

TASMANIA

Australian Legal Aid Office, Tasmania Branch

S. P. White 71/81257X	Typist, Grade 1 \$2638-5636, Fourth Division, Department of Social Security, Hobart	Typist, Grade 2 \$5791-6101, Fourth Division, General Office Section, Hobart (No. 324)
D. A. Cooper 71/81252A	Typist, Grade 1 \$2638-5636, Fourth Division, Postmaster-General's Department, Hobart	Typist, Grade 2 \$5791-6101, Fourth Division, General Office Section, Hobart (No. 325)

Duties above two positions: Take and transcribe shorthand notes as required. Perform general typing duties as directed.
Qualifications: Shorthand, 100 words per minute desirable.

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

Establishments Branch

L. C. Green 225-84959	Assistant Inspector \$10029-10704 (Class 6), Third Division	Assistant Inspector \$11039-11714 (Class 7), Third Division, Organisation, Classification and Methods Section, vice R. Finlay, prov. prom. 11.7.74 (No. 1232)
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Duties: Undertake or assist with facets of the introduction, development and refinement of a system of bulk establishment processing into the Department.
Qualifications: Ability in investigation work and report writing.
Note: The effective date of this provisional promotion is 3.10.74.

L. J. O'Connor 230-25366	Clerk \$9022-9777 (Class 5), Third Division	Assistant Inspector \$10029-10704 (Class 6), Third Division, Organisation Classification and Methods Section, vice L. C. Green, prov. prom. 10.10.74 (No. 1234)
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Duties: Investigate and report on organisation and classification matters. Prepare submissions to the Public Service Board and Public Service Inspector on establishment matters.
Qualifications: Ability in investigation work and report writing.
Note: Effective from 3.10.74. In lieu of provisional promotion notified in *Gazette* of 3.10.74.

Lands Division

A. C. Abrahams 304-62476	Typist, Grade 1 \$5275-5636, Fourth Division, Department of Overseas Trade	Typist, Grade 2 \$5791-6101, Fourth Division (No. 806)
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Duties: Perform typing and stenographic duties.

C. Wood 304-58901	Typist, Grade 1 \$5275-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division (No. 942)
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Duties: Perform typing and stenographic duties for officers of the Division.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF CUSTOMS AND EXCISE

WESTERN AUSTRALIA

Services Branch

J. F. S. Waight 228-77778	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Inland Services Section, Petroleum Products Sub-section (No. 110) Clerical Assistants in the Diesel Fuel Group. Prepare more important correspondence relating to diesel fuel (includes the issuing of warnings under direction.)
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TASMANIA

R. J. Beattie 217-24745	Clerk \$12218-12721 (Class 8), Third Division	Collector \$14229-14733 (Class 10), Third Division (No. 1) Duties: Responsible for the administration and efficient functioning of the activities of the Department in Tasmania.
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DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

Manpower Policy and Management Services Division, Management Services Branch

E. M. Callingham 235-99191	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Information Control Section, vice G. F. Mercer, prov. prom. 26.9.74 (No. 1483)
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Duties: Assist Former Papers Officer.

C. A. Marshall 238-85462	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Personnel Section (No. 1934)
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Duties: Receive, acknowledge and schedule applications for advertised vacancies. Issue duty statements as requested. Meet interstate appointees and attend to their immediate general welfare.

DEPARTMENT OF DEFENCE—ARMY OFFICE

NEW SOUTH WALES

Regional Secretariat

G. A. Corbin 218-92749	Internal Auditor, Grade 2 \$9022-9777 (Class 5), Third Division, Paddington	Senior Internal Auditor, Grade 1 \$10029-10704 (Class 6), Third Division, Army Audit Section, Unit 'A' Sub-section, Paddington (No. 267)
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Duties: Direct and control Unit 'A' Internal Audit Sub-section. Assist Finance Inspector with investigations, reviews, etc. Liaise with service branches of Command HQ on matters arising from audits.

Qualifications: Accountancy qualifications desirable.

VICTORIA

Training Command, School of Signals

G. C. Jackson 73/39668A	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Watsonia (No. 4)
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Duties: Plan, organise and direct the internal audit stocktaking programmes of the school covering stores, finance and administrative accounting procedures, Personnel Records, Laundry and regular records, supervise the implementation of the programme, carry out supplementary spot checks of Unit and sub-Unit stores as required.

Regional Secretariat

C. B. Hazen 217-81846	Senior Executive Officer \$13224-13725 (Class 9), Third Division	Chief Executive Officer \$15236-15739 (Class 11), Third Division, Logistics Management Section, Melbourne (No. 113)
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Duties: Interpret and administer departmental policy in relation to procurement and disposal programmes and repair of stores and equipment. Establish validity of major capital equipment, replacement and repair proposals.

Qualifications: Extensive knowledge and background related to policy and procedural aspects in the finance, stores and procurement functions desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Headquarters Third Military District, Logistics Branch

K. E. Osborne
69/36741G Clerk \$3346-6671 (Class 1), Third Division
Clerk \$6887-7764 (Class 2/3), Third Division, Melbourne (No. 31)
Duties: Examine stocktakings, prepare proforma conversions, approve accounting vouchers, calculate discrepancies. Maintain liaison with formations, units and Personnel Branch regarding the appointment of stocktaking officers and investigating officers. Examine reports and statements. Prepare submissions for financial adjustments and discrepancies.

Headquarters Logistic Command, Directorate of Army Quality Assurance

G. E. Leonard
70/41509E Clerical Assistant, Grade 2 \$5446-5737, Fourth Division
Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Albert Park (No. 126)
Duties: Record, issue and requisition for the supply of drawings. Segregate drawings and prepare master indices.
Qualifications: Ability to create and maintain records.

Logistic Command, 31 Supply Battalion

C. A. Anderson
72/36173P Typist, Grade 1 \$2638-5636, Fourth Division
Accounting Machinist, Grade 2 \$6233, Fourth Division, Bandiana (No. 107)
Duties: Machine post to stock control cards and simultaneously produce on stock control sheets and tapes.
Qualifications: Completion of prescribed test.

SOUTH AUSTRALIA

Regional Secretariat

A. J. Burdon
218-34565 Accountant \$11039-11714 (Class 7), Third Division
Senior Executive Officer \$13224-13725 (Class 9), Third Division, Adelaide (No. 1)
Duties: Represent the Permanent Head in the regional areas of South Australia and Northern Territory. Advise Senior Military staff on all proposals involving policy and financial expenditure.
Qualifications: Managerial ability and experience in financial management.

G. J. Robertson
218-34856 Inspector \$10029-10704 (Class 6), Third Division
Finance Inspector \$11039-11714 (Class 7), Third Division, Adelaide (No. 67)
Duties: Responsible for audits in the Regional area of South Australia and Northern Territory as prescribed in the manual of Army Audit Staff. Direct, control and train audit staff and prepare reports on matters arising from audits.
Qualifications: Accounting qualifications and management experience desirable.

W. K. Smith
218-34901 Internal Auditor, Grade 2 \$9022-9777 (Class 5), Third Division
Accountant \$11039-11714 (Class 7), Third Division, Adelaide, vice A. J. Burdon, prov. prom. 10/10/74 (No. 79)
Duties: Control Army finance and accounting activities throughout South Australia and Northern Territory. Provide advice to senior civilian and military staff on accounting services.
Qualifications: Considerable experience in Army financial administration and accounting. Accounting qualifications desirable.

B. T. French
218-35082 Clerk \$9022-9777 (Class 5), Third Division
Inspector \$10029-10704 (Class 6), Third Division, Adelaide, vice G. J. Robertson, prov. prom. 10/10/74 (No. 2)
Duties: Direct, control and co-ordinate the work of Personnel and Establishments Section.
Qualifications: Considerable personnel experience.

TASMANIA

6th Military District

C. L. Pelham
72/81163T Clerical Assistant, Grade 1 \$2599-5349, Fourth Division
Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Public Relations Section (No. 1)
Duties: Attend to inquiries from news media organisations and the public during the absence of the Public Relations Officer and advise him of matters of an urgent nature, assist with the preparation of press releases, for typing and distribution.

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

L. A. Witt
233-55867 Clerk \$8015-8770 (Class 4), Third Division, Department of Defence, Canberra
Clerk \$9022-9777 (Class 5), Third Division, Personnel Section, General Sub-section, Canberra, vice P. B. Sheppard, prov. prom. 12.9.74 (No. 23)
Duties: Responsible to the Inspector for Staff Movements (Public Service Act and Naval Defence Act staff). Supervise staff and exercise delegations.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—NAVY OFFICE—continued

Naval Staff Secretariat Branch

T. H. Perrott 221-02227	Clerk \$9022-9777 (Class 5), Third Division, Canberra	Clerk \$10029-10704 (Class 6), Third Division, Plans and Operations Section, Main Signal Office Sub-section, Canberra (No. 9)
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Duties: Officer-in-charge, Main Signal Office.

J. R. Corder 218-03398	Clerk \$8015-8770 (Class 4), Third Division, Canberra	Clerk \$10029-10704 (Class 6), Third Division, Fighting Equipment and Administration Section, Secretarial/Ministerial Sub-section, Canberra (No. 53)
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Duties: Perform secretarial duties to several committees. Control and prepare section correspondence including ministerials.

VICTORIA

Naval Dockyard, Williamstown

B. Grigg 224-56391	Clerk \$6887-7764 (Class 2/3), Third Division, Melbourne	Clerk \$8015-8770 (Class 4), Third Division, Industrial Section, Awards, Determinations Sub-section, Melbourne (No. 49)
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Duties: Control and direct the Standard Personnel Records and Employment Sub-sections. Answer questions, interpret awards, etc., on routine matters. Undertake investigations, prepare reports and correspondence on minor industrial matters.

DEPARTMENT OF EDUCATION

NEW SOUTH WALES

State Office

G. Green 218-27568	Clerk \$15236-15739 (Class 11), Third Division, unattached	Regional Director \$17776, Second Division, Sydney (No. 1)
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Duties: Direct the activities of the State Office of the Department: control and co-ordinate the Department's activities in the State.

Qualifications: University degree together with sound administrative ability in the field of education.

VICTORIA

W. J. Perazzo 218-78824	Clerk \$15236-15739 (Class 11), Third Division, unattached	Regional Director \$17776, Second Division, Melbourne (No. 1)
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Duties: Direct the activities of the State Office of the Department: control and co-ordinate the Department's activities in the State.

Qualifications: University degree together with sound administrative ability in the field of education.

TASMANIA

Tasmanian State Office

J. A. Francis 70/81047G	Clerk \$10029-10704 (Class 6), Third Division, Scholarships, Allowances and Grants Section	Education Officer, Class 2 \$10248-11258, Third Division, Special Services Section
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Duties: Administer the Post-graduate Awards Schemes. Investigate and report on complex academic referrals. Undertake educational investigations.

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.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

Policy Co-ordination Division, Management Services Branch

B. J. Thier 242-05780	Clerk \$3346-6671 (Class 1), Third Division, The Office of the Public Service Board, Department of the Prime Minister and Cabinet	Clerk \$6887-7764 (Class 2/3), Third Division, Finance Section (No. 126)
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Duties: Examiner of Accounts.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Management Services Division, Personnel Branch

M. Di Nuzzo 72/36045T	Typist, Grade 1 \$2638-5636, Fourth Division, Department of Science, Melbourne	Machine Operator \$5232-6361, Fourth Division, Organisation, Staffing and Training Section, Melbourne (No. 558)
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Duties: Perform teleprinter duties for the Melbourne office as part of the Department's communications network. Assist with registry duties.

Qualifications: Typing at forty words per minute.

Papua New Guinea Office, Government and Legislation Branch

K. P. Cross 241-89506	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Papua New Guinea Office, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Government Section, Canberra (No. 41)
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Duties: Responsible for the receipt, sorting and distribution of cables; record and maintain newspaper reference system.

OFFICE OF THE AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

AUSTRALIAN CAPITAL TERRITORY

Division No. 1, Aid Branch

A. C. McFadyen 217-95957	Clerk \$10029-10704 (Class 6), Third Division, Department of Foreign Affairs, Canberra	Clerk \$11039-11714 (Class 7), Third Division, International Training Section, Policy and Programming Sub-section, Canberra (No. 134)
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Duties: Supervise and co-ordinate work of the sub-groups responsible for placement and administration of international students. Prepare more important correspondence and liaise with training authorities. Assist in the preparation of annual estimates and exercise financial delegation.

D. S. Nicol 227-75616	Clerk \$9022-9777 (Class 5), Third Division	Clerk \$10029-10704 (Class 6), Third Division, International Training Section, Policy and Programming Sub-section, Canberra (No. 75)
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Duties: Supervise the work of a sub-group dealing with matters relating to the training of Colombo Plan students. Review recommendations of desk officers on problem cases, decide such cases or submit to higher authority. Liaise with training authorities and other Departments on more important cases including special visitors.

DEPARTMENT OF HEALTH

CENTRAL STAFF

Management Services Division, Establishments and Finance Branch

H. G. Childs 233-90574	Clerk \$10029-10704 (Class 6), Third Division, Department of Labor and Immigration	Administrative Officer \$12217-12721 (Class 8), Third Division, Personnel Management Section (No. 5)
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Duties: Direct the work of the Office Services Units including Internal Audit, Central Registry, Typing Pool, Stores and Purchasing and Reproduction Room. Arrange calling and processing of tenders. Oversight cafeteria trading operations. Exercise Public Service and Treasury delegations.

Qualifications: Extensive administrative experience.

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Management Services Division

D. V. Paus 229-31439	Typist, Grade 1 \$5275-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, General Services Section, Hawthorn (No. 91)
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Qualifications: Successful completion of an approved examination in the functions and duties of the office.

Overseas Works Branch

P. J. Croft 239-61787	Typist, Grade 1 \$5275-5636, Fourth Division, Sydney	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, North Sydney (No. 22)
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Duties: Maintain project history records; provide administrative assistance for the Branch.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF HOUSING AND CONSTRUCTION—continued

Architecture Division, Quantity Surveying Branch

N. F. Moody
223-96595 Quantity Surveyor, Class 3 \$12052-13212, Third Division, Melbourne Quantity Surveyor, Class 4 \$13778-14698, Third Division, Hawthorn (No. 561)

Duties: Provide advice to Directors (Major Projects) and Project Managers on aspects of building economics and cost alternatives during the formulative stages of project development. Undertake national cost planning of major projects initially developed in Head Office. Provide advice to specialist groups engaged in the formulation of design standards. Analyse building costs and develop costs per functional category unit.

Qualifications: Degree or diploma in Quantity Surveying or equivalent or corporate membership of the Australian Institute of Quantity Surveyors.

QUEENSLAND

General Works Division, Townsville Area Branch

R. J. Johnston
228-51412 Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Department of Defence Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Townsville (No. 607)

Duties: Conduct physical stocktakes in accordance with the approved stocktaking programme for the Townsville area for all trust and project stores, workshop equipment and tools, Class 2 tools, furniture, equipment and library books on sectional and personal issues. Perform other miscellaneous stores duties.

Management Services Division, Manpower Branch

I. W. Sandison
241-02706 Clerical Assistant, Grade 1 \$2481-5349, Fourth Division Assistant (Printing), Grade 1 \$5189-5424, Fourth Division, Personnel Services Section, Brisbane (No. 547)

Duties: Operate a Multilith offset duplicating machine. Carry out day to day maintenance.

WESTERN AUSTRALIA

Finance Branch

D. N. Negus
73/75146R Clerk \$3346-6671 (Class 1), Third Division Clerk \$6887-7764 (Class 2/3), Third Division, Finance Branch, Management Services Division, Perth (No. 23)

Duties: Examiner of salaries, allowances, progress payments and miscellaneous accounts. Act as relief cashier.

G. P. Winston
73/75497G Clerk \$3346-6671 (Class 1), Third Division Clerk \$6887-7764 (Class 2/3), Third Division, Finance Branch, Management Services Division, Perth (No. 80)

Duties: Receiver of Public Moneys and Departmental Paymaster.

DEPARTMENT OF LABOR AND IMMIGRATION

NEW SOUTH WALES

Industrial Relations Branch

C. Shearer
68/36926T Investigation Officer (Trades) \$7512-8024, Fourth Division Inspector \$8187-8942 (Class 5), Third Division, Arbitration Inspectorate, Sydney (No. 55)

Duties: Secure by inspection the observance of the Conciliation and Arbitration Act and of Awards made thereunder.

Qualifications: Knowledge of the Conciliation and Arbitration Act and of Awards, and ability to construe Awards provisions, and advise employers and employees on their rights and obligations under the Act, Regulations and Awards.

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

Division of National Mapping, Map Production Branch

E. M. de Plater
227-75771 Senior Draftsman \$9918-10473, Third Division, Canberra Supervising Draftsman \$10777-11386, Third Division, Thematic Mapping Section, Geographic Mapping Sub-section, Canberra (No. 163)

Duties: Take charge of the Geographic Mapping Sub-section and maintain quality control of mapping produced. Carry out investigation and evaluation of work methods, control and source material.

Qualifications: An approved technical college certificate or other approved qualifications. Twelve years relevant experience desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

P. J. Rogers 304-84229	Draftsman, Grade 1 \$7058-8832, Third Division, Canberra	Draftsman, Grade 2 \$9085-9639, Third Division, Thematic Mapping Section, Resources Mapping Sub-section, Canberra (No. 182)
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Duties: Carry out the drawing, scribing, relief drawing and type positioning on the more difficult and complex map projects.

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

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Lands and Community Development Division, Local Government and Services Branch

J. P. Hilton 242-11988	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Traffic Administration Section, Darwin, vice K. J. McCarthy, prov. prom. 26.9.74 (No. 41)
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Duties: Responsible to Senior Clerk for the preparation and signing of all court certificates and extracts of records. Follow up recovery of registration plates. Prepare correspondence. Exercise delegations as Deputy Registrar and relieve as Senior Counter Officer.

D. E. Poggio 305-35364	Clerk \$3346-3903 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Local Government Section, Darwin (No. 112)
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Duties: Arrange requisitions for books, stores and services and take follow up action. Prepare non-technical correspondence and draft annual estimates. Act as Collector of Public Moneys.

Qualifications: Background in accounting or stores work desirable. Library knowledge an advantage.

Management, Legislation and Planning Division, Establishments and ADP Branch

R. E. Milliken 233-79121	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Personnel and Services Section, Darwin (No. 33)
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Duties: Supervise, organise and allocate the work of a personnel group.

Qualifications: Sound knowledge of ADP salary preparation procedures and leave matters, together with ability to supervise and train staff desirable.

Finance, Supply and Transport Branch

G. M. Brown 70/95349C	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Accounting Section, Darwin (No. 118)
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Duties: Preparation of annual financial statements and periodical reports to management in respect of the various business undertakings of the Department.

Qualifications: Sound accounting background and experience in costing procedures desirable. Some progress with accountancy studies desirable.

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Management Services Branch

P. W. Wurfel 242-07786	Clerk \$10029-10704 (Class 6), Third Division, Canberra	Accountant \$11039-11714 (Class 7), Third Division, Finance and Services Section, Finance and Accounts Sub-section, Canberra (No. 1295)
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Duties: Conduct briefing programmes and write accounting instructions.

Qualifications: Extensive knowledge of the Audit Act, Treasury Regulations, Treasury Directions, Treasury (Overseas Accounts) Directions and Departmental accounting procedures. Extensive accounting experience and accounting qualifications desirable.

P. Freeman 231-61958	Clerk \$9022-9777 (Class 5), Third Division, Department of the Capital Territory, Canberra	Clerk \$10029-10704 (Class 6), Third Division, Finance and Services Section, Finance and Accounts Sub-section, Canberra, vice P. W. Wurfel, prov. prom. 10.10.74 (No. 1298)
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Duties: Assist the Finance Officer in tasks relating to expenditure reviews, forward estimates and preparation of statistics and reports.

Qualifications: Sound knowledge of Treasury and departmental accounting procedures. Accountancy qualifications desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

DEPARTMENT OF OVERSEAS TRADE—continued

G. J. Watt 304-98874	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Information Services Section, Library Sub-section, Canberra (No. 1004)
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Duties: Prepare material for cataloguing. Maintain loan records for all normal library issues.

Qualifications: Experience in library work an advantage.

I. M. Thorpe 305-01367	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$5446-6737, Fourth Division, Information Services Section, Library Sub-section, Canberra (No. 1008)
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Duties: Maintain loan records for all normal library issues.

Qualifications: Experience in library work desirable.

Policy Development Division, ADP and Technical Services Branch

P. G. Butcher 241-32606	Clerk \$3346-6671 (Class 1), Third Division, Department of Manufacturing Industry, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, ADP Development Section, Canberra (No. 813)
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Duties: Assist programmers engaged in development of ADP systems with the collection of information. Undertake any necessary follow up action with Divisions and Branches.

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Director-General's Office

N. P. Robinson 68/88354R	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, unattached	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Melbourne (No. 93)
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Duties: Provide assistance as required to Senior Departmental Officers visiting Canberra.

Note: This position is located in Canberra.

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

P. F. Duke 59/14093T	Engineer, Class 3 \$12455-13797, Third Division, Engineering Planning and Research Division	Engineer, Class 4 \$14468-15373, Third Division, Transmission Systems and Line Planning Branch, Performance Objectives Section, Melbourne (No. 7)
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Duties: Determination of performance objectives for subscriber networks.

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

Research Sub-division

R. W. Harris 71/40554W	Engineer, Class 1 \$7204-10012, Third Division, Engineering Planning and Research Division	Engineer, Class 2 \$10653-11796, Third Division, Transmission Systems Branch, Radio Systems Section, Melbourne (No. 30)
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Duties: Under the general direction of the Senior Engineer, design and implement realisation of more advanced radio equipment in the latest fabrication techniques for integration into a system or the departmental network.

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.

R. A. G. Court 69/38914R	Engineer, Class 1 \$7204-10012, Third Division, Engineering Planning and Research Division	Engineer, Class 2 \$10653-11796, Third Division, Transmission Systems Branch, Radio Systems Section, Melbourne (No. 113)
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Duties: Under the general direction of the Senior Engineer, carry out theoretical investigation, systems designs, and implement model hardware solutions of radio mobile systems for integration into the departmental network.

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. Postgraduate qualifications desirable.

J. Steel 70/37796A	Engineer, Class 1 \$7204-10012, Third Division, Engineering Planning and Research Division	Engineer, Class 2 \$10653-11796, Third Division, Transmission Systems Branch, Radio Systems Section, Melbourne (No. 29)
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Duties: Under the general direction of the Senior Engineer, carry out theoretical studies into performance aspects of communication systems and their integration into the network with particular reference to Radio.

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. Postgraduate qualifications and an aptitude for the application of mathematical techniques desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

J. Hont 74/36807E	Engineer, Class 1 \$7204-10012, Third Division, unattached	Engineer, Class 2 \$10653-11796, Third Division, Switching and Signalling Branch, Systems Development Section, Melbourne (No. 15)
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Duties: Development of switching and signalling systems and equipment, using micro-mechanical and solid state techniques, and computer programming.

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.

B. Listopad 68/37457K	Technical Officer (Science), Grade 2 \$9085-9639, Fourth Division, Engineering Planning and Research Division	Senior Technical Officer (Science), Grade 1 \$9918-10473, Fourth Division, Physical Sciences Branch, Electro-chemistry and Metallurgy Section, Electro-chemistry Sub-section, Melbourne (No. 11)
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Duties: Under limited direction undertake and direct the more difficult scientific investigations into corrosion and electro-chemical power sources. Undertake development of specialised test equipment.

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

Engineering Works Division, Telegraphs and Data Equipment Branch

W. W. Lee 66/45019P	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division, Victoria	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Terminal Equipment Section, Melbourne (No. 33)
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Duties: Advise and co-ordinate the supply and installation of telegraph and data terminal equipment to meet the needs of the States Works Programmes.

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

Management Services Division, Supply Branch

R. W. Wilson 66/39117W	Clerk \$9022-9777 (Class 5), Third Division, Management Services Division	Clerk \$10029-10704 (Class 6), Third Division, Procurement Section, Melbourne (No. 85)
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Duties: Assistant Supply Officer. In charge of a Supply Sub-section responsible for the overall procurement of a selected group of materials and equipment to meet departmental requirements.

Qualifications: Sound knowledge of Supply provisioning and purchasing practices and procedures desirable.

P. C. Ferris 67/38114M	Clerk \$8015-8770 (Class 4), Third Division, Management Services Division	Clerk \$9022-9777 (Class 5), Third Division, Procurement Section, Melbourne, vice R. W. Wilson, prov. prom. 10.10.74 (No. 220)
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Duties: Supervise and direct subordinate staff responsible for the procurement of supplies.

Qualifications: A good knowledge of supply practices and procedures desirable.

Postal Services Division, Mails and Transport Branch

M. De Poel 68/3764ER	Clerk \$8015-8770 (Class 4), Third Division, Management Services Division	Clerk \$9022-9777 (Class 5), Third Division, Airmail Section, Melbourne (No. 81)
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Duties: Compile and review international airmail routing plans and analyse mail conveyance statistics. Resolve conveyance contingencies.

Qualifications: A sound knowledge of international airmail services and dispatching arrangements desirable.

Postal Planning and Engineering Sub-division

R. A. Ottaway 62/70207M	Clerk \$10029-10704 (Class 6), Third Division, Postal Services Division	Assistant Controller \$12218-12721 (Class 8), Third Division, Postal Planning Branch, Long Range and Business Planning Section, Melbourne (No. 15)
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Duties: Undertake continued analysis and evaluation of resource allocation in the Postal organisation and the potential for growth and productivity improvement. Assist in the development of long range objectives, intermediate goals and five-year growth.

Qualifications: Degree or Diploma in Economics, Commerce, Engineering or Science desirable.

Telecommunications Division, Sales and Service Sub-division

G. Rizzo 69/39425T	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Management Services Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Administrative Section, Melbourne (No. 25)
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Duties: Assistant Staff Clerk.

Qualifications: General knowledge of the Public Service Act, Regulations and General Orders desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

P. G. Donohoe 71/38060R	Clerk \$9022-9777 (Class 5), Third Division, Telecommunications Division	Clerk \$10029-10704 (Class 6), Third Division, Sales Branch, ADP User Co-ordination Section, Melbourne (No. 6)
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Duties: Assist in the design and acceptance testing of ADP systems production of instructions and implementation of systems.

Qualifications: Sound appreciation of Divisional functions together with knowledge of policies and procedures; creative and analytical ability desirable.

A. J. Mulcahy 70/42048T	Clerk \$9022-9777 (Class 5), Third Division, unattached	Clerk \$10029-10704 (Class 6), Third Division, Service Branch, Works and Equipment Section, Melbourne (No. 61)
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D. I. Spitteler 63/75042W	Clerk \$9022-9777 (Class 5), Third Division, unattached	Clerk \$10029-10704 (Class 6), Third Division, Service Branch, Works and Equipment Section, Melbourne (No. 60)
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Duties above two positions: Develop and specify manual assistance requirements at new generation exchanges. Develop and maintain the 'number-to-name' translation tables.

NEW SOUTH WALES

Engineering Division, Administrative Branch

R. F. Corner 71/10736T	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Engineering Division, Sydney	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Staff and Industrial Section, Sydney (No. 360)
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Duties: Prepare higher duty schedules and maintain associated records of higher duties for Engineers and Clerical staff. Prepare circulation notice of Reg. 116 transfers.

Buildings Branch

G. E. White 72/10553R	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Engineering Services Section, Sydney (No. 133)
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Duties: Perform general administrative clerical duties associated with recording and movement of correspondence, maintenance of stationery store, and duties associated to services trade staff.

J. V. Wyers 61/11060R	Field Officer \$8698-8903, Fourth Division, Engineering Division, Sydney.	Technical Officer (Engineering), Grade 2 \$9085-8639, Fourth Division, Minor Works Section, Sydney (No. 149)
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Duties: Carry out inspections of and investigations into, the engineering services repairs and maintenance projects in accordance with guidelines provided. Recommend extent of work to be undertaken.

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

Construction Branch

G. J. Murphy 73/17075P	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Installation No. 2 Section, Sydney (No. 57)
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Duties: Provide assistance to Sectional Clerk.

D. Brown 72/12095E	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Administration Section, Sydney (No. 268)
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S. C. Powell 72/14486M	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Telecommunications Division, Burwood	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Administration Section, Sydney (No. 269)
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Duties above two positions: Provide relief in metropolitan based offices of Construction Branch.

Metropolitan Operations Branch

J. F. Raymond 72/13120E	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 2 Section, Redfern (No. 162)
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Duties: Provide clerical assistance to the Senior Telecommunications Technical Officer, Grade 3.

R. J. Wilkin 68/24137G (6.12.68)	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, Redfern	Lineman, Grade 2 \$5990-6167, Fourth Division, Metropolitan Operations No. 2 Section, Kensington
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Duties: Cable jointing.

J. O'Connell 59/42478G	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division, Parramatta	Lines Supervisor, Grade 3 \$8033, Fourth Division, Metropolitan Operations No. 4 Section, Parramatta
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

M. R. Squires 59/47765W	Lines Supervisor, Grade 1 \$6710, Fourth Division, Engineering Division, Rooty Hill	Lines Supervisor, Grade 3 \$8033, Fourth Division, Metropolitan Operations No. 4 Section, Parramatta
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Duties above two positions: Estimating.

Planning and Programming Branch

R. J. Holt 59/38181K	Engineer, Class 3 \$12455-13797, Third Division, Engineering Division, Sydney	Engineer, Class 4 \$14468-15373, Third Division, Switching and Facilities (Metropolitan) Section, Sydney (No. 66)
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Duties: Carry out studies and prepare plans for special development projects.

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

Regional Operations Branch

Y. V. Vella 73/10067M	Typist, Grade 1 \$2638-5636, Fourth Division, Engineering Division, Sydney	Typist, Grade 2 \$5791-6101, Fourth Division, Radio Section, Sydney (No. 329)
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Duties: Perform stenographic and typing duties for officers of the Section.

C. G. Wall 59/67875P	Lines Supervisor, Grade 2 \$7312, Fourth Division, Engineering Division, Victoria	Lines Supervisor, Grade 3 \$8033, Fourth Division, Northern Section, Guyra
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Duties: Area supervisor.

D. J. E. Coleman 67/24180G (18.5.67)	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, Windsor	Lineman, Grade 2 \$5990-6167, Fourth Division, Outer Sydney Section, Windsor
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Duties: Cable jointing.

F. J. Swetland 69/22565M	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, South Strathfield	Lines Supervisor, Grade 1 \$6710, Fourth Division, Wollongong Section, Campbelltown
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F. R. Sutherland 63/24177T	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division, Wollongong	Lines Supervisor, Grade 1 \$6710, Fourth Division, Wollongong Section, Moruya
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C. R. Shorten 59/45207W	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division, Brewarrina	Lines Supervisor, Grade 1 \$6710, Fourth Division, Wollongong Section, Nowra
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J. L. Flack 70/24996W	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, Parramatta	Lines Supervisor, Grade 1 \$6710, Fourth Division, Wollongong Section, Unanderra
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Duties above four positions: Party leader.

Support Services Branch

J. W. Henderson 72/10839G	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of Social Security, Sydney	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Automotive Plant Section, Alexandria (No. 19)
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Duties: Maintain records of intake of motor vehicles for repair. Foreman advised of vehicle location. Process movement of vehicles and keep

H. C. Hodge 72/14197W	Drafting Assistant, Grade 1 \$2728-6506, Third Division, Engineering Division, Sydney	Drafting Assistant, Grade 2 \$6723-7427, Third Division, Drafting Section, Haymarket (No. 69)
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Duties: Less involved drafting work in the Mechanical and Structural No. 1 Sub-section.

J. D. Dwyer 63/22065W	Telecommunications Technician \$7058-7818, Third Division, Engineering Division, Sydney	Technical Officer (Engineering), Grade 1 \$7058-8832, Third Division, Materials Section, Railway Square (No. 214)
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Duties: Endurance testing of telecommunications equipment.

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

R. J. Byrne 72/23707R	Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division, Tweed Heads	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, North Sydney
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M. T. Casey 73/11881G	Clerk \$3346-6671 (Class 1), Third Division, Finance and Accounting Branch, Sydney	Telecommunications Trainee \$3537-6699, Third Division, Industrial Engineering and Training Section, North Sydney
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R. A. Clauson 73/22347M	Apprentice Telecommunications Tradesman \$2615-5768, Fourth Division, Engineering Division, Sydney	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, North Sydney
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

P. M. Jamieson 73/22509M	Apprentice Telecommunications Tradesman \$2615-5768, Fourth Division, Engineering Division, Sydney	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, North Sydney
C. J. Seath 72/22122R	Apprentice Telecommunications Tradesman \$2615-5768, Fourth Division, Engineering Division, Sydney	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, North Sydney
C. F. Spencer 73/23529M	Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division, Newtown	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, North Sydney
J. Wilms 73/23520W	Telecommunications Assistant \$2861-5972, Fourth Division, unattached	Telecommunications Trainee \$3537-6699, Fourth Division, Industrial Engineering and Training Section, North Sydney

Note above seven positions: Conditions governing promotion/transfer as Telecommunications Trainee were notified in Gazette 25 A of 22.3.74.

Postal Services Division, Mail Exchange Branch

E. J. Trenerry 59/32080C <i>Duties:</i> Examine Letter Sorting Divisions and Other Articles Divisions for the purpose of detecting under-paid mail matter. Assess postage due on insufficiently prepaid articles and endorse them with the amounts to be collected, together with the reason for the surcharge.	Mail Officer \$5426-6343, Fourth Division, Postal Services Division, Redfern	Senior Mail Officer \$6591-6824, Fourth Division, GPO, Sydney
K. R. Hutton 74/22483W (13.2.74)	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Mail Officer \$5426-6343, Fourth Division, GPO, Sydney
J. Semaan 74/22612M (8.3.74)	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Mail Officer \$5426-6343, Fourth Division, Redfern

Post Offices Branch

R. Sturgeon 59/48741A	Postmaster, Grade 2 \$8'50-8943, Third Division, Binnaway	Postmaster, Grade 3 \$9231-10091, Third Division, Bombala
A. Gracie 72/22399P	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Ettalong Beach	Postal Clerk \$5662-6824, Fourth Division, Woy Woy (Relief)
J. F. Wymark 74/22725R	Assistant Postal Officer \$2598-5196, Fourth Division, Dickson	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Dickson
G. K. Betts 62/24327M	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Macksville	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Macksville
T. M. Copas 72/23363C	Assistant Postal Officer \$2598-5196, Fourth Division, Aberdeen	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Scone
D. M. Macpherson 74/22723G	Assistant Postal Officer \$2598-5196, Fourth Division, Canberra	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Woden
P. J. Cruickshanks 73/23071P (8.5.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Armidale	Postman \$5310-5658, Fourth Division, Armidale (Relief)
J. S. McCafferty 73/23473K (18.7.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Port Kembla	Postman \$5310-5658, Fourth Division, Fairymeadow
S. F. Colyer 74/22591C (4.2.74)	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Postman \$5310-5658, Fourth Division, Revesby (Emergency Relief)
M. Newton 71/23624R (15.7.71)	Assistant Postal Officer \$2598-5196, Fourth Division, The Rock	Postman \$5310-5658, Fourth Division, Wagga Wagga
L. J. Power 74/22992T (24.5.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Canberra	Mail Officer \$5426-6343, Fourth Division, Mails and Transport Sub-section, Canberra

Transport Branch

A. G. Dick 72/23347G	Postman \$5310-5658, Fourth Division, Penrith	Motor Driver \$5856-6030, Fourth Division, North Sydney
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Telecommunications Division, Country Region

C. Dowdle 59/29065C	Telephonist \$2609-5575, Fourth Division, unattached	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, South Section, Narrandera District Telephone Office Sub-section, Narrandera (No. 100)
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Duties: Maintain telephone and telegraph operations and switching instructions and call charging records. Assist with evaluation of exchange staffing records.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

L. G. Buckman 59/28814A	Monitor \$6034-6381, Fourth Division, Telecommunications Division, Wollon- gong	Overseer \$6840-7248, Fourth Division, South Section, Wollongong District Telephone Office Sub-section, Wollon- gong
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Duties: Responsible to the Traffic Officer for service sampling.

Qualifications: Occupant must be qualified as Monitor (Telephone).

Supply Branch

F. R. Wells 59/37185R	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Supply Branch, Milsons Point	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Office Services Section, Records Sub-section, Milsons Point (No. 22)
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Duties: Maintain branch file examination system, including archival and disposal action. Assist the officer in charge in supervision.

VICTORIA

Engineering Division, Administrative Branch

D. Y. Maddox 67/36232C	Accounting Machinist, Grade 2 \$6233, Fourth Division, South Australia	Accounting Machinist, Grade 3 \$6441, Fourth Division, Costing Section, Mel- bourne (No. 225)
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Duties: Responsible for the preparation of material and incidental abstracts, posting abstracts for plant costs and the compilation of State and Divisional control sheets.

Construction Branch

L. G. Colban 59/43600C	Lines Supervisor, Grade 2 \$7312, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$8033, Fourth Division, Primary Works (Metropolitan) Section, Melbourne
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Duties: Estimating Supervisor on major cable and/or conduit installations.

Metropolitan Operations Branch

W. J. Cary 59/59861X	Engineer, Class 5 \$16839-17899, Third Division, Engineering Division	Executive Engineer \$19597, Second Division, Melbourne (No. 85)
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Duties: Management of the Branch.

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.

A. E. Brew 59/66212T	Lines Supervisor, Grade 1 \$6710, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$8033, Fourth Division, Metropolitan Opera- tions No. 4 (North East) Section, Ring- wood
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Duties: Estimating Supervisor.

I. A. Mooney 67/46119A	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 2 (North West) Section, Craigieburn
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Duties: Party Leader.

B. S. Mitchell 72/45690M	Telephonist \$2609-5575, Fourth Divi- sion, Telecommunications Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Opera- tions No. 5 (East) Section, South Yarra (No. 247)
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M. Z. Ohanian 74/36262T	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of Social Security, Melbourne	Clerical Assistant, Grade 2 \$5446- 5737, Fourth Division, Metropolitan Operations No. 5 (East) Section, South Yarra (No. 246)
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Duties above two positions: Fault dispatch assistance.

Planning and Programming Branch

C. Amicucci 73/36654R	Typist, Grade 1 \$5275-5636, Fourth Division, unattached	Typist, Grade 2 \$5791-6101, Fourth Division, Melbourne (No. 26)
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Duties: Provide stenographic assistance.

Regional Operations Branch

D. H. Rice 62/22893P	Lineman, Grade 2 \$5990-6167, Fourth Division, New South Wales	Lines Supervisor, Grade 3 \$8033, Fourth Division, Cable Protection Section, St Kilda
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Qualifications: Extensive knowledge of GPA Systems and freon fault locating procedures.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

R. Palmer 59/67399A	Lines Supervisor, Grade 1 \$6710, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$8033, Fourth Division, South East Central Section, Dandenong
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Duties above two positions: Estimating Supervisor.

B. J. Symes 69/45872T	Clerk \$3346-6671 (Class 1), Third Division, Central Office, Melbourne	Clerk \$6887-7764 (Class 2/3), Third Division, North Eastern Section, Benalla (No. 111)
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Duties: Assistant Personnel Officer.

G. McLeod 59/67307E	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 2 \$7312, Fourth Division, North Western Section, Sea Lake
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Duties: Area Lines Supervisor.

Qualifications: A sound knowledge of all aspects of External Plant Construction and Maintenance essential.

J. W. Alexander 59/66006M	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, Gippsland Section, Korumburra
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Duties: Party Leader.

L. W. Shreeve 59/67654G	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Cable Assigner \$6710, Fourth Division, South East Central Section, Dandenong
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Duties: Under general supervision assign cable pairs for telecommunication services and prepare and maintain associated records. Provide technical guidance and assistance to cable jointers regarding the allocation of cable pairs.

Support Services Branch

J. P. Karafilis 71/39403M	Drafting Assistant, Grade 1 \$3274-6506, Third Division, Engineering Division	Drafting Assistant, Grade 2 \$6732-7427, Third Division, Drafting Section, Melbourne (No. 75)
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Duties: Less involved drafting work in the Structural and Mechanical Sub-section.

Qualifications: Drafting ability and experience appropriate to the duties.

K. B. Williamson 70/41324C	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Department of Defence —Army Office, Melbourne	Plan Records Assistant, Grade 1 \$3274-6506, Fourth Division, Drafting Section, Cheltenham (No. 125)
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Duties: Responsible for the preparation and amendment of the simpler plan records of reticulation of cables and conduits.

Qualifications: A good standard of penmanship and experience appropriate to the duties is desirable.

Postal Services Division, Mail Exchange Branch

B. A. Shelton 74/45416X (4.3.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division	Mail Officer \$5426-6343, Fourth Division, Melbourne
R. C. Vail 74/45391W (4.3.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division	Mail Officer \$5426-6343, Fourth Division, Melbourne

Post Offices Branch

F. L. Burgoyne 302/52882 (6.8.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Chelsea	Postman \$5310-5658, Fourth Division, Seaford
W. H. Geraghty 74/45744M (6.8.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Rosanna	Postman \$5310-5658, Fourth Division, Rosanna (Relief)
J. S. McNamara 74/45745R (6.8.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Balwyn	Postman \$5310-5658, Fourth Division, Balwyn
R. G. Phillipson 73/45125G (23.1.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Yarraville	Postal Officer, Grade 1 \$5310-5658, Fourth Division, King Street (Relief)
G. D. Polkinghorne 73/45308A (29.3.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Mooroopna	Postman \$5310-5658, Fourth Division, Mooroopna

ADP Branch

G. P. Perkins 72/45338E	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division	Trainee Computer Operator \$2403-4806, Fourth Division, Technical Services Section, Clayton
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Note: The conditions governing promotion or transfer as Trainee Computer Operator are outlined on page 79 of Gazette No. 25 A of 22.3.74.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Finance and Accounting Branch

J. C. Christie 70/37702W	Clerk \$3346-6671 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$6887-7764 (Class 2/3), Third Division, Administrative and Relief Section, Melbourne (No. 18)
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Duties: Relief Clerk, Finance Section.

Personnel and Industrial Relations Branch

J. M. Wallace 69/36509X	Clerk \$8015-8770 (Class 4), Third Division, Personnel and Industrial Relations Branch	Clerk \$9022-9777 (Class 5), Third Division, Staffing and General Services Section, Melbourne (No. 346)
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Duties: Analyse and review action for filling of vacancies and conduct of staffing surveys.

QUEENSLAND

Engineering Division, Construction Branch

E. E. Cooke 59/72156X	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Engineering Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Metropolitan Installations No. 2 Section, Brisbane (No. 1367)
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Duties: Leave Clerk. Process and approve leave applications. Process higher duty schedules, applications for furlough, regulation 90 and 90A claims and overtime claims. Act as Paying Officer.

K. W. Fogarty 66/61243G	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Engineering Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Metropolitan Installations No. 2 Section, Brisbane (No. 1368)
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Duties: Process work authorities, maintain incidental expenditure and act as Paying Officer.

C. M. Duce 73/57260G	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Installations No. 2 Section, Brisbane (No. 1370)
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Duties: Provide general clerical assistance in the Sectional Office including the maintenance of records and a filing system as well as the recording of movement files and papers within the Section.

F. J. Everson 62/61151G	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Engineering Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Primary Works No. 1 Section, Brisbane (No. 1144)
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Duties: Leave Clerk.

M. B. Pullinger 59/21523W	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Engineering Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Primary Works No. 2 Section, Brisbane (No. 1366)
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Duties: Leave Clerk. Process and approve leave applications. Process higher duty schedules, applications for furlough, regulation 90 and 90A claims and overtime claims. Act as Paying Officer.

W. D. Jackson 70/78048C	Telecommunications Assistant \$2861-5972, Fourth Division, Engineering Division	Telecommunications Technician \$7058-7818, Fourth Division, Metropolitan Installations No. 1 Section, Brisbane (No. 1656)
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Note: Effective date of promotion 7.3.74.

Metropolitan Operations Branch

G. R. Nissen 59/21427E	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Engineering Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, City Operations Section, Brisbane (No. 1407)
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Duties: Leave Clerk.

R. C. Moy 59/23440K	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Metropolitan Operations No. 1 Section, Brisbane (No. 1413)
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Duties: Leave Clerk.

E. J. Craik 59/20766T	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Engineering Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Metropolitan Operations No. 2 Section, Brisbane (No. 1408)
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Duties: Leave Clerk.

S. J. Garard 59/16272R	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Engineering Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Outer Metropolitan Operations No. 2 Section, Brisbane (No. 1406)
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Duties: Leave Clerk.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Regional Operations Branch

G. R. Bennett 65/61345K	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Engineering Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Radio Section, Brisbane (No. 1415)
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Duties: Clerical processing of reports, correspondence, technical reference material etc., related to radio system design activities.

Support Services Branch

I. T. Genn 65/61106T	Draftsman, Grade 1 \$7058-8832, Fourth Division, Engineering Division	Draftsman, Grade 2 \$9085-9639, Fourth Division, Drafting Section, Brisbane (No. 648)
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Duties: Design and drafting work in the Radio, Long Line and Telegraph Sub-section.

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

Postal Services Division, Mail Exchange Branch

M. H. McVey 73/61621R (20.8.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division	Postman \$5310-5658, Fourth Division, Brisbane
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Post Offices Branch

G. W. Muller 66/61224X	Postman \$5310-5658, Fourth Division, Maryborough	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Maryborough
D. McMahon 70/62114R	Postman \$5310-5658, Fourth Division, Rocklea	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Stones Corner
G. E. Thompson 73/61089P	Postman \$5310-5658, Fourth Division, Inala	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Stones Corner
L. E. Hornberg 73/62080K (9.1.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Hughenden	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Hughenden
T. J. Charles 74/61540G (29.5.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Indooroopilly	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Indooroopilly
<i>Duties:</i> Delivery of telegrams per motor cycle.		
K. M. Burke 72/61666A (21.6.72) (41)	Assistant Postal Officer \$2598-5196, Fourth Division, Wandoan	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Miles
C. H. Riggs 73/61887C (22.11.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Charters Towers	Postman \$5310-5658, Fourth Division, Charters Towers
L. T. Davis 74/61273P (8.3.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Everton Park	Postman \$5310-5658, Fourth Division, Everton Park
W. J. Ruddle 73/62007M (12.12.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Gympie	Postman \$5310-5658, Fourth Division, Gympie
M. M. Browne 73/61450P (5.7.73)	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Postman \$5310-5658, Fourth Division, Indooroopilly
G. P. Lemon 74/61648C (12.7.74)	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Postman \$5310-5658, Fourth Division, Mt. Gravatt
R. W. Hancock 74/61413R (19.4.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Sandgate	Postman \$5310-5658, Fourth Division, Sandgate
L. J. Gillinder 73/61623A (8.8.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Woodridge	Postman \$5310-5658, Fourth Division, Woodridge

Transport Branch

L. J. Hipathite 232-96430	Typist, Grade 1 \$2638-5636, Fourth Division, Australian Taxation Office	Typist, Grade 2 \$5791-6101, Fourth Division, Brisbane (No. 12)
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Duties: Stenographic duties.

Telecommunications Division, Country Region

M. G. Gorman 59/23845T	Monitor \$6034-6381, Fourth Division, Telecommunications Division	Overseer (Telephone) \$6840-7248, Fourth Division, District Telephone Office, Townsville
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Qualifications: Must be qualified as Monitor (Telephone).

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

WESTERN AUSTRALIA

Engineering Division, Construction Branch

D. J. McBean 67/75208C	Engineer, Class 1 \$7204-10012, Third Division, unattached	Engineer, Class 2 \$10653-11796, Third Division, Metropolitan Installation Section, Perth (No. 547)
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Duties: Under general direction, perform professional engineering work and under technical supervision perform professional engineering work of a more novel, complex and/or critical type in relation to the activities of the section, which include the preparation of designs for the installation of all exchanges and extensions, including first-in crossbar terminal exchanges and extensions.

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

Country Branch

V. T. Godfrey 71/75200P	Clerk \$3346-6671 (Class 1), Third Division, Engineering Division	Clerk \$6887-7764 (Class 2/3), Third Division, Central Section, Perth (No. 8991)
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Duties: Pay Sheet Examiner. Oversight the activities of the Pay and Allowance Clerks.

Qualifications: Previous experience in this field desirable.

M. E. Wilson 66/78367R	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Engineering Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, North West Section, Perth (No. 8987)
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Duties: Office work associated with stores, tool kits, pricing, accountable forms, telephone orders, PT cabinets, etc.

D. V. Hardy 71/75512G	Accounting Machinist, Grade 1 \$2638-5636, Fourth Division, Engineering Division	Accounting Machinist, Grade 2 \$6233, Fourth Division, North West Section, Perth
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Duties: Perform machining and clerical duties associated with the costing of engineering expenditure and staff pay.

Qualifications: Previous experience in this field desirable.

Note above three positions: The present locality of these positions is tentative only, pending the determination of the actual location of the sectional headquarters which could be transferred to a country centre at a later date.

Regional Operations Branch

I. E. Thane 72/78893T	Phonogram Operator \$2609-5575, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Trunk Service Section, Perth (No. 7606)
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Duties: Perform routine clerical duties associated with the operation of the Services Restoration and Traffic Control Centre including operation of Telex and maintenance of records.

Qualifications: Ability to operate Telex Machine and some typing ability desirable.

Postal Services Division, Post Offices Branch

R. R. New 66/78459C	Postal Clerk \$5662-6824, Third Division, Postal Services Division	Senior Postal Clerk, Grade 1 \$7087-7651, Third Division, York
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Supply Branch

P. J. M. Lang 70/87652P	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Supply Branch	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Stores Accounting Section, Perth (No. 8939)
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K. N. Winduss 70/76346X	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Supply Branch	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Stores Accounting Section, Perth (No. 8940)
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Duties above two positions: Preparation of documents for processing through Stock Ledgers.

Qualifications above two positions: Experience in Supply Branch procedures desirable.

TASMANIA

Engineering Division

G. J. Eiszele 238-68099	Engineer, Class 1 \$7204-10012, Third Division, Engineering Division	Engineer, Class 2 \$10653-11796, Third Division, Installation Section, Hobart (No. 108)
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J. D. Hodgson 236-28036	Engineer, Class 1 \$7204-10012, Third Division, Engineering Division	Engineer, Class 2 \$10653-11796, Third Division, Installation Section, Hobart (No. 274)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

P. R. Tompson 231-54694	Engineer, Class 1 \$7204-10012, Third Division, Engineering Division	Engineer, Class 2 \$10653-11796, Third Division, Southern Operations Section, Hobart (No. 273)
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Duties above three positions: Under general direction perform professional engineering work and under technical supervision perform professional engineering work of a more novel, complex and/or critical type in relation to the activities of the Section.

G. De Groot 228-82964	Engineer, Class 1 \$7204-10012, Third Division, Engineering Division	Engineer, Class 2 \$10653-11796, Third Division, Northern Operations Section, Launceston (No. 312)
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Duties: Responsible to the Supervising Engineer, Class 4, for forward planning of cable and conduit works in the Northern Operations Section and control of the Launceston Projects Estimating Section.

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

Telecommunications Division, Sales and Service Branch

L. K. Cuthbert 227-71228	Clerk \$6887-7764 (Class 2/3), Third Division, Telecommunications Division	Clerk \$8015-8770 (Class 4), Third Division, Sales Section, Hobart (No. 47)
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Duties: As group leader direct and control the work of the group handling telephone contracts for the Hobart Central and Bathurst Street, New Town, Glenorchy and Sandy Bay Exchanges.

Qualifications: Thorough knowledge of Sales Branch practices and procedures and ability to control staff is desirable.

Personnel and Industrial Relations

T. A. Fulton 222-34289	Postal Investigation Officer, Grade 2 \$7150-7816, Fourth Division, Personnel and Industrial Relations Branch	Chief Postal Investigation Officer, Grade 1 \$9370-9592, Fourth Division, Postal Investigation Section, Hobart (No. 13)
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Duties: Responsible to the Manager for the control and direction of the Section and for personally investigating the more complex cases.

Qualifications: Administrative and management ability; sound knowledge of criminal investigation techniques and of Departmental organisation and functions is desirable.

B. D. Sly 222-36233	Postal Investigation Officer, Grade 1 \$5981-6983, Fourth Division, Personnel and Industrial Relations Branch	Postal Investigation Officer, Grade 2 \$7150-7816, Fourth Division, Postal Investigation Section, Hobart, vice T. A. Fulton, prov. prom. 10.10.74 (No. 42)
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Duties: Responsible to the Chief Postal Investigation Officer, Grade 1, for inquiries into the more detailed irregularities and prosecutions as directed.

A. H. Blake 233-50062	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Personnel and Industrial Relations Branch	Postal Investigation Officer, Grade 1 \$5981-6983, Fourth Division, Postal Investigation section, Hobart, vice B. D. Sly, prov. prom. 10.10.74 (No. 14)
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Duties: Investigation of irregularities and offences against the Post and Telegraph Act, Crimes Act and Public Service Act and Regulations.

DEPARTMENT OF THE PRIME MINISTER AND CABINET OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION CENTRAL OFFICE

Project Division No. 2, Project Branch No. 4

E. P. R. Bowen 234-63008	Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Bureau of Agricultural Economics, Department of Agriculture, Canberra	Project Officer \$12218-12721 (Class 8), Third Division, Canberra (No. 255)
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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.

Project Branch No. 5

P. Breslin 238-96663	Clerk \$11039-11714 (Class 7), Third Division, Department of Minerals and Energy, Canberra	Project Officer \$12218-12721 (Class 8), Third Division, Canberra (No. 121)
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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

Services Branch

A. Kendal 239-47512	Clerk \$9022-9777 (Class 5), Third Division, Auditor-General's Office, Canberra	Investigating Accountant \$10029-10704 (Class 6), Third Division, Cost and Financial Section, Public Inquiry Unit, Canberra (No. 148)
M. J. Gallagher 304-73909	Clerk \$9022-9777 (Class 5), Third Division, Auditor-General's Office, Canberra	Investigating Accountant \$10029-10704 (Class 6), Third Division, Cost and Financial Section, Public Inquiry Unit, Canberra (No. 467)

Duties above two positions: Examine and report on financial statements and cost data submitted at inquiries.
Qualifications above two positions: Accountancy or other appropriate academic qualifications and ability to prepare reports on cost and financial matters.

K. B. Baumann 238-88647	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Canberra	Clerical Assistant, Grade 7 \$8194-8442, Fourth Division, Management Services Section, Administrative Services Sub-section, Canberra (No. 476)
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Duties: Officer in charge of the Commission's central registry.

Qualifications: Considerable experience in the operation of a registry desirable.

Project Division No. 1, Project Branch No. 1

L. P. Goi 239-02605	Research Officer, Grade 1 \$7107-8770, Third Division, Bureau of Agricultural Economics, Department of Agriculture, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Canberra (No. 273)
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Duties: Under direction, assist with the compilation and analysis of data for Commission inquiries.

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

DEPARTMENT OF REPATRIATION AND COMPENSATION

CENTRAL OFFICE

Benefits and Legislation Division, Legislation and Policy Branch

J. A. Heath 242-11179	Clerk \$10029-10704 (Class 6), Third Division, Department of Services and Property, Canberra	Clerk \$12218-12721 (Class 8), Third Division, Policy, Projects and Development Section, Canberra (No. 12)
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Duties: Conduct investigations into existing Repatriation policies. Prepare reports, recommendations, draft papers and briefing material. Represent on interdepartmental committees.

Qualifications: Experience in policy research on legislation work preferably in the social welfare field. Academic qualifications to be stated.

Management Services Division, ADP Branch

J. G. Hodgson 304-83082	Programming Assistant, Grade 1 \$3346-6671, Third Division, Bureau of Statistics, Canberra	Programming Assistant, Grade 2 \$6887-7764, Third Division, Applications Section, Canberra (No. 69)
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Duties: Under supervision, code and test program segments of limited complexity and prepare flow charts and relevant documentation from approved specifications. Assist with program testing.

Qualifications: Appropriate training in computer programming. Knowledge of IBM 360 and COBOL would be an advantage.

NEW SOUTH WALES

Branch Office

A. M. Simpson 226-06062	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Pensions Section, Sydney (No. 5)
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Duties: Oversight the work of and instruct disability pension examiners, Grades 1 and 2. Investigate and submit cases to determining authorities, conduct interviews, prepare correspondence and statistical returns.

Qualifications: Knowledge of Repatriation Act. Regulations and General Orders Pensions desirable.

QUEENSLAND

Branch Office

M. E. Gray 231-20507	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, General Assistance Section, Brisbane (No. 4)
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Duties: Sustenance Examiner.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF REPATRIATION AND COMPENSATION—continued

J. C. Hunter 226-46160	Clerk \$3346-6671 (Class 1), Third Division, unattached	Clerk \$6887-7764 (Class 2/3), Third Division, General Assistance Section, Brisbane (No. 8)
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Duties: Clerk-in-charge. Exercise delegated powers to determine applications for payment of fares and travelling expenses, loss of salary, etc.

WESTERN AUSTRALIA

Branch Office

G. E. Thompson 235-79342	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Treatment and Assist- ance Section, Perth (No. 25)
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Duties: Receive and distribute mail, maintain statistics, social work register, filing duties.

Qualifications: Sound knowledge of treatment and assistance and rehabilitation procedures desirable.

DEPARTMENT OF SCIENCE

AUSTRALIAN CAPITAL TERRITORY

Patent Trade Marks and Designs Office, Patent Examination Branch

G. C. French 235-34304	Examiner of Patents (Grade B) \$6500- 7150, Fourth Division, Department of Transport, Brisbane	Senior Mechanic (Maritime Aids) \$6992- 9416, Third Division, Canberra (No. 684)
K. P. Sheldon 242-10635	Clerk \$3346-6671 (Class 1), Third Divi- sion, Department of Customs and Ex- cise, Canberra	Examiner of Patents (Grade B) \$6500- 9416, Third Division, Canberra (No. 685)
N. Nath 236-95968	Telephonist \$4382-4740, Fourth Division, Postmaster-General's Department, Syd- ney	Examiner of Patents (Grade B) \$6500- 9416, Third Division, Canberra (No. 530)

Duties above three positions: Examine applications for patents within the appropriate technology.

Qualifications: Partial completion of a degree or diploma course in Science or Engineering or other relevant technology and/or practical experience in a recognised field of technology or manufacture. Successful completion of training course for Examiners of Patents.

DEPARTMENT OF SOCIAL SECURITY

VICTORIA

Health Benefits and Services Branch

J. N. Lane 73/37708W	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Insurance and Organi- sations Section, Insurance Sub-section (No. 1453)
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Duties: Extract statistical data from Form M.B.6 and record details of unmatched services, fund benefit number, cost of service and number of general practitioner services. Assist in the checking of statistical data as required.

Regional Offices

J. E. Chellew 301-80591	Typist, Grade 1 \$2638-5636, Fourth Division, unattached	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Regional Office, Bendigo (No. 1648)
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Duties: Counter Officer. Attend to persons seeking information in relation to the Social Services Act. Conduct interviews where pension claims lodged personally at the counter; assist in completion and re-declaration of claims for assistance under the Social Services Act. Record work load statistics and prepare returns as required. Perform other duties as directed by Registrar.

Qualifications: Sound knowledge of the Social Services Act.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

NATIONAL LIBRARY OF AUSTRALIA

AUSTRALIAN CAPITAL TERRITORY

Co-ordination and Policy Branch

M. W. Helme 238-22955	Librarian, Class 1 \$6270-8996, Third Division	Librarian, Class 2 \$9262-10299, Third Division, Training Section, Canberra (No. 383)
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Duties: Under direction, lecture, conduct tutorials, organise seminars, set and mark exercises on the principles and techniques of librarianship. Advise other sections on major technical matters related to library services.

Qualifications: University degree or diploma and Library Association of Australia registration examination or equivalent; or a recognised qualification in Librarianship from a college of advanced education.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF TRANSPORT

AIR TRANSPORT GROUP

CENTRAL STAFF

Ground Facilities Division, Airport Planning and Development Branch

M. J. O'Brien 71/37762C	Engineer, Class 1 \$6454-9262, Third Division, unattached	Engineer, Class 2 \$9903-11046, Third Division, Melbourne (No. 24)
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Duties: Under technical supervision in the more complex and critical tasks, prepare and regularly review master plans or sections of master plans for the future development and approach protection of intermediate aerodromes.

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.

QUEENSLAND REGION

Executive Services Branch

S. J. Howard 71/57930T	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Finance Section, General Sub- section, Brisbane (No. 174)
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Duties: Assist in the preparation and reconciliation of Salaries.

J. Brown 72/58383P	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Finance Section, General Sub-section, Brisbane (No. 176)
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Duties: Maintain personal claims and index register. Check all claims on receipt and attach 'Discount' label where necessary. Ensure that no prior claim has been rendered for the same goods or service.

SOUTH AUSTRALIA/NORTHERN TERRITORY

K. R. Blake 73/66655M	Clerk \$3346-6671 (Class 1), Third Divi- sion	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Office Services Section, Personnel Sub-section, Adelaide (No. 84)
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Duties: Examine all files and papers referred to the assessing unit and refer to appropriate authority or take action personally within prescribed delegations.

WESTERN AUSTRALIA REGION

C. M. Medley 68/75757T	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Personnel and Office Services Section, Registry Sub-section, Perth, vice K. W. Bourke, prov. prom. 5.9.74 (No. 161)
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Duties: Classify all inward correspondence to ensure adequate and correct indexing, direct correspondence and determine file titles for new files. Conduct archival programme. Supervise and train staff engaged on indexing and attachments to ensure efficient operations.

J. J. Barnard 72/75500G	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division, unattached	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Personnel and Office Services Section, Registry Sub-section, Perth, vice C. M. Medley, prov. prom. (No. 31)
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Duties: Obtain files from action officers, re-submit and put away for attachment of follow-on papers. Examine follow-on papers and files prior to attachment and liaise with action officers on matters concerning attachment of correspondence.

D. M. Woods 70/76350C	Clerical Assistant, Grade 1 \$2481-4515, Fourth Division, Perth Airport	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Personnel and Office Services Section, Perth (No. 179)
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Duties: Distribute incoming work to relevant sub-sections within the Personnel and Office Services Section and clear outward trays. Check daily return of staff absences from outstations and ensure that all absences are covered by appropriate applications.

E. H. Tibbett 70/75996A	Clerical Assistant, Grade 1 \$2481-4515, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Finance Section, Gen- eral Sub-section, Perth (No. 118)
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Duties: Sort allowance forms and deduction authorities, endorse with pay section and overtime code. Maintain registers for recording and control of TF 28 variations, adjustment vouchers, pay sheet changes, deduction authorities and tax dependant records. File completed records and perform final check against duplicated payment of allowances.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF TRANSPORT—continued

T. M. Brady 73/75755X	Clerical Assistant, Grade 1 \$2481-4515, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Supply and Transport Section, Supply Sub-section, Perth (No. 76)
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Duties: Maintain registers of all stores accounting vouchers and attend to routine registry functions.

M. C. Thompson 70/75692E	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Business and Property Section, Perth (No. 103)
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Duties: Maintain property register. Provide general assistance and arrange preparation of lease plans and submission of leases to Head Office. Prepare requisitions for acquisition of furniture and fittings. Maintain records of tenancy of residences. Record payments for water, sewerage and rates and arrange recovery of excess water charges.

Airways Engineering Branch

D. T. Pendreigh 72/75498W	Clerical Assistant, Grade 1 \$2481-4515, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Mechanical Section, Perth (No. 88)
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Duties: Prepare minor correspondence of a non-technical and semi-technical nature. Attend to completion and clearance of all documents related to the receipt and dispatch of all workshop job items. Liaise with Senior Clerk to prepare advices to staff in connection with queries on pay allowances, leave, travelling allowance, etc.

Drafting Branch

C. J. Martin 73/75008P	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Perth (No. 32)
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Duties: Maintain microfilm system of drawings and station equipment drawing folders. Process requests for and index prints and copies of drawings, maps, lithos, etc.

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Management Services Branch

R. Walter 304-99666	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Attorney-General's Department	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Finance and General Services Section, Library Sub-section, Canberra (No. 260)
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Duties: Prepare catalogue cards for reproduction; prepare cross-reference cards and books for shelving. Relieve on inquiry counter.

AUSTRALIAN GOVERNMENT RETIREMENT BENEFITS OFFICE

AUSTRALIAN CAPITAL TERRITORY

Operations Branch

R. B. Hellier 228-94922	Clerk \$8015-8770 (Class 4), Third Division	Clerk \$9022-9777 (Class 5), Third Divi- sion, Services Section, Records Sub- section, Canberra (No. 241)
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Duties: Officer in charge of Records. Control and oversight the work of the Sub-section. Responsible for on-the-job training, review and implementation of methods, and the efficiency of the Sub-section.