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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 Force appointments, promotions, etc.*; *Teaching Service vacancies, promotions, etc.*; *Bankruptcy Act*; *Private advertisements*; *Tenders invited*; *Contracts arranged*; *Late notices*. Copies of each week's Special issues are also attached. General issues are published weekly at 10.30 a.m. on Tuesday and are sold at 25c each plus postage or on subscription of \$17.50 (full year), \$10.40 (six months), or \$5.20 (three months). Annual subscription includes quarterly index issues.

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

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

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

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

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

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

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

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

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

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

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

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

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

and from Office of the Australian Treasury at:

Taxation Building, 320 Adelaide Street, Brisbane, Qld

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

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

NOTICES FOR PUBLICATION and related correspondence should be addressed to:

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

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

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

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

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

General issues:

Contracts arranged: Tuesday at 2 p.m.

All other notices: Wednesday at 2 p.m.

Public Service issues:

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

Promotions section: Monday at 9 a.m.

All other notices: Thursday at 2 p.m.

Special issues and Periodic issues: by arrangement.

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

17500/74—Recommended retail price 40c (plus postage)

ORDERS IN COUNCIL

Appointments and acting appointments as Permanent Head

AUSTRALIA

Public Service Act 1922-1974

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

I, SIR JOHN ROBERT KERR, the Governor-General of Australia, acting with the advice of the Executive Council and in pursuance of section 54 of the *Public Service Act 1922-1974*, hereby appoint Francis Joseph Mahony, Deputy Secretary, Attorney-General's Department, to act in the place of Clarence Waldemar Harders, the occupant of the office of the Secretary to the Attorney-General's Department during the period commencing on 14 November 1974 and ending when the said Clarence Waldemar Harders resumes duty in Australia.

Dated this twelfth day of November 1974.

JOHN R. KERR
Governor-General

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

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 HEALTH

Central Staff

Section 67 (Invalidity): Jack Albert Lang, Clerk 8.8.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

Queensland

Section 86: Arthur Patrick Claude Higgins, Clerk 18.11.74.

DEPARTMENT OF MANUFACTURING INDUSTRY

Victoria

Section 85: Gervase Patrick Ryan, Clerk, 13.11.74.

POSTMASTER-GENERAL'S DEPARTMENT

Central Office

Section 67 (Invalidity): Stanley Russell Coleston, Senior Technical Officer (Engineering), Grade 2, 24.11.74; Donald Arthur Sinclair, Engineer Class 4, 11.12.74.

Section 86: Jack Mitchell, Controller, 14.11.74.

New South Wales

Section 67 (Invalidity): Cyril John Siddons, Telecommunications Technician, 21.8.74; John Alexander Paterson, Senior Telecommunications Technical Officer, Grade 2, 9.9.74; Cecil Rochford, Postman, 30.10.74; Lance Albany Wood, Clerk, 13.11.74.

Section 85 (1): Henry Charles Bates, Electrical Assistant, 11.10.74; Alton Frank Tuohy, Line Supervisor, Grade 1, 23.11.74.

Section 86: Victor Henry John Davey, Postman, Grade 4, 5.10.74; Alberd Edward Fordham, Senior Watch and Clock Maker, Grade 1, 24.11.74; Oscar James Leslie Connolly, Engineer (Class 4), 11.12.74; Christian Ferdinand Baselli-Suessen Berg, Clerk, 22.12.74.

Victoria

Section 67 (Invalidity): Francis James Turner, Senior Postal Officer, Grade 1, 8.8.74; Clement Joseph Carlson, Postmaster, Grade 3, 22.8.74; Henry Edward Gardner, Telecommunications Technician, 22.8.74; Bryan Gerard Loughnan, Superintendent (Class 9), 22.8.74; William John Freeth, Lineman, Grade 2, 11.9.74; Thomas Charles Walter Pinker, Lines Supervisor, Grade 1, 3.10.74; Leslie Andrew Williams, Lines Supervisor, Grade 1, 3.10.74; John Henry Gunn, Lines Supervisor, Grade 3, 5.10.74; Ralph Barnard Fealy, Postman, 11.10.74; Andrew Thomas McInnes, Lineman, Grade 2, 16.10.74; William Noble Boucher, Telecommunications Technical Officer, Grade 1, 17.10.74; Colin Cann, Lineman, Grade 2, 18.10.74; Reginald Hemsley, Lines Supervisor, Grade 1, 30.10.74; Allen Donald King, Lineman, Grade 2, 13.11.74; Sigmund Kowalinski, Mail Officer, 24.11.74; Philip Francis Short, Overseer (Postman), 28.11.74.

Section 86: Richard Joseph Leydon, Lineman, Grade 2, 12.11.74.

South Australia

Section 67 (Invalidity): Nicol Alexander Lawrie, Postal Officer, Grade 2, 16.10.74; Hewitson Lihou James, Senior Technical Officer, Grade 2, 11.11.74.

Western Australia

Section 67 (Invalidity): William Henry Wise, Mail Officer, 27.11.74.

Section 86: William Maxwell Nicholls, Postman, 14.11.74.

DEPARTMENT OF REPATRIATION AND COMPENSATION

New South Wales

Section 67 (Invalidity): Hilton George Howarth, Nursing Aide, 21.10.74.

Tasmania

Section 85 (2): Edith Mary Ferguson, Matron, Grade 3, 15.11.74.

DEPARTMENT OF TRANSPORT

Air Transport Group

New South Wales Region

Section 67 (Invalidity): Condon James Dawson, Air Traffic Controller (Class 2), 21.11.74.

DEPARTMENT OF THE TREASURY

Australian Taxation Office

New South Wales

Section 67 (Invalidity): Robert Sydney Thorburn Andrews, Assessor, Grade 5, 29.7.74; Alfred Leslie Darcy Horsphol, Assessor, Grade 5, 26.7.74; Albert Edwin McGlynn, Senior Advising Officer, 18.9.74; Norman Frederick Madden, Clerk, 29.10.74; Jack Matthews, Chief Investigation Officer, 30.8.74; John Stuart Synnott, Assessor, Grade 5, 15.8.74; Glenda Jean Tilla, Clerical Assistant, Grade 2, 2.8.74; David Turner, Senior Investigation Officer, Grade 1, 23.8.74.

Section 85 (1): Eric James Johnston, Assessor, Grade 5, 30.9.74; John Ernest Reid, Clerk, 26.7.74.

Section 86: Mary Baptista French, Clerical Assistant, Grade 1, 16.10.74; Eric Val Pratt-Bingham, Clerical Assistant, Grade 2, 30.8.74; Walter John Smith, Clerical Assistant, Grade 1, 6.8.74.

DISMISSALS

POSTMASTER-GENERAL'S DEPARTMENT

New South Wales

Section 55: Peter Bruce Henry, Postman, with effect on and from 3.15 p.m., 6.11.74.

Victoria

Section 55: Leslie Harry Charles Organ, Postal Officer, Grade 1, with effect on and from 2 p.m., 12.11.74.

K. F. FAUL

Acting Secretary
Public Service Board

NOTICES UNDER SECTION 29

Public Service Act 1922-1974

INSTRUMENT AND NOTICE UNDER SECTION 29

I, ALAN SYDENHAM COOLEY, a member of the Public Service Board, to whom the Public Service Board has by instrument in writing under section 16 of the *Public Service Act 1922-1974*, delegated all its powers and functions under that Act—

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

Dated this 11th day of November 1974.

A. S. COOLEY
Delegate of the Public Service Board

FIRST SCHEDULE

First Column		Second Column	
Designation	Classification	Designation	Classification
	\$		\$
Power Station Control Room Operator	8586-8910	Power Station Control Room Operator, Grade 2	9686-10017
Power Station Unit Operator, Grade 1	7992-8316	Power Station Plant Operator, Grade 3	9081-9411
Power Station Unit Operator, Grade 2	8802-9126	Power Station Plant Operator, Grade 4	9907-10237

SECOND SCHEDULE

First Column	Second Column	Third Column
	\$	\$
Custodian (Buildings)	4992-5255	5751-6019
Custodian (Buildings)	5255-5522	6019-6292
Custodian (Buildings)	5522-5787	6292-6562
Custodian (Buildings)	5787-6097	6562-6878
Custodian (Buildings)	6274-6629	7059-7421
Custodian (Buildings)	6803-6981	7598-7780

DETERMINATIONS UNDER THE PUBLIC SERVICE ACT

Public Service Act 1922-1974

DETERMINATIONS UNDER SECTION 53

I, DESMOND LAWRENCE LINEHAN, a member of the Public Service Board to whom the Public Service Board has, by instrument in writing under section 16 of the *Public Service Act 1922-1974*, delegated all its powers and functions under that Act, in pursuance of section 53 of that Act—

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

Office	Date of Determination
Third Division	
Communications Officer	23 June 1972
Fourth Division	
Communications Officer	23 June 1972; and

- (b) determine that an officer shall not be transferred or promoted to an office in the Third or Fourth Division specified in the First Column of the Schedule unless the officer possesses such qualifications and complies with such conditions as are specified in the Second Column of the Schedule opposite the reference to the office in the First Column of the Schedule.

Dated this twenty-fifth day of November, 1974.

D. L. LINEHAN
Delegate of the Public Service Board

SCHEDULE

First Column Designation of Office	Second Column Qualifications and Conditions
Third Division	
Communications Officer, Grade 1, 2, 3	1. The officer is at least 18 years of age; and 2. The officer has passed a test conducted by or on behalf of the Board in typing at the rate of 40 words per minute.
Radiographer, Grade 1, 2, 3, 4 . . .	1. The officer is eligible for the award of a Certificate of Competence in Radiography of the Conjoint Board of the College of Radiologists of Australasia and the Australasian Institute of Radiography or equivalent qualification; or 2. The officer has other qualifications which, in the opinion of the Board, are appropriate for the efficient discharge of the duties of the office.
Radiographer-in-training . . .	The officer has qualified for admission to a recognised course of training in Radiography.
Fourth Division	
Communications Officer, Grade 1, 2, 3	1. The officer is at least 18 years of age; and 2. The officer has passed a test conducted by or on behalf of the Board in typing at the rate of 40 words per minute.
Radiographer-in-training . . .	The officer has qualified for admission to a recognised course of training in Radiography.

APPOINTMENT, RECRUITMENT AND EXAMINATION NOTICES

COMMON CONDITIONS FOR APPOINTMENT TO THE SERVICE, AND FOR ENTRY TO EXAMINATIONS

THE above conditions notified on page 5 of *Periodic Gazette* No. 25 A of 22 March 1974 are amended as follows:

Under '2. ENTRY TO EXAMINATIONS' sub-section '(vi) Reports' paragraph 3:

delete: 'Candidates are required to pay a fee of \$1 for each report';

insert in lieu: 'Candidates may be required to pay a fee of between \$1 and \$4 for reports. The fee payable for a particular report will vary according to the type of examination involved.'

PROFESSIONAL, TECHNICAL, TRADE AND OTHER CATEGORIES

THE above notice, notified on pages 14-20 of *Gazette* No. 71 of 29 August 1974 and amended on page 4 of *Gazette* No. 75 of 12 September 1974 and page 5 of *Gazette* No. 89 of 21 October 1974 is further amended as follows:

Third Division Offices

- (i) On page 15, delete: 'Communications Officer \$3379-5989. Ability to type.....appropriate experience'.

Fourth Division

- (i) An page 17, delete: 'Communications Officer \$3379-5989. Ability to type.....appropriate experience'.

EXAMINATION No. 6701

APPOINTMENT OR TRANSFER AS LINEMAN,
GRADE 1, FOURTH DIVISION, POSTMASTER-
GENERAL'S DEPARTMENT, NEW SOUTH
WALES, VICTORIA, QUEENSLAND, SOUTH
AUSTRALIA AND TASMANIA

This examination will be held on Saturday, 8 March 1975, in accordance with the conditions notified on pages 99-100 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination Centres

New South Wales

Metropolitan: Sydney.

Country:

1. Riverina Section
Albury, Wagga Wagga, Griffith and Deniliquin.
2. Monaro Section
Bega, Cooma, Canberra, Goulburn and Bowral.
3. Newcastle Section
Newcastle, Maitland, Murrumbidgee, Scone, Muswellbrook, Merriwa, Singleton, Bulahdelah, Dungog and Cessnock.
4. Wollongong Section
Wollongong, Campbelltown and Nowra.

5. Outer Sydney Section
Katoomba, Springwood, Penrith, Windsor, Gorokan, Wyong, Gosford, Erina, and Woy Woy.

6. Northern Section
Gunnedah, Narrabri, Quirindi, Tamworth, Armidale, Tenterfield, Moree and Glen Innes.

7. Western Section
Bathurst, Cowra, Lithgow, Mudgee, Broken Hill, Parkes, Orange, Young, Bourke, Brewarrina, Coonabarabran, Coonamble, Dubbo, Gilgandra, Narramine, Nyngan, Trangie, Warren and Wellington.

*8. Radio Line Construction

*The head station of successful candidates for Radio Line Construction will be Sydney, but the position will involve installation and maintenance of radio masts and towers throughout New South Wales. Staff are accommodated under camping and/or travelling allowance conditions.

Victoria

Metropolitan: Melbourne

Country: Ararat, Bairnsdale, Ballarat, Belgrave, Belmont, Bendigo, Bunyip, Camperdown, Cann River, Colac, Croydon, Dandenong, Echuca, Edenhope, Foster, Frankston, Geelong, Geelong North, Gisborne, Hamilton, Horsham, Lang Lang, Leongatha, Maffra, Mildura, Mornington, Morwell, Portland, Rosebud, Stawell, Traralgon, Traralgon, Warrnambool, Wonthaggi, Woodend and Yarra Junction.

*Country Primary Works

*The head station of successful candidates for Country Primary Works is Melbourne, but the position will involve work on Country Primary Works in country areas throughout the State. Staff are accommodated under camping and/or travelling allowance conditions.

Queensland

Metropolitan: Brisbane

Country: Barcaldine, Biloela, Blackall, Blackwater, Bundaberg, Cairns, Carmila, Charleville, Chinchilla, Cloncurry, Dalby, Emerald, Finch Hatton, Gladstone, Goondiwindi, Gympie, Hugenden, Inglewood, Ingham, Innisfail, Kingaroy, Longreach, Mackay, Miles, Moranbah, Mt Isa, Mt Larcom, Mt Morgan, Proserpine, Rockhampton, Roma, Sarina, Stanthorpe, Theodore, Toowoomba, Townsville, Warwick, Winton and Wowan.

*Radio Line Construction

*The head station of successful candidates for Radio Line Construction will be Brisbane, but the position will involve installation and maintenance of radio masts and towers throughout Queensland. Staff are accommodated under camping and/or travelling allowance conditions.

South Australia

Metropolitan: Adelaide

Country: Alice Springs, Balaklava, Berrimah, Bordertown, Cleve, Cummins, Darwin, Gawler, Gladstone, Karoonda, Kimba, Kingston, Lonsdale, Mannum, Millicent, Mt Gambier, McLaren Vale, Naracoorte, Nhulunbuy, Nuriootpa, Orroroo, Peterborough,

Port Augusta, Port Lincoln, Port Pirie, Saddleworth, Strathalbyn, Streaky Bay, Tennant Creek, Tumby Bay, Whyalla and Wudinna.

*Radio Australia (Cox Peninsula, Northern Territory)

**Primary Works No. 2.

*The head station of successful candidates for Radio Australia will be Cox Peninsula, Northern Territory, but the position will involve work in country areas throughout the State. Staff are accommodated under camping and/or travelling allowance conditions.

**The head station of successful candidates for Primary Works No. 2 will be Adelaide, but the position will involve work in country areas throughout the State. Staff are accommodated under camping and/or travelling allowance conditions.

Tasmania

Metropolitan: Hobart

Country: Launceston, Burnie, Queenstown, Devonport, Smithton, George Town, Scottsdale and St Marys.

Persons eligible to enter

- (i) for appointment—persons who are not permanent officers of the Australian Public Service;
- (ii) for transfer—permanent officers of the Service who are not designated Lineman, Grade 1 or Lineman-in-Training.

Applications on the prescribed forms to be lodged with the Director of Posts and Telegraphs in the State in which the applicant is permanently located. The addresses of the Directors are as follows:

Director, Posts and Telegraphs, G.P.O. Box 6002, Sydney, New South Wales 2001.

Director, Posts and Telegraphs, 1st Floor, Cromwell Building, 374 Bourke Street, Melbourne, Victoria 3000.

Director, Posts and Telegraphs, 13th Floor, A.P.O. Centre, 131 Barry Parade, Fortitude Valley, Queensland 4006.

Director, Posts and Telegraphs, 3rd Floor, General Post Office, Corner King William and Franklin Streets, Adelaide, South Australia 5001.

Director, Posts and Telegraphs, 8th Floor, City Mutual Building, 47 Liverpool Street, Hobart, Tasmania 7000.

Applications close 19 December 1974.

EXAMINATION No. 6702

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

This examination will be held on Saturday, 21 December 1974, in accordance with the conditions notified on page 26 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination centre Melbourne

Persons eligible to enter

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

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

Applications close 12 December 1974.

EXAMINATION No. 6703

APPOINTMENT OR TRANSFER AS ACCOUNTING MACHINIST-IN-TRAINING, FOURTH DIVISION, MELBOURNE

This examination will be held on Tuesday, 10 December 1974, in accordance with the conditions notified on pages 16-17 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination centre Melbourne

Persons eligible to enter this examination is open to all persons. (Note: Candidates will not be permitted to sit for Accounting Machinist-in-Training examinations at intervals of less than six months).

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

Applications close 5 December 1974.

EXAMINATION No. 6704

APPOINTMENT OR TRANSFER AS LINES ASSISTANT, GRADE 2, FOURTH DIVISION, POSTMASTER-GENERAL'S DEPARTMENT PERTH

This examination will be held on Monday 6 January 1975, and subsequent dates, in accordance with the conditions notified on pages 101-102 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination centre Perth

Persons eligible to enter

- (i) For appointment—Persons not on the permanent staff of the Australian Public Service.
- (ii) For transfer—Permanent officers of the Service who are not designated Lines Assistant, Grade 2 or Lineman-in-training.

Applications on the prescribed forms to be lodged with the Director of Posts and Telegraphs, G.P.O., Box 9015, Perth Western Australia 6001.

Applications close 12 December 1974.

EXAMINATION No. WI 29

TRANSFER AS ACCOUNTING MACHINIST, GRADE 1, FOURTH DIVISION, PERTH

This examination will be held on Saturday, 14 December 1974, in accordance with the conditions notified on page 16 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination centre Perth

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

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

Applications close 6 December 1974.

EXAMINATION RESULTS

Results of the following examinations have been finalised.

<i>Exam. No.</i>	<i>Title (and date notified where applicable)</i>	<i>Date held</i>
6557	Salary Advancement of Communications Officer, Department of Transport, Air Transport Division (7.2.74)	15.6.74
6664	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Sydney (22.8.74)	26.10.74
6665	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Melbourne (29.8.74)	21.9.74
NP3111	Appointment as Telephonist, New South Wales	9.11.74
VP4338	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Victoria	9.11.74
VP4339	Appointment or Transfer as Assistant Postal Officer (Postman Duties), Victoria	9.11.74
QP1251	Appointment as Phonogram Operator, Brisbane (6.6.74)	27.7.74
WP1444	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Western Australia	26.10.74

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 PARLIAMENTARY LIBRARY

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

Librarian, Class 2 \$10002-11039, Third Division, Technical Services Section, Legislative Reference Service, Canberra.

Applications close: 12.12.74.

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

Duties: No. 21—Supervision of the cataloguing of monographs, serials and research papers, development of new procedures, staff training.

Qualifications: A university degree, preferably with a major in a field of interest to Parliament, recognized professional qualifications in librarianship, experience in cataloguing and supervision of staff.

Statutory authorities

AUSTRALIAN ATOMIC ENERGY COMMISSION RESEARCH ESTABLISHMENT, LUCAS HEIGHTS NEAR SYDNEY

Senior Programming Officer

The successful applicant will oversight the activities of the ADP Department and direct a team of programmers in developing and implementing new systems; advise Management on projected administrative applications of ADP systems, develop computer appreciation programmes, conduct training courses for staff associated with computer input and oversight the preparation and constant review of an ADP procedures manual. Applicants should have extensive experience as a Programmer and Systems Analyst and familiarity with Management/Administration computer processing. Salary depending upon qualifications and experience will be within the range,

Senior Programmer \$12218-12721

Chief Accounts Clerk

A vacancy exists at the Commission's Research Establishment at Lucas Heights for a Chief Accounts Clerk to supervise the activities of the General Accounts Section and to certify all creditors' claims for accuracy and payment. It is envisaged that applicants will have had extensive experience in the general accounts field and in examining creditors' accounts. They should have the ability to control and supervise staff.

Salary depending upon qualifications and experience will be within the range,

Clerk, (Class 5), \$9022-9777

Officers Rights Declaration Act applies.

Applications, giving full name, date and place of birth, present position and salary and full details of experience should be forwarded to the Recruitment Officer, A.A.E.C., Research Establishment, Private Mail Bag, Sutherland, no later than 10 December 1974.

AUSTRALIAN TOURIST COMMISSION

Registry Clerk

Location: Melbourne, Victoria

Duties: Assist in the overall operation of the Commission's Head Office central filing system; in particular to maintain the file location and movement register; assist in the classification and indexing of new files, correspondence and other registry material; maintain and operate the central files re-submit system. *Qualifications:* Experience in the operation of a departmental filing system, together with knowledge of offset printing and photo-copying.

Conditions of Service: Salary within the range \$5883-6324. Conditions of service are similar in most respects to those applying to the Australian Public Service. The Officers' Rights Declaration Act applies to an appointee from the Australian Public Service.

Applications: In writing and in fullest detail, should be addressed to the Administration Manager, Australian Tourist Commission, Box 73b, G.P.O., Melbourne, Victoria 3001 by 5 p.m. on 6 December 1974.

HEALTH INSURANCE COMMISSION

THE Health Insurance Commission, which is a Statutory Authority of the Australian Government, is seeking to fill the position of;

Assistant Director (ADP Audit) in Canberra \$12218-12721

Responsibilities: To assess and monitor the adequacy of soft-ware controls; develop computer assisted auditing techniques in accordance with internal audit objectives; act as ADP consultant to other staff auditors and assist the Director with the management of the Central and State audit function.

Qualifications and Experience: Considerable experience in ADP Systems Analysis and Programming with accountancy qualifications desirable. Previous exposure to an auditing environment would be an advantage.

Successful applicants for the position will be entitled, where applicable, to assistance with removal expenses. Further information can be obtained by calling Mr J. S. Blomfield, Canberra 82 2311, Ext. 320.

Applications will be treated in confidence and should be directed by 12 December 1974, to:

Director, Personnel,
Health Insurance Commission,
P.O. Box 40,
Woden, A.C.T. 2606.

HEALTH INSURANCE COMMISSION

THE Health Insurance Commission, a Statutory Authority of the Australian Government, is seeking to fill the position of:

Director (Establishments & Services)

Salary: \$14229-14733.

Location: Canberra.

Responsibilities:

- Control the operation of the Establishments and Services sub-section.
- Control the establishments of the Commission's Officers; examine proposals for changes to organisation structures, classification levels etc; keep work loadings under review; exercise delegated authority in organisation and classification matters.
- Ensure the proper functioning of the Library and General Services Unit.

Successful applicants for the position will be entitled, where applicable, to assistance with removal expenses. Applications should be directed, by 12 December 1974, to:

Director (Personnel),
Health Insurance Commission,
P.O. Box 40,
Woden, A.C.T. 2606.

HEALTH INSURANCE COMMISSION: SYDNEY

THE Health Insurance Commission, which is a statutory authority of the Australian Government, is seeking to fill the following positions in its State office in Sydney:

Establishments and Methods Officer (Position No. 8)—\$12218-12721

Responsibilities:

- control the Establishments and Methods unit.
- conduct reviews of local methods and procedures.
- control local forms design and printing.

Senior Training Officer (Position No. 10)—\$11039-11714.

Responsibilities:

- control all training activities within the State.
- participate with Central Office personnel in the development of training courses in clerical procedures, management, data processing, health insurance claims assessing and other areas as directed.

Senior Clerk—Office Services (Position No. 11)—\$10029-10704.

Responsibilities:

- control all office services, including stores, printing, messengerial services, registry etc.
- assist in the acquisition and outfitting of Commission offices within the State.

Successful applicants for these positions will be entitled, where applicable, to assistance with removal expenses.

Applications will be treated in confidence and should be directed, by 12 December 1974, to:

The State Manager,
Health Insurance Commission,
P.O. Box 999,
Sydney, N.S.W. 2001.

Repatriation Act 1920-1974**REPATRIATION BOARD, NEW SOUTH WALES (No. 2)**

IN accordance with Section 15 (2) of the *Repatriation Act 1920-1974*, lists of names of persons nominated for appointment as member of the No. 2 Repatriation Board in New South Wales, are invited from 'any organisation representing returned soldiers throughout the Commonwealth'. Appointments will be for the period 1 March 1975 to 30 June 1976. Lists should reach the Secretary, Repatriation Commission by 9 January 1975.

Lists submitted must contain the names of not less than three persons from whom the organisation recommends that the appointment be made.

Particulars of age, of service in the Forces, and of educational, business and other qualifications of each of the persons nominated should be submitted.

Remuneration is at the rate of \$9961 per annum.

The person appointed as member will be eligible for re-appointment for a period not exceeding two years if he is re-nominated and if his sixty-fifth birthday does not occur first.

Repatriation Act 1920-1974**REPATRIATION BOARD NEW SOUTH WALES (No. 2)**

IN accordance with Section 15 (1) of the *Repatriation Act 1920-1974*, applications are invited for appointment to the position of Government member of the No. 2 Repatriation Board in New South Wales for the period 1 March 1975 to 30 June 1976. Applications should be forwarded to the Secretary, Repatriation Commission by 19 December 1974.

Remuneration is at the rate of \$9961 per annum.

Particulars of age, of service in the Forces, and of educational, business and other qualifications should be submitted.

International organisations

INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 36/74

Title: Systems Development Officer, Management Services Office, Office of the Secretary General, Headquarters, Montreal

Level: P-3/P-4.

Post No.: 2410.04.

Salary: P-3 Net (free of tax): US\$13766 increasing by twelve annual increments to US\$18366 per annum, plus allowances. P-4 Net (free of tax): US\$16542 increasing by eleven annual increments to US\$21294 per annum plus allowances.

Duties: Develop and co-ordinate an overall integrated information systems programme for ICAO in such functional areas as administrative/management information, the physical characteristics of aviation, statistics on the use of aviation, etc. Prepare a plan for meeting these long term systems objectives. Monitor, evaluate and report on progress towards meeting this plan and/or revising the plan to meet new or changed requirements. Perform other related duties as assigned.

Applications: To be addressed to: Chief, Personnel Branch, International Civil Aviation Organization, 1080 University Street, Montreal 101, Quebec Canada. **Closing date for the receipt of applications:** 23 January 1975.

Department Reference: 40.2.435.

INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 37/74

Title: Assistant Recruitment Officer, Recruitment Unit, Field Personnel Section, Project Operations Branch, Technical Assistance Bureau, Headquarters, Montreal

Level: P-2/P-3.

Post No.: 6462-91.

Salary: P-2 Net (free of tax): US\$11346 increasing by ten annual increments to US\$14722 per annum, plus allowances. P-3 Net (free of tax): US\$13766 increasing by twelve annual increments to US\$18366 per annum, plus allowances.

Duties: Review applications for employment in the technical assistance programme. Determine the suitability of applicants in conjunction with the Project Implementation Sections. Supervise the receipt and acknowledgement of applications and maintenance of appropriate records of suitable applicants. Perform other related duties as assigned.

Applications: To be addressed to: Chief, Personnel Branch, International Civil Aviation Organization, 1080 University Street, Montreal 101, Quebec, Canada.

Closing date for the receipt of applications: 24 December 1974.

Departmental reference: 40.2.434.

Note: For the above two positions—Please quote vacancy notice number, full title of post and Departmental reference when making application or inquiries.

Copies of the full ICAO notices are available from:
Deputy Secretary,
Air Transport Group,
Department of Transport,
Box 1839Q, G.P.O.,
Melbourne, Victoria 3001.

VACANCIES—PUBLIC SERVICE

General information

Applications are invited from men and women for appointment, promotion or transfer to the vacancies notified below. The symbols * and ** denote vacancies for which applications for permanent appointment will be considered from qualified persons who are not permanent officers of the Australian Public Service. Normally these vacancies are advertised in the press. All vacancies are open to permanent officers of the Service.

Vacancies will also occur from time to time in professional, technical, trade and other designations listed in Public Service Gazette No. 71 of 29 August 1974. Further information concerning currently available vacancies in these designations may be obtained from the Public Service Inspector in each capital city, with whom applications for appointment, promotion or transfer may be lodged at any time.

VACANCIES OPEN TO PERMANENT OFFICERS

Selections are based on assessments of comparative efficiency between applicants. Fourth Division officers who possess educational qualifications required for entry to the Third Division or other specified qualifications appropriate for particular Third Division positions may apply for promotion or transfer to Third Division vacancies, as provided for in Public Service regulation 112. Officers wishing to be considered for two or more vacancies should forward a separate application for each position except where the positions applied for are of the same classification and in the same branch of a department, where one application will suffice.

Applications may be made on Forms P.S.B. 2 which are obtainable from departments. The following particulars should be set out in applications:

Full name (block letters) ..	Date of birth.....
Designation.....	Salary scale.....
Office or branch.....	Australian Government Number.....
Seniority date.....	Length of service....

VACANCIES OPEN TO OFFICERS AND OTHERS

Vacancies open to men and women who are not permanent officers of the Australian Public Service are denoted by the symbols * and **.

To be eligible for appointment to the Service a person must:

- (i) be a British subject (permanently residing in Australia, or eligible for permanent residence);
- (ii) satisfy the Board as to health and physical fitness.

Selections are based on assessments of both permanent officers and other applicants having regard to qualifications, experience, test results (where applicable) and interviews. 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 for appointment the returned soldier will be offered appointment before the person who is not a returned soldier.

Applications for appointment to the Service should preferably be made on Forms P.S.B.9 which are obtainable from the Public Service Inspector in each capital city or the department in which the vacancy exists. Applications for promotion or transfer may be made on Forms P.S.B.2.

SALARIES

On appointment commencing salaries may be paid at incremental points within salary ranges, having regard to qualifications and experience. Inquiries as to salaries payable to minors should be addressed to the department notifying the vacancy. Salaries on promotion and transfer are determined in accordance with Public Service regulation 109B.

Class numbers included after the salary classifications of certain Third Division positions, do not form part of the designations and are intended to facilitate recognition of classification levels.

QUALIFICATIONS AND DUTIES

Qualifications and duties shown for vacancies below are generally descriptive of requirements. Detailed statements of the qualifications required for appointment, promotion or transfer are set out in the Board's Qualifications Handbook which is available in departments and Public Service Inspectors' Offices in the various States and Territories. Further information on appointment, recruitment and examination conditions and qualification requirements is also available in *Periodic Gazette* No 25A of 22 March 1974. Additional information on duties and functions may be obtained from departments notifying vacancies.

CONDITIONS OF SERVICE

All persons appointed to the Service are required to contribute under the Superannuation Act.

Fares and removal expenses may be paid by the employing department where it is necessary to move from one city or town to another to take up duty. An allowance to offset additional expenditure for residence in temporary accommodation may also be payable.

Leave provisions include a minimum of four weeks annual leave (with a bonus payment), maternity, paternity and sick leave, study leave and three months long service leave after ten years service.

Further information concerning conditions which apply to particular positions or localities can be obtained from departments notifying vacancies.

SUBMISSION OF APPLICATIONS

Applications for vacancies marked * close on the twenty-first day after the notification of the vacancy in this *Gazette*. For all other vacancies, including those marked **, applications close on the fourteenth day after the notification of the vacancy. Applications should be addressed to departments in which vacancies exist. The code shown below each vacancy refers to an index of departmental addresses which follows the vacancy notices. Applications by telegram will be accepted before the closing date but supporting details should follow as soon as possible.

Departmental vacancies

VARIOUS DEPARTMENTS

AUSTRALIAN CAPITAL TERRITORY

- **Trainee Technical Officer (Surveying) \$3537-6699,** Third and Fourth Division, Various departments, A.C.T., Canberra

Qualifications: Applicants must be eligible to enrol in an approved relevant course at a technical college or institute in the 1975 academic year. Preference will be given to applicants who have completed at least one year of an approved course.

Note: Conditions governing appointment or promotion as Trainee Technical Officer notified on page 84 of *Periodic Gazette* No. 25 A of 22.3.74.

Apply: Y5

- **Trainee Technical Officer (Engineering) \$3537-6699,** Third and Fourth Division, Various departments, A.C.T., Canberra

Qualifications: Applicants must be eligible to enrol in an approved relevant course at a technical college or institute in the 1975 academic year. Preference will be given to applicants who have completed at least one year of an approved course.

Note: Conditions governing appointment or promotion as Trainee Technical Officer were notified on page 84 of *Periodic Gazette* No. 25 A of 22.3.74.

Apply: Y5

- **Trainee Technical Officer (Buildings) \$3537-6699,** Third and Fourth Division, Various departments, A.C.T., Canberra

Qualifications: Applicants must be eligible to enrol in an approved relevant course at a technical college or institute in the 1975 academic year. Preference will be given to applicants who have completed at least one year of an approved course.

Note: Conditions governing appointment or promotion as Trainee Technical Officer were notified on page 84 of *Periodic Gazette* No. 25 A of 22.3.74.

Apply: Y5

VICTORIA

- *Trainee Draftsman \$3537-6699,** Third or Fourth Division (several positions), Melbourne

Qualifications: Applicants must be enrolled or eligible to enrol in one of the following technical college certificate courses: Architectural Drafting Certificate, Mechanical Engineering Certificate, Land and Engineering Survey Drafting Certificate, Plumbing and Building Services Certificate, Electronics and Communications Certificate. Preference will be given to applicants who have completed one or more stages of a relevant course.

Note: Conditions governing appointment or promotion as Trainee Draftsman were notified on pages 84-86 of *Periodic Gazette* No. 25 A of 22.3.74.

Apply: Y7

- **Trainee Technical Officer (Science, Engineering, Buildings, Surveying, Med. Lab.) \$3537-6699,** Third and Fourth Division, Various departments, Victoria, Melbourne

Qualifications: Applicants must be eligible to enrol in an approved relevant course at a technical college or institute in the 1975 academic year.

Preference will be given to applicants who have completed at least one year of an approved course.

Note: Conditions governing appointment or promotion as Trainee Technical Officer were notified on page 84 of *Periodic Gazette* No. 25 A of 22.3.74.

Apply: Y7

QUEENSLAND

- *Trainee Draftsman \$3537-6699,** Third or Fourth Division (several positions), Brisbane

Qualifications: Applicants must be enrolled or eligible to enrol in one of the following technical college certificate courses: Architectural Drafting Certificate, Mechanical Engineering Certificate, Land and Engineering Survey Drafting Certificate, Plumbing and Building Services Certificate, Electronics and Communications Certificate. Preference will be given to applicants who have completed one or more stages of a relevant course.

Note: Conditions governing appointment or promotion as Trainee Draftsman were notified on pages 84-86 of *Periodic Gazette* No. 25 A of 22.3.74.

Apply: Y8

- **Trainee Technical Officer (Surveying) \$3537-6699,** Third and Fourth Division (several positions), Brisbane

Qualifications: Applicants must be eligible to enrol in an approved relevant course at a technical college or institute in the 1975 academic year. Preference will be given to applicants who have completed at least one year of an approved course.

Note: Conditions governing appointment or promotion as Trainee Technical Officer were notified on page 84 of *Periodic Gazette* No. 25 A of 22.3.74.

Apply: Y8

- **Trainee Technical Officer (Buildings) \$3537-6699,** Third and Fourth Division (several positions), Brisbane

Qualifications: Applicants must be eligible to enrol in an approved relevant course at a technical college or institute in the 1975 academic year. Preference will be given to applicants who have completed at least one year of an approved course.

Note: Conditions governing appointment or promotion as Trainee Technical Officer were notified on page 84 of *Periodic Gazette* No. 25 A of 22.3.74.

Apply: Y8

- **Trainee Technical Officer (Engineering) \$3537-6699,** Third and Fourth Division (several positions), Brisbane

Qualifications: Applicants must be eligible to enrol in an approved relevant course at a technical college or institute in the 1975 academic year. Preference will be given to applicants who have completed at least one year of an approved course.

Note: Conditions governing appointment or promotion as Trainee Technical Officer were notified on page 84 of *Periodic Gazette* No. 25 A of 22.3.74.

Apply: Y8

SOUTH AUSTRALIA

- *Trainee Draftsman \$3537-6699,** Third or Fourth Division (several positions), Adelaide

Qualifications: Applicants must be enrolled or eligible to enrol in one of the following technical college certificate courses: Architectural Drafting Certificate, Mechanical Engineering Certificate, Land and Engineering Survey Drafting Certificate, Plumbing and Building Services Certificate, Elec-

tronics and Communications Certificate. Preference will be given to applicants who have completed one or more stages of a relevant course.

Note: Conditions governing appointment or promotion as Trainee Draftsman were notified on pages 84-86 of *Periodic Gazette* No. 25 A of 22.3.74.

Apply: Y9

- **Trainee Technical Officer (Surveying) \$3537-6699,**
Third and Fourth Division (several positions),
Adelaide

Qualifications: Applicants must be eligible to enrol in an approved relevant course at a technical college or institute in the 1975 academic year. Preference will be given to applicants who have completed at least one year of an approved course.

Note: Conditions governing appointment or promotion as Trainee Technical Officer were notified on page 84 of *Periodic Gazette* No. 25 A of 22.3.74.

Apply: Y9

- **Trainee Technical Officer (Engineering) \$3537-6699,**
Third and Fourth Division (several positions),
Adelaide

Qualifications: Applicants must be eligible to enrol in an approved relevant course at a technical college or institute in the 1975 academic year. Preference will be given to applicants who have completed at least one year of an approved course.

Note: Conditions governing appointment or promotion as Trainee Technical Officer were notified on page 84 of *Periodic Gazette* No. 25 A of 22.3.74.

Apply: Y9

WESTERN AUSTRALIA

- *Trainee Draftsman \$3537-6699,** Third or Fourth
Division (several positions), Perth

Qualifications: Applicants must be enrolled or eligible to enrol in one of the following Technical College Certificate courses: Architectural Drafting Certificate; Mechanical Engineering Certificate; Land and Engineering Survey Drafting Certificate; Plumbing and Building Services Certificate; Electronics and Communications Certificate. Preference will be given to applicants who have completed one or more stages of a relevant course.

Note: Conditions governing appointment or promotion as Trainee Draftsman were notified on pages 84-86 of *Periodic Gazette* No. 25 A of 22.3.74.

Apply: Y10

- **Trainee Technical Officer (Buildings) \$3537-6699,**
Third and Fourth Division, various departments,
Perth

Qualifications: Applicants must be eligible to enrol in an approved relevant course at a Technical College or Institute in the 1975 academic year. Preference will be given to applicants who have completed at least one year of an approved course.

Note: Conditions governing appointment or promotion as Trainee Technical Officer were notified on page 84 of *Periodic Gazette* No. 25 A of 22.3.74.

Apply: Y10

- **Trainee Technical Officer (Surveying) \$3537-6699,**
Third and Fourth Division, various departments,
Perth

Qualifications: Applicants must be eligible to enrol in an approved relevant course at a Technical College or Institute in the 1975 academic year.

Preference will be given to applicants who have completed at least one year of an approved course.

Note: Conditions governing appointment or promotion as Trainee Technical Officer were notified on page 84 of *Periodic Gazette* No. 25 A of 22.3.74.

Apply: Y10

DEPARTMENT OF ABORIGINAL AFFAIRS

AUSTRALIAN CAPITAL TERRITORY

Policy Division, Policy Development Branch

Clerk \$9022-9717 (Class 5), Third Division, Policy
Development Section, Canberra

Duties: No. 228—Assist as directed in investigations, and in the preparation of reports and submissions associated with the development of Commonwealth policies towards Aborigines. Assist as directed with the development of policy proposals on Aboriginal matters.

Apply: A1

Operations Division, Operations Management Branch

Assistant Inspector \$10029-10704 (Class 6), Third
Division, Operational Arrangements and Docu-
mentation Section, Canberra

Duties: No. 8—Assist in the examination at nominated sections of Standard Documentation and Projects Submissions. Prepare summaries of documentation and investigate specified aspects as required.

Apply: A1

Programme Planning Division, Programme Development and Review Branch

Clerk \$12218-12721 (Class 8), Third Division, No. 1
Section, Canberra

Duties: No. 215—Assist in preparing and reviewing long and short term programmes relating to the social and economic development at Aboriginal communities. Liaise with Australian and State Government Departments and Authorities.

Qualifications: Appropriate tertiary qualifications desirable, together with wide relevant administrative and commercial experience.

Apply: A1

NEW SOUTH WALES

- *Director \$17776,** Second Division, Sydney

Duties: NP—Responsible to the Permanent Head for the direct control and co-ordination of the Department's activities in New South Wales, including liaison with State Government Departments, and advise on the development of Australian Government policy in respect of the Department's activities in New South Wales.

Qualifications: Administrative ability of a high order and an ability to discuss and pursue policy matters at all levels. Tertiary qualifications to be stated.

Apply: A1

**DEPARTMENT OF ABORIGINAL
AFFAIRS—continued****QUEENSLAND****Queensland Branch**

*Director \$17776, Second Division, Townsville

Duties: No. 356—Manage and direct the activities of the Department in Queensland. Co-ordinate with other Government bodies involved in the provision of services related to the development of Aborigines and Torres Strait Islanders.

Qualifications: Proven managerial ability together with wide experience in matters relating to Aborigines. Appropriate tertiary qualifications desirable.

Apply: A1

*Assistant Director \$14229-14733 (Class 10), Third Division, Community Development Section, Townsville

Duties: No. 357—Direct the activities of the Section including the provision of consultative and advisory services to assist in the economic, social and cultural development of Aborigines. Co-ordinate with other Government bodies and relevant agencies.

Qualifications: Considerable managerial ability together with wide experience in matters relating to Aborigines. Appropriate tertiary qualifications desirable.

Apply: A1

*Clerk \$12218-12721 (Class 8), Third Division, Community Development Section, Advisory Services Sub-section (Field Guidance), Townsville

Duties: No. 358—Supervise and direct the guidance and on-the-job training of field staff providing advisory services to Aboriginal communities on development matters.

Qualifications: Relevant practical experience with Aboriginal communities together with an ability to develop training and field guidance techniques.

Apply: A1

*Clerical Assistant, Grade 6 \$7552-7946, Fourth Division, Community Development Section, Advisory Services Sub-section (Field Guidance), Townsville

Duties: No. 375—Field Officer. Assist in the provision of operational guidance to field staff undertaking advisory services to Aboriginal communities on development matters.

Qualifications: Ability to communicate effectively with Aboriginal people.

Apply: A1

*Clerk \$11039-11714 (Class 7), Third Division, Community Development Section, Advisory Services Sub-section (Extension Services), Townsville

Duties: No. 361—Senior Community Adviser. In conjunction with Queensland Head Office and Area Office staff, prepare and undertake programs to assist the understanding of Government policies concerning the development of Aborigines. Liaise with community interest groups.

Qualifications: Appropriate tertiary qualifications together with experience in the development of promotional campaigns.

Apply: A1

*Clerk \$12218-12721 (Class 8), Third Division, Community Development Section, Economic Services Sub-section, Townsville

Duties: No. 340—Supervise and control the provision of economic consultancy services in the State. Direct, control and co-ordinate the operations of the Aboriginal Loans Commission in the State.

Qualifications: Background in economics/accountancy together with suitable tertiary qualifications.

Apply: A1

*Area Officer \$12218-12721 (Class 8), Third Division, Community Development Section (two positions), Townsville

Duties: Nos 359 and 360—Supervise, control and participate as required in the activities of the Department in the designated area. Provide consultative and advisory services, identify the needs of communities and prepare reports and submissions concerning the development and implementation of projects.

Qualifications: Proven supervisory ability together with relevant experience with Aboriginal communities. Ability to communicate effectively with Aboriginal people.

Note: These positions are located as follows: Area 4, Torres Strait Islands (Thursday Island); Area 6, Cape York (Cairns).

Apply: A1

*Clerk \$11039-11714 (Class 7), Third Division, Community Development Section (five positions), Townsville

Duties: Nos 362, 363, 7, 364 and 4—Senior Community Adviser. Provide specialist advice to communities on development matters; consult with communities to determine needs and advise on methods of achieving aims.

Qualifications: Relevant practical experience with Aboriginal communities together with an ability to communicate effectively with Aboriginal people.

Note: These positions are located as follows: Area 1, Southern (Brisbane); Area 3, Northern (Townsville); Area 4, Torres Strait Islands (Thursday Island); Area 5, North-West (Mt Isa); Area 6, Cape York (Cairns).

Apply: A1

*Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Community Development Section (two positions), Townsville

Duties: Nos 9 and 376—Undertake reception, typing and other general office duties. Maintain filing system.

Note: These positions are located in: Area 3, Northern (Townsville); Area 5, North-west (Mt Isa).

Apply: A1

DEPARTMENT OF AGRICULTURE

CENTRAL OFFICE

Management Services Branch

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

Duties: No. 1626—Responsible for carrying out the internal audit program in New South Wales and Queensland Regional Offices.

Qualifications: Formal training in accountancy and auditing experience desirable.

Apply: X1

Agriculture and Food Services Division, Institutions and Farm Services Branch

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

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

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

Apply: X1

Forestry and Timber Bureau, Forest Research Branch

*Technical Officer (Science), Grade 2 \$9085-9639, Fourth Division, Biometrics Section, Canberra

Duties: No. 3731—Participate in the development of the application of computer techniques to forestry studies and experiments. Apply computer programming and mathematical/statistical techniques in the analysis of data and interpretation of results. Prepare and test programmes as directed.

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

Experience in computer programming and the processing of biological data desirable.

Apply: X1

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Advicings Division, Constitutional and Electoral Branch

*Principal Legal Officer \$15629-16741, Third Division, Electoral Section, Canberra

Duties: No. 4—Prepare draft opinions and other material on major questions of constitutional and electoral law.

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

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

Apply: D1

Business Affairs Division, Companies Legislation Branch

*Principal Legal Officer \$15629-16741, Third Division, Canberra

Duties: No. 28—Direct the work of the Policy Section. Formulate proposals for legislation, prepare Cabinet submissions and conduct research.

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

Apply: D1

AUSTRALIAN CAPITAL TERRITORY Commonwealth Police Service

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

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

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

Apply: D20

VICTORIA

Reporting Service

*Reporter \$10732-12134, Third Division (two positions), Melbourne

Duties: Take sustained verbatim notes at high speeds and render an accurate transcription thereof.

Qualifications: Applicants will be required to attain a satisfactory standard in special selection tests which include shorthand reporting and transcription. Court reporting, Hansard or Press experience desirable. Applicants should state their formal qualifications, e.g., Licence Supreme Court of Victoria.

Apply: D1

*Court Reporting Typist, Grade 1 \$6795, Fourth Division (three positions), Melbourne

Duties: Transcribe proceedings of tribunals and court hearings from tape records.

Qualifications: Successful completion of approved examinations in spelling and English comprehension and in the functions and duties of the office. Ability to type at a corrected speed of sixty words per minute and to transcribe from a tape recorder at a corrected speed of at least 500 words in 15 minutes.

Apply: D1

TRADE PRACTICES COMMISSION

AUSTRALIAN CAPITAL TERRITORY

Secretary's Branch

Clerk \$8015-8770 (Class 4), Third Division, Statutory Registrations and Information Retrieval Section (two positions), Canberra

Duties: NP—Index inward correspondence and new files. Search indexes for numbers for files required.

Qualifications: Registry experience an advantage.

Apply: D24

**ATTORNEY-GENERAL'S DEPARTMENT—
continued****Restrictive Trade Practices Division, Projects Branch****Senior Project Officer \$13224-13725 (Class 9), Third Division, Canberra**

Duties: NP—Investigate the more complex cases of restrictive trade practices dealt with by the Division, interview as necessary in industries concerned, and prepare submissions to the Commission on operation of the practices and their effect on competition. Assist as required in preparation of cases for Court or Tribunal hearings.

Qualifications: Experience in or knowledge of commerce. Academic qualifications in economics, commerce or law an advantage.

Apply: D24

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

Duties: NP—Investigate cases of restrictive trade practices dealt with by the Division, interview as necessary in industries concerned, and prepare submissions to the Commission on operation of the practices and their effect on competition. Assist as required in preparation of cases for Court or Tribunal hearings.

Qualifications: Experience in or knowledge of commerce. Academic qualifications in economics, commerce or law an advantage.

Apply: D24

Mergers, Policy and Planning Division, Policy Planning and Research Branch**Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division (three positions), Canberra**

Duties: NP—Conduct research into particular trade practices and related matters, including their economic effects and the effectiveness of laws regulating them both in Australia and in other countries.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce or law an advantage.

Apply: D24

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

Duties: NP—Undertake investigations on the less complex applications for clearances and authorisations of merger proposals.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in accountancy, economics, commerce or law an advantage.

Apply: D24

Consumer Protection Division**Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Operations Branch, Canberra**

Duties: NP—Conduct research into unfair practices. Assist with investigations and interviews and with the preparation of submissions on cases being dealt with by the Branch.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce or law an advantage.

Apply: D24

Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Development Branch, Canberra

Duties: NP—Conduct research into unfair practices. Assist with the preparation of submissions on policy and precedent issues on consumer protection, including product safety and product information standards.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce or law an advantage.

Apply: D24

NEW SOUTH WALES**Secretary's Branch*****Clerk \$12218-12721 (Class 8), Third Division, Consumer Protection Section, Sydney**

Duties: NP—In charge of a Section dealing with consumer protection matters. Deal with the more complex complaints and suspected offences under the Act; interview the parties where necessary; assist in the preparation of cases recommended for proceedings in the Australian Industrial Court; assist in consumer education.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

***Clerk \$11039-11714 (Class 7), Third Division, Mergers Section, Sydney**

Duties: NP—Undertake investigations on application for clearances and authorisations of merger proposals.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

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

Duties: NP—Undertake investigations on the less complex applications for clearances and authorisations of merger proposals.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

***Clerk \$10029-10704 (Class 6), Third Division, Consumer Protection Section, Sydney**

Duties: NP—Deal with the more difficult complaints and suspected offences under the Act. Interview the parties on complaints lodged. Assist in consumer education.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

*Clerk \$9022-9777 (Class 5), Third Division, Consumer Protection Section, Sydney

Duties: NP—Deal with complaints and suspected offences under the Act. Interview the parties on complaints lodged. Assist in consumer education.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

VICTORIA

Secretary's Branch

*Clerk \$13224-13725 (Class 9), Third Division, Mergers Section, Melbourne

Duties: NP—In charge of the Mergers Section. Direct the examination of company takeovers, mergers and acquisitions of assets with a view to assessing their effect on competition; also the examination of applications for merger clearances and authorisations.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

*Clerk \$11039-11714 (Class 7), Third Division, Mergers Section, Melbourne

Duties: NP—Undertake investigations on applications for clearances and authorisations of merger proposals.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

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

Duties: NP—Undertake investigations on the less complex applications for clearances and authorisations of merger proposals.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

*Clerk \$10029-10704 (Class 6), Third Division, Consumer Protection Section, Melbourne

Duties: NP—Deal with the more difficult complaints and suspected offences under the Act. Interview the parties on complaints lodged. Assist in consumer education.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

*Clerk \$9022-9777 (Class 5), Third Division, Consumer Protection Section, Melbourne

Duties: NP—Deal with complaints and suspected offences under the Act. Interview the parties on complaints lodged. Assist in consumer education.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

QUEENSLAND

Secretary's Branch

*Clerk \$12218-12721 (Class 8), Third Division, Mergers Section, Brisbane

Duties: NP—In charge of the Mergers Section. Direct the examination of company takeovers, mergers and acquisitions of assets with a view to assessing their effect on competition; also the examination of applications for merger clearances and authorisations.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

*Clerk \$10029-10704 (Class 6), Third Division, Mergers Section, Brisbane

Duties: NP—Undertake investigations on the less complex applications for clearances and authorisations of merger proposals.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

*Clerk \$10029-10704 (Class 6), Third Division, Consumer Protection Section, Brisbane

Duties: NP—Deal with the more difficult complaints and suspected offences under the Act. Interview the parties on complaints lodged. Assist in consumer education.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

*Clerk \$9022-9777 (Class 5), Third Division, Consumer Protection Section, Brisbane

Duties: NP—Deal with complaints and suspected offences under the Act. Interview the parties on complaints lodged. Assist in consumer education.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

SOUTH AUSTRALIA

Secretary's Branch

*Clerk \$12218-12721 (Class 8), Third Division, Mergers Section, Adelaide

Duties: NP—In charge of the Mergers Section. Direct the examination of company takeovers, mergers and acquisitions of assets with a view to assessing their effect on competition; also the examination of applications for merger clearances and authorisations.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

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

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

Duties: NP—Undertake investigations on the less complex applications for clearances and authorisations of merger proposals.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

- *Clerk \$10029-10704 (Class 6), Third Division, Consumer Protection Section, Adelaide

Duties: NP—Deal with the more difficult complaints and suspected offences under the Act. Interview the parties on complaints lodged. Assist in consumer education.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

- *Clerk \$9022-9777 (Class 5), Third Division, Consumer Protection Section, Adelaide

Duties: NP—Deal with complaints and suspected offences under the Act. Interview the parties on complaints lodged. Assist in consumer education.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

WESTERN AUSTRALIA**Secretary's Branch**

- *Clerk \$11039-11714 (Class 7), Third Division, Mergers Section, Perth

Duties: NP—In charge of the Mergers Section. Direct the examination of company takeovers, mergers and acquisitions of assets with a view to assessing their effect on competition; also the examination of applications for merger clearances and authorisations.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

- *Clerk \$9022-9777 (Class 5), Third Division, Consumer Protection Section, Perth

Duties: NP—Deal with complaints and suspected offences under the Act. Interview the parties on complaints lodged. Assist in consumer education.

Qualifications: Experience in or knowledge of industry or commerce. Academic qualifications in economics, commerce, law or accountancy an advantage.

Apply: D24

TASMANIA**Australian Legal Aid Office, Tasmania Branch**

- *Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, one position available at both Burnie and Launceston

Duties: Maintain Trust and Advance Accounts for the Office and carry out duties of Collector of Public Moneys. Responsible for registry system and counter and telephone inquiries. From brief instructions given orally or in writing prepare legal documents and correspondence.

Qualifications: Shorthand and typing qualifications desirable.

Apply: D1

- *Typist, Grade 2 \$5791-6101, Fourth Division, one position available at both Burnie and Launceston

Duties: Take and transcribe shorthand notes and perform general typing duties.

Qualifications: Shorthand, at least eighty words per minute, preferably at 100 words per minute.

Apply: D1

**DEPARTMENT OF THE CAPITAL
TERRITORY**

AUSTRALIAN CAPITAL TERRITORY**Finance and Supply Branch**

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

Duties: No. 1361—Examine Traders claims for payment for supplies of materials or performance of services.

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

Apply: E1

A.C.T. Government Division, Public Finance Branch

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

Duties: No. 746—Under direction, undertake investigations and research into policy matters concerning municipal rating in the A.C.T. Prepare associated reports, recommendations and submissions.

Qualifications: Appropriate academic qualifications and experience desirable.

Apply: E1

**DEPARTMENT OF CUSTOMS AND
EXCISE**

NEW SOUTH WALES**Revenue Branch**

- Data Processing Operator, Grade 3 \$6562, Fourth Division, Invoice Section, Sydney

Duties: No. 291—Supervise the work of a subgroup of up to 10 CRT Data Processing Operators. Undertake on-the-job training of CRT Data Processing Operators-in-training.

Apply: G2

VICTORIA

Services Branch

Supervising Investigator \$10050-10530, Third or Fourth Division, Special Services Section, Detection Sub-section, Melbourne

Duties: No. 402—Plan, co-ordinate, direct and control the work of the Detection Staff within the State (except detection operations in respect of drugs). Prepare prosecution submissions to Deputy Crown Solicitor, and decide or recommend action on major and minor matters. Liaise between the Prevention Sub-section and other relevant authorities.

Apply: G3

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

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

Duties: No. 881—Assess and report on resources developments in foreign countries as factors in international strategic relationships and bearing on Australia's national security interests.

Qualifications: A university degree in economics, arts (economics) or commerce desirable. Experience in economic analysis and report writing.

Apply: H1

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

Duties: No. 1795—Apply statistical techniques to assess economic developments in foreign countries affecting international strategic relationships and bearing on Australia's national security interests.

Qualifications: University degree in economics, arts (economics) or commerce with a major or equivalent in econometrics desirable. Experience in statistical analysis and report writing.

Apply: H1

Defence Officer, Class 4 \$13224-13725 (Class 9), Third Division (several positions), Canberra

Duties: Assess and report on the macroeconomic problems of foreign countries as factors in international strategic relationships, and bearing on Australia's national security interests. Brief senior officers on developments.

Qualifications: University degree in economics, arts (economics) or commerce desirable. Considerable experience in economic analysis and report writing.

Apply: H1

Information Policy and Legislation Division, Legislation Branch

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

Duties: No. 5066—Prepare instructions, submissions and correspondence regarding the drafting of regulations.

Qualifications: Legal qualifications or experience would be an advantage.

Apply: H1

DEPARTMENT OF DEFENCE—AIR OFFICE

VICTORIA

Finance and Logistics Division, Finance Administration Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Directorate of Audit and Service Accounting, Internal Audit Sub-section, Melbourne

Duties: No. 98—Maintain internal audit records and provide assistance to Audit Staff on detailed checking and general work connected with audits.

Apply: H2

DEPARTMENT OF DEFENCE—ARMY OFFICE

QUEENSLAND

Regional Secretariat

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

Duties: No. 10—Supervise and direct the work of staff groups. Train and advise staff groups in the correct Standard Personnel Records procedures. Co-ordinate salary adjustments.

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

Apply: H9

DEPARTMENT OF DEFENCE—NAVY OFFICE

NEW SOUTH WALES

R.A.N. Research Laboratory

Typist, Grade 2 \$5791-6101, Fourth Division, Rushcutters Bay

Duties: No. 14—Stenographic and typing duties for Superintendent and Senior Staff. Record minutes of Laboratory meetings and transcribe as directed.

Apply: H15

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Management Services Branch

Assistant Inspector \$10029-10704 (Class 6), Third Division, Establishments and Methods Section, Internal Consultancy Sub-section, Canberra

Duties: No. 120—As a team member, participate in management consultancy reviews and conduct the less complex reviews on an individual basis.

Qualifications: Previous investigatory and report-writing experience desirable. Capacity for analytical thinking and the ability to work without close supervision.

Apply: I1

Clerk \$9022-9777 (Class 5), Third Division, Establishments and Methods Section, Internal Consultancy Sub-section, Canberra

Duties: No. 118—Supervise the indexing and cataloguing of forms. Design the layout of new forms and conduct minor forms review.

Qualifications: Previous experience in forms review and design desirable.

Apply: I1

DEPARTMENT OF EDUCATION—continued**Student Assistance and International Education Division, Student Assistance No. 2 Branch**

Clerk \$13224-13725 (Class 9), Third Division, Aboriginal Grants Section, Aboriginal Study Grants Sub-section, Canberra

Duties: No. 28—Liaise with and co-ordinate the work of the State Offices in relation to the Aboriginal Study Grants Scheme. Interpret policy decisions and prepare advice to State Offices on their implementation. Make recommendations on policy, and prepare submissions to the Minister.

Qualifications: University degree and experience in the field of education desirable.

Apply: I1

Territorial and Facilities Division, Territorial Liaison Branch

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

Duties: No. 656—Maintain staff and student records at the Art School. Answer personal and telephone inquiries from students and the public on matters affecting the school.

Qualifications: Ability to type would be an advantage but not essential.

Apply: I1

VICTORIA**State Office**

Clerk \$8015-8770 (Class 4), Third Division, Administrative Section, Overpayments Sub-section, Melbourne

Duties: No. 807—Supervise and direct the work of the Overpayments unit. Prepare correspondence and submissions in relation to legal action in the recovery of overpaid moneys.

Apply: I3

Clerk \$6887-7764 (Class 2/3), Third Division, Administrative Section, Overpayments Sub-section (two positions), Melbourne

Duties: Nos 2025, 2026—Prepare initial requests for repayment of overpaid moneys and the subsequent correspondence with the Commonwealth Police and Sub-Treasury.

Apply: I3

Clerk \$8015-8770 (Class 4), Third Division, Private Overseas Students Section, Melbourne

Duties: NP—Supervise the recording and assessment of examination results and assess records of students who have failed and determine whether such failure will prolong the course of study.

Apply: I3

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

Duties: NP—Examine cases of satisfactory progress and determine classification for advice to Department of Immigration of students' current status. Prepare routine correspondence.

Apply: I3

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Private Overseas Students Section, Melbourne

Duties: NP—Maintain records of students' examination results and obtain student enrolment verification from institutions. Prepare routine correspondence.

Apply: I3

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Private Overseas Students Section, Melbourne

Duties: NP—Handle sectional correspondence including receipt and dispatch of proforma and information materials for students and institutions.

Apply: I3

NORTHERN TERRITORY**Northern Territory Education Division, Curriculum and Research Branch**

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

Duties: No. 2014—Provide administrative assistance to the branch, including compilation of estimates, and provision of furniture and supplies.

Apply: I8

OFFICE OF THE UNIVERSITIES COMMISSION AUSTRALIAN CAPITAL TERRITORY

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

Duties: No. 6—Act as Ministerial liaison officer. Prepare draft replies to Ministerial correspondence and Parliamentary questions and follow up Ministerial matters generally. Perform other research duties as directed.

Qualifications: Appropriate university degree and relevant experience. Experience in the preparation of Ministerial correspondence would be an advantage.

Apply: I9

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE**International Organisations and Protocol Division, Protocol and Consular Branch**

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

Duties: NP—Plan and direct the work of the Section. Prepare information papers, appreciations, etc. for use by Cabinet, the Minister, the Secretary, senior Departmental officers and other Departments in formulating Foreign Affairs views on Immigration matters.

Apply: L1

DEPARTMENT OF HEALTH

CENTRAL STAFF**Quarantine Division, Animal Quarantine Branch**

*Veterinary Officer Class 2 \$13169-14530, Third Division, Canberra

Duties: No. 14—Involvement with investigations into and projects associated with animal health and animal diseases, including exotic diseases, in relation to imports of livestock and livestock products; matters arising in connection with quarantine legislation and quarantine control of imports of biological materials and manufactured biologicals. General animal health duties and projects.

Qualifications: A degree in veterinary science or veterinary medicine, or equivalent qualifications. Previous administrative and field experience an advantage.

Apply: M1

National Biological Standards Laboratory

*Bacteriologist, Class 2 \$10796-12034, Third Division, Brucella Vaccine Testing Laboratory, Canberra

Duties: No. 415—Control a programme of sampling and assay of Brucella vaccines. Assist in research on improvement of potency tests and in development of Australian standards for Brucella vaccines.

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

Apply: M9

*Technical Assistant, Grade 2 \$7193-7897, Fourth Division, Canberra

Duties: A—Perform routine laboratory procedures for safety and potency testing of Brucella vaccines.

Qualifications: Completion or part completion of the Biological Research Technician's Certificate or equivalent, together with at least two years relevant experience desirable.

Apply: M9

*Technical Assistant, Grade 2 \$7193-7897, Fourth Division, Canberra

Duties: B—Preparation and maintenance of experimental animals used in assay of Brucella vaccines.

Qualifications: Completion or part completion of course in Animal Care together with several years experience in maintenance of experimental laboratory animals desirable.

Apply: M9

*Technical Assistant, Grade 2 \$7193-7897, Fourth Division, Canberra

Duties: C—Perform the animal husbandry procedures required for the breeding of Specific Pathogen Free (SPF) Category 4 guinea pigs.

Qualifications: Completion or part completion of a course in Animal Care, together with several years experience in the breeding of guinea pigs and in SPF techniques desirable.

Apply: M9

*Technical Officer (Engineering), Grade 1 \$7058-8832, Fourth Division, Canberra

Duties: No. 416—Maintenance of autoclaves, air filtration and other laboratory equipment. Construct laboratory equipment not available commercially. Participate in overall maintenance programmes in other sections of the National Biological Standards Laboratory.

Qualifications: An approved technical college certificate or other qualifications and requisite experience. Considerable experience in maintenance of autoclaves, air filtration and laboratory equipment is desirable, together with a knowledge of electrical control systems.

Apply: M9

National Acoustics Laboratories

*Engineer, Class 2 \$10999-12234, Third Division, Engineering Section, Noise Services Sub-section, Sydney

Duties: No. 750—Provide professional advice on acoustic engineering problems. Prepare reports and recommendations arising from investigations.

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: M10

*Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Third or Fourth Division, Central Laboratory, Engineering Section, Sydney

Duties: NP—Planning and implementation of training programmes for staff engaged in the repair and acceptance testing of hearing aids and electronic and audiology equipment.

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

Apply: M10

AUSTRALIAN CAPITAL TERRITORY

A.C.T. Health Services Office, Medical Services Branch

*Physiotherapist, Class 2 \$9587-10476, Third Division, Special Services Sub-section, Temporary Position, Canberra

Duties: No. 573—Develop and co-ordinate the provision of physiotherapy services in a region covered by a health centre. Participate as a member of the health centre team in the development of community health services.

Qualifications: Appropriate degree or diploma in physiotherapy or equivalent qualifications. Extensive experience desirable.

Apply: M14

NEW SOUTH WALES

National Acoustic Laboratories, Hearing Centre

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

Duties: No. 940—Prepare daily, weekly and monthly statistical reports. Raise requisitions for supplies and assist in the daily reconciliation of hearing aids.

Apply: M2

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

Duties: No. 831—Plan country clinics, prepare itineraries and submit for approval. Examine statistical returns and requisitions. Supervise receptionists and registry assistant.

Qualifications above two positions: Experience appropriate to the duties desirable.

Apply: M2

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

Duties: No. 834—Receive applications and arrange appointments for Repatriation and other cases. Prepare hearing aids (or parts) for dispatch. Attend to telephone inquiries and prepare schedules of appointments.

Apply: M2

DEPARTMENT OF HEALTH—continued**QUEENSLAND****Personnel Services Section**

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

Duties: No. 57—Personnel Officer. Supervise and control the work of the Staff and Relief Sub-section.

Qualifications: Sound knowledge of Public Service Act and Regulations, General Orders, Superannuation Act and Arbitrators' Determinations desirable.

Apply: M4

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

Duties: No. 62—Investigate staffing requirements and prepare organisational proposals. Review methods, procedures and maintain establishment records.

Apply: M4

SOUTH AUSTRALIA**Weapons Research Establishment Hospital**

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

Duties: No. 186—Hospital Secretary. Financial and lay administration of the hospital.

Qualifications: Knowledge of hospital administration including basic provisioning, staff rostering and asset maintenance procedures, and the Audit Act, Treasury Regulations and Directions. Academic qualifications, partial or complete would be an advantage.

Apply: M5

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

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

Duties: No. 408—Assist in the preparation of specifications for medical and non-medical equipment, furniture and fittings and with the ordering and storage of these items.

Apply: M8

Darwin Hospital

Clerk \$10029-10704 (Class 6), Third Division, Administrative Section, Personnel and General Services Sub-section, Darwin

Duties: No. 1568—Control and co-ordinate the personnel and general services functions throughout the Hospital.

Qualifications: Extensive experience in personnel management and experience in Hospital Administration desirable.

District Allowance: Grade 4.

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

Accommodation: Single hostel accommodation is available. Married accommodation is available after a waiting period, but a successful interstate applicant, if married, could be assisted with an accommodation allowance in the interim.

Apply: M8

Tennant Creek Hospital

Clerical Assistant, Grade 4 \$6771-6765, Fourth Division, Tennant Creek

Duties: No. 1938—Maintain proper and adequate medical histories. Operate and maintain the medical records filing system. Collect fees and issue receipts of all cash and Sundry Debtor payments. Prepare money for banking. Refer patients requesting credit facilities or exemption from charges to the Assistant Secretary.

Apply: M8

DEPARTMENT OF HOUSING AND CONSTRUCTION**HEAD OFFICE****Overseas Works Branch**

**Engineer, Class 4 \$15120-16097, Third Division, Investigation and Design Section, Engineering Sub-Section, North Sydney

Duties: No. 17—Structural Engineer. In respect of specialist structural engineering aspects of overseas building projects, study functional requirements, develop design briefs, prepare estimates, undertake design commission and oversight consultants. Provide specialist engineering advice to officers undertaking related aspects of projects.

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

In lieu of notification in *Gazette* No. 91 of 7.11.74. Previous applicants will be considered and need not re-apply.

Apply: AK1

AUSTRALIAN CAPITAL TERRITORY**Technical Division**

*Draftsman, Grade 1 \$7058-8832, Third or Fourth Division, Engineering Design Section, Roads and Aerodromes Sub-section, Canberra

Duties: No. 207—Under supervision, prepare designs, estimates, specifications and schedules of quantities for projects involving highway, sub-divisional roads, including kerb and channel, footpaths and associated work.

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

Apply: AK2

*Draftsman, Grade 2 \$9085-9639, Third or Fourth Division, Engineering Design Section, Roads and Aerodromes Sub-section, Canberra

Duties: No. 40—Under supervision, prepare designs, estimates, specifications and schedules for projects involving highways, sub-divisional roads, including kerb and channel, footpaths and associated work.

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

Apply: AK2

*Draftsman, Grade 2 \$9085-9639, Third or Fourth Division, Major Development Section, Canberra

Duties: No. 21—For more important projects, prepare original designs and/or working drawings, details and estimates, specifications and schedules of quantities.

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

Apply: AK2

*Technical Assistant, Grade 2 \$7193-7897, Fourth Division, Major Development Section, Hydrology and Special Services Sub-section, Canberra

Duties: No. 41—Assist in the operation of automatic recording stations for stream flow, storm-water flow, sewer flow, rainfall and reservoir levels. Assist with various hydrographic activities and compilation of records of hydro-meteorological data. Prepare minor hydrographic drawings.

Qualifications: Technical knowledge and experience adequate to perform the above duties. Progress towards an appropriate certificate desirable.

Apply: AK2

*Water Control Assistant \$5927-6534, Fourth Division, Construction Section, Canberra

Duties: No. 255—Under supervision, undertake shift operation of the Water Treatment Plant including chemical control tests, recording of treatment plant control data and inspection of equipment to ensure constant running.

Qualifications: Some appropriate trade training desirable together with experience in water pumping and/or treatment.

Apply: AK2

NEW SOUTH WALES

General Works Division, Newcastle Area

Senior Technical Officer (Buildings), Grade 1 \$9918-10473, Fourth Division, Newcastle

Duties: No. 330—Area Planning Officer. Responsible for the planning of works throughout the area having regard to resources of the area and cash flow requirements.

Qualifications: An approved certificate from a technical college or institute of technology or its equivalent, or such other qualifications as the Board considers appropriate, together with appropriate experience. Applications will, however, be accepted from people who do not possess acceptable qualifications providing they have a minimum of six years relevant experience. If the selected applicant does not possess acceptable qualifications, he will be required to pass a test of knowledge and competence to establish his eligibility for nomination for the position. Aptitude for planning and organisation desirable.

Apply: AK3

Advisory Services Branch, Technical Services Division

Architect, Class 4 \$13584-14512, Third Division, Architectural Section, Sydney

Duties: No. 36—Manage a section providing architectural advice and services in respect of specific problems or proposals raised by other Divisions. Conduct investigations and provide technical advice, recommendations and solutions on matters requiring specialist capability.

Qualifications: An appropriate degree or diploma in architecture or equivalent qualifications. Wide experience in professional practice with a sound knowledge of basic sciences relating to building materials performance desirable.

Apply: AK3

Projects Division No. 1, Technical Resources Branch

Architect, Class 4 \$14334-15262, Third Division, Sydney

Duties: No. 34—Provide a high level of advice and guidance in architectural matters on projects in planning, design and construction. Develop the quality of architecture and architectural staff in the Division.

Qualifications: A degree or diploma in architecture or equivalent qualifications. Experience in both design and construction and experience in the management of projects and staff are desirable.

Apply: AK3

VICTORIA AND TASMANIA

Projects Division No. 1, Administration Branch

Clerk \$11039-11714 (Class 7), Third Division, Resources and Information Services Section, Melbourne

Duties: No. 8—Analyse management information, report and make recommendations on the Division's progress, efficiency, performance, costs and resources availability and utilisation.

Apply: AK4

Management Services Division, Programming and Financial Services Branch

Clerk \$10029-10704 (Class 6), Third Division, Planning, Programming and Budgeting Section, Budgets and Overhead Analysis Sub-section, Melbourne

Duties: No. 12—Participate in the preparation of and carry out periodic reviews of administrative expenses and budgets for trust activities. Analyse and prepare reports for management on the overhead costs of the design and construction functions of the Department.

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

Apply: AK4

NORTHERN TERRITORY

Technical Division

*Architect, Class 3 \$12819-14311, Third Division, Construction Section, Darwin

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

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

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

**DEPARTMENT OF HOUSING AND
CONSTRUCTION—continued****Management Services Division**

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Regional Office, Tennant Creek

Duties: No. 27—Control urgent minor requisition procedure and records of plant hire. Supervise typing and general administrative functions.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

**DEPARTMENT OF LABOR AND
IMMIGRATION****CENTRAL OFFICE****Manpower Development and Operations No. 2 Division, Training Operations Branch**

*Senior Industrial Training Officer, Grade 2 \$11039-11714 (Class 7), Third Division, Training Operations Section, Perth

Duties: No. 318—Conduct training courses for Training Officers, Manpower Development Officers and Instructors from private and government organisations. Follow-up trainees on placement and advise managements. Assist in evaluating and developing training programmes and materials.

Qualifications: An appropriate university degree and experience in industrial training or vocational education desirable.

Apply: P1

NEW SOUTH WALES**Employment Branch**

Employment Officer \$8015-8770 (Class 4), Third Division, DEO Pool Section (several positions), Canberra

Duties: Interview and arrange placement of applicants for employment; obtain vacancies from employers.

Apply: P8

VICTORIA**Management Services Branch**

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

Duties: No. 2316—Check claims for payment of general accounts for Central Office and Victorian Region. Oversight the payment of accounts and wages for the Food Services operated by the Department. Examine claims for overseas travelling allowances.

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

In lieu of notification appearing in *Gazette* No. 87 of 24.10.74. Previous applicants will be considered and need not re-apply.

Apply: P3

**DEPARTMENT OF MANUFACTURING
INDUSTRY****CENTRAL OFFICE****Research and Development Division**

Senior Research Scientist, \$13992-16187, Third Division, Canberra

Duties: No. 67—Provide scientific and technical advice to the Air Force on matters affecting policy and operations generally and in the identification and formulation of research and development tasks in particular. Member of the Air Research and Development Review Committee and act as its secretary. Undertake special duties as required.

Qualifications: Applicants should possess a PhD in an appropriate discipline with considerable research experience or considerable post-graduate research experience of equivalent standard. Scientific research ability of a high order will be expected.

Apply: AF1

American Projects Branch

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

Duties: No. 99—Examine accounts, maintain expenditure control ledger. Assist in the preparation of budgets and general administrative duties.

Qualifications: Some experience in Treasury accounting, expenditure control and general administration would be an advantage.

Apply: AF1

Munitions Supply Division

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

Duties: No. 64—Formulate and develop financial and Commercial/Treasury accounting procedures for the Division. Critically review existing financial and costing management of factories operations to facilitate management decisions. Undertake special investigations and cost studies on major production projects.

Qualifications: Qualifications in accountancy or equivalent qualifications, together with extensive experience related to a manufacturing environment desirable.

Apply: AF1

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

Duties: No. 6—Critically examine factories estimates and budgets and compile divisional estimates. Analyse and report on achievement against divisional programmes and their effect on Treasury appropriation. Control authorisations and allocations under Trust Account and Treasury appropriations.

Qualifications: Qualifications in accountancy, together with a number of years experience related to a manufacturing environment, desirable.

Apply: AF1

Projects Planning and Control Branch

Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Third or Fourth Division, Canberra

Duties: No. 58—Investigate production scheduling requirements and control systems for monitoring engineering performance in production environments as related to delivery, cost and budgetary achievement.

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

Apply: AF1

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

Duties: No. 60—Undertake technical assessments of production control and reporting systems and techniques. Prepare technical instructions.

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

Apply: AF1

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

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

Duties: No. 4—Maintain records associated with personnel and staffing matters for the section. Provide general clerical assistance.

Qualifications: Ability to type would be an advantage.

Apply: AF1

VICTORIA

Government Aircraft Factories

Data Processing Operator, Grade 2 \$6233, Fourth Division, Administrative Section, Fishermen's Bend

Duties: No. 43—Operate IBM-024, 026, 056 Punches or Verifiers to punch or verify cards for use in a computer system.

Qualifications: Applicants must have passed the Public Service Board's proficiency test for data processing.

Apply: AF20

Aeronautical Research Laboratories

Typist, Grade 2 \$5791-6101, Fourth Division, Administrative Section, Fishermen's Bend

Duties: No. 15—Type technical and scientific publications using specially constructed tandem typewriters incorporating complex mathematical symbols.

Apply: AF8

DEPARTMENT OF THE MEDIA

CENTRAL OFFICE

Planning and Finance Branch

Senior Project Officer \$13224-13725 (Class 9), Third Division, Planning and Research Section, North Sydney

Duties: No. 22—Oversight the work of project teams engaged in investigating the use and effectiveness of Australian Government finance for the

media. Report and recommend on the application of the future application of Australian Government finance in the media.

Qualifications: Extensive experience in leading teams engaged in original research required. A sound knowledge of applied economics and statistics desirable.

Apply: Q1

Project Officer \$11039-11714 (Class 7), Third Division, Planning and Research Section, North Sydney

Duties: No. 25—Control the work of a project team engaged on investigation and research assignments. Undertake cost/benefit studies of advertising media and submit reports and recommendations.

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

Apply: Q1

AUSTRALIAN CAPITAL TERRITORY

Information Division—Australian Government Publishing Service, Management Services, Supply and Projects Branch

Internal Auditor, Grade 1 \$8015-8770 (Class 4), Third Division, Management Operations Section, Internal Audit Sub-section, Canberra

Duties: No. 776—Conduct audit investigations, prepare associated reports including appropriate comments and recommendations for corrective and follow-up action.

Qualifications: Knowledge of the Audit Act, Treasury Regulations and Directions together with practical experience in audit duties an advantage. Progress in accountancy studies desirable.

Apply: Q2

Senior Internal Auditor, Grade 1 \$10029-10704 (Class 6), Third Division, Management Operations Section, Internal Audits Sub-section, Canberra

Duties: No. 768—Assist with the development and formulation of the internal audit programme. As team leader direct the work of the team and undertake complex programmed audits on Treasury cost and commercial accounting systems and procedures.

Qualifications: Experience in auditing and in departmental and commercial accounting systems together with cost accounting qualifications and/or experience in costing an advantage.

Apply: Q2

Australian Information Service, Editorial Branch

*Technical Officer (Engineering), Grade 1 \$7058-8832, Third or Fourth Division, Radio and TV Section, Canberra

Duties: No. 135—Install, modify, test and maintain television and radio equipment. Operate and install equipment for outside broadcasts and assist in the laying of film sound tracks.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Preference may be given to those persons possessing the current Television Operator's Certificate.

Apply: Q2

DEPARTMENT OF MINERALS AND ENERGY**CENTRAL OFFICE****Offshore and International Division, Policy and Projects Branch**

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

Duties: No. 19—Plan and supervise research into and formulate proposals concerning legislative and administrative matters relating to the exploration for and the production of mineral resources of the seabed, and provide policy advice as required.

Qualifications: Experience in the formulation of policy advice and academic qualifications desirable.

Apply: R1

Senior Executive Officer \$14229-14733 (Class 10), Third Division, International Section, Law of the Sea Sub-section, Canberra

Duties: No. 20—Plan and supervise research and formulate policy advice on issues relating to Australian interests arising in U.N. and other international fora in regard to mineral resources of the seabed and related matters.

Qualifications: Experience in the formulation of policy advice and academic qualifications desirable.

Apply: R1

Bureau of Mineral Resources, Geology and Geophysics, Operations Branch

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

Duties: No. 407—Assist in the compilation and publication of monthly, quarterly and annual statistics of the Australian mineral industry. Apply checking procedures to ensure accuracy, consistency and validity.

Qualifications: Previous experience in the collection and compilation of statistics desirable.

Apply: R1

Energy Planning Division, Forecasting Branch

Assistant Secretary \$17776, Second Division, Canberra

Duties: No. 76—Direct and control the work of the Forecasting Branch in the compilation, analysis and publication of data on the supply of and demand for energy resources.

Qualifications: Executive ability and capacity for formulation of policy advice of a high order. Degree in economics or arts (economics) desirable together with a capacity for the oversight and direction of quantitative economic analyses.

This is in lieu of notification appearing in *Gazette* of 13.6.74. Previous applicants will be considered and need not re-apply.

Apply: R1

DEPARTMENT OF NORTHERN DEVELOPMENT**CENTRAL OFFICE****Resources Division, Projects No. 1 Branch**

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

Duties: No. 106—Plan, undertake and report on economic evaluation studies of proposed development projects in Northern Australia, specifically in the Burdekin Basin region of Northern Queensland. In particular, review and report on studies commissioned by the Federal/State Burdekin Project Committee, including the economic potential for the multi-purpose use of water for the development of land and mineral resources in the Basin area and associated areas including Townsville.

Qualifications: Appropriate tertiary qualifications. Relevant experience desirable.

Apply: T1

Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Technical Evaluation Section, Canberra

Duties: No. 22—Assist in the detailed investigation of specific aspects of development projects, involving the application of evaluation techniques as well as assisting in the compilation of comprehensive evaluation reports.

Qualifications: Appropriate tertiary qualifications.

Apply: T1

Management and Special Services Branch

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

Duties: No. 128—Investigate and report on establishment, methods and procedural matters.

Qualifications: Ability to undertake organisation, methods and procedural reviews desirable.

Note: Previous applicants for the above position will be considered and need not re-apply.

Apply: T1

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

Duties: No. 18—Oversight the following personnel functions: maintenance of standard personnel records, furniture removals and compensation. Prepare the more important correspondence on the above subjects.

Qualifications: Sound working knowledge of Public Service Act and regulations.

Apply: T1

DEPARTMENT OF THE NORTHERN TERRITORY**NORTHERN TERRITORY**

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

District Allowance: Darwin, Tennant Creek, Katherine: 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 and Katherine, 6 weeks a year; Alice Springs, 4 weeks 4 days a year; Tennant Creek, 5 weeks 2 days a year.

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

Lands and Community Development Division, Local Government and Services Branch

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Local Government Section, Tennant Creek

Duties: No. 66—Provide routine and other assistance to the District Officer on stores, personnel and general municipal matters. Act as Collector of Public Monies at the Tennant Creek District Office.

Qualifications: Relevant experience desirable.

Note: See Departmental preamble for special benefits.

Apply: U1

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

Duties: No. 47—At the Darwin Motor Vehicle Registry search records and provide information on registration and licence matters for Registry, Police, Court, City Council, other Departments and Authorities and the Public.

Qualifications: Previous experience in a motor vehicle registry desirable.

Note: See Departmental preamble for special benefits.

Apply: U1

Management, Legislation and Planning Division, Establishments and ADP Branch

Clerk \$12218-12721 (Class 8), Third Division, Automatic Data Processing Section, Darwin

Duties: No. 1030—Control and direct the day-to-day operations of the Computer Centre which is to operate as a Government Bureau employing Batch and Telecommunication operations.

Qualifications: Extensive experience in the management of computer hardware resources. Proven administrative background and ADP operations in an IBM 360/OSMFT environment desirable.

Note: See Departmental preamble for special benefits.

Apply: U1

Assistant Inspector \$10029-10704 (Class 6), Third Division, Personnel and Services Section, Darwin

Duties: No. 23—Undertake investigations on personnel matters with particular emphasis on terms and conditions of service.

Qualifications: Wide knowledge of personnel practices and procedures an advantage.

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. 1056—Supervise activities of the staff engaged in the recording recovery and review of debts relating to electricity, water, sewerage, health rates, land, rent, etc.

Qualifications: Previous experience in recovery work desirable.

Note: See Departmental preamble for special benefits.

Apply: U1

Legislation Branch

Senior Project Officer \$13224-13725 (Class 9), Third Division, Legislative Section, Darwin

Duties: No. 7—Examine proposals for complex new and amending ordinances and regulations. Investigate and report on relevant laws of the Territory.

Qualifications: Considerable experience in reviewing existing and drafting new legislation an advantage. Formal legal qualifications desirable.

Note: See Departmental preamble for special benefits.

Apply: U1

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

Clerk \$12218-12721 (Class 8), Third Division, Executive and Administrative Section, Darwin

Duties: No. 1004—Undertake investigations into Branch policy, legislation and planning and prepare appropriate reports and briefs relating to inter-Departmental and other conferences and meetings. Investigate important matters relating to ministerial correspondence, Parliamentary and Legislative Council questions and prepare replies, statements and briefs. Attend to administrative and clerical matters as directed.

Qualifications: Wide relevant experience desirable. Academic qualifications to be stated.

Note: See Departmental preamble for special benefits.

Apply: U1

Social and Commercial Affairs Division, Prices and Consumer Affairs Branch

Weights and Measures Superintendent \$9550-10300, Fourth Division, Consumer and Rent Control Section, Darwin

Duties: No. 19—Direct and control weights and measures activities in the Northern Territory and exercise responsibility for the administration of the Weights and Measures Legislation including the authorisation of prosecutions, as verifying

**DEPARTMENT OF THE NORTHERN
TERRITORY—continued**

authority, responsible for the retention and maintenance of Northern Territory Weights and Measures standards and carry out certification checks on inspectors standards and all weighing and measuring instruments. Advise the Department on all technical matters including revision of relevant legislation.

Qualifications: Extensive experience as an inspector of weights and measures and knowledge of the provisions of the relevant legislation in the Northern Territory. Ability to plan and direct the activities of the group and to supervise staff desirable.

Note: See Departmental preamble for special benefits.

Apply: U1

**Lands and Community Development Division, District
Office, Alice Springs Branch**

*Vehicle Tester, Grade 1 \$6494-6743, Fourth Division, Alice Springs

Duties: No. 25—Carry out vehicle inspections and licence tests, Alice Springs

Qualifications: A sound mechanical knowledge of all types of vehicles, both petrol and diesel driven. Ability to maintain good public relations desirable.

Note: See Departmental preamble for special benefits.

Apply: U1

POSTMASTER-GENERAL'S DEPARTMENT

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

Technical Officer (Engineering), Grade 2 \$9085-9639, Third or Fourth Division, Advanced Techniques Branch, Solid State and Quantum Electronics Section, Melbourne

Duties: No. 42—Undertake design and development work of some complexity and develop test methods and equipment relating to the investigation of modulation, transmission and detection of signals at optical and near optical frequencies.

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

Apply: W1

Librarian, Class 2 \$9262-10299, Third Division, Standards and Laboratories Engineering Branch, Library Section, Melbourne

Duties: No. 182—Direct the work of the staff of a section of the Library, providing library information to professional and other officers.

Qualifications: An appropriate degree or diploma with education in librarianship which qualifies for admission to registration by the Library Association of Australia, or a recognised integrated course in librarianship and academic subjects. Experience in a special library desirable.

Apply: W1

Engineer, Class 3 \$12455-13797, Third Division, Transmission Systems Branch, Customer Apparatus Section, Melbourne

Duties: No. 4—Conduct research into electro-acoustical problems associated with telephone transmission. Develop computer techniques for the study of human factors in telecommunications system performance.

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

Foreman, Grade 1 \$7881-8058, Fourth Division, Standards and Laboratories Engineering Branch, Design (Special Projects) Section, Melbourne

Duties: No. 65—Control of tradesmen engaged in mechanical prototype construction in the Laboratories Prototype shop.

Qualifications: Tradesman qualifications together with considerable trade experience.

Apply: W1

Engineering Development Division, Lines Branch

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Installation Practices (Civil and Mechanical) Section, Melbourne

Duties: No. 92—Maintain developmental project record register charts, and filing systems. Provide assistance in the preparation of reports and engineering instructions.

Apply: W1

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

Duties: No. 101—Process monthly external cable orders and maintain cable provisioning management data including compiling data for computer processing and assistance in preparation of data for technical reports.

Apply: W1

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

Duties: No. 97—Assist the Sectional Clerk in the preparation of correspondence and data associated with the development, production and supply of items of line material.

Apply: W1

Clerk \$6887-7764 (Class 2/3), Third Division, Installation Practices (Electrical and Telecommunications) Section, Melbourne

Duties: No. 93—Assist Sectional Clerk in the preparation of correspondence and data relating to developmental projects and assist in the production of engineering instructions.

Apply: W1

Radiocommunications Branch

Engineer, Class 2 \$10653-11796, Third Division, Design (Structures) Section, Melbourne

Duties: No. 12—Design, investigations and development of structural standards for the more novel, complex and critical aerial structures for the Australian Post Office Radiocommunications television and broadcasting systems. These include large self-

supporting towers, guyed masts, sophisticated aerial systems, foundations and pre-fabricated equipment shelters.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Extensive experience in the design of tall steel structures, preferably for telecommunications desirable.

Apply: W1

Telegraphs and Data Equipment Branch

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

Duties: No. 50—Staff Clerk.

Apply: W1

Engineer, Class 2 \$10653-11796, Third Division, Operations and Service Section, Melbourne

Duties: No. 9—Under general direction, perform professional engineering work on the development of maintenance methods and facilities; fault reporting and analysis procedures for telegraph and data equipment and networks throughout Australia.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Experience in the installation or maintenance of telegraph or data equipment or networks desirable.

Apply: W1

Engineering Support Services Division, Buildings Branch

Engineer, Class 2 \$10653-11796, Third Division, Power and Mechanical Systems Sub-branch, Provisioning Section, Melbourne

Duties: No. 170—Analysis of tenders, preparation of technical reports, etc., for the provisioning of power plant.

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

Apply: W1

Support Services Branch

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

Duties: No. 16—Provide clerical support for testing group on Australian Government Tender Board purchases. Review draft schedules and serial lists, prepare technical reports, specifications, etc.; consult as necessary.

Qualifications: Some knowledge of methods relating to the testing of materials and review of materials specifications for Australian Government Tender Board purchases desirable.

Apply: W1

Management Services Division, Finance and Accounting Branch

Clerk \$10029-10704 (Class 6), Third Division, Accounting Section, Expenditure Sub-section (two positions), Melbourne

Duties: Nos 45, 95—As a member of a team, assist in the development and implementation of the Department's ADP staff pay system.

Qualifications above two positions: Detailed knowledge of the Department's pay preparation and disbursement procedures desirable.

Apply: W1

Personnel Branch

Clerk \$10029-10704 (Class 6), Third Division, General Services Section, Personnel Procedures Sub-section, Melbourne

Duties: No. 70—As a member of a team, assist in the development and implementation of the Department's ADP pay system.

Qualifications: Detailed knowledge of the operation of Industrial Assessing Unit together with some knowledge of the Payvar system or other ADP application desirable.

Apply: W1

Telecommunications Division, Sales and Service Sub-division

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

Duties: No. 6—Conduct research into telephone operational functions and procedures.

Qualifications: Broad background in, and knowledge of, manual exchange operating practices and procedures desirable.

Note: This position was advertised in *Gazette* No. 73 of 5.9.74. Previous applicants will be considered and need not re-apply.

Apply: W1

Clerk \$9022-9777 (Class 5), Third Division, Facilities Development Branch, Facilities and Services Section, Melbourne

Duties: No. 34—Publicity Clerk. Prepare Sales brochures, catalogues, display units and other types of publicity of telecommunications facilities.

Qualifications: Extensive knowledge of telecommunications facilities and of Sales Branch practices and procedures desirable.

Apply: W1

NEW SOUTH WALES

Engineering Division, Construction Branch

Engineer, Class 2 \$10999-12234, Third Division, Electronics Exchange Installation Section, Sydney

Duties: No. 83—Design and specifications for installation of electronic exchange long line, and ARF equipment in specific region of Sydney Teletronic Exchange Installation Section, Sydney

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

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

Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 1 Section, North Sydney

Duties: Party Leader.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Metropolitan Operations No. 2 Section, Redfern

Duties: Officer-in-charge of Redfern Subscribers Installation Group.

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

Apply: W2

Planning and Programming Branch

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

Duties: No. 51—Under general direction, prepare planning details of trunk circuit provision and rearrangement proposals. Examine the transmission aspects of such proposals and specify the utilisation of new and existing bearers and long line equipment to meet circuit requirements.

Qualifications: An approved technical college certificate or other approved qualifications and appropriate experience in bearer utilisation techniques.

(In lieu of notifications appearing in *Gazettes* No. 79 of 26.9.74 and No. 89 of 31.10.74. Previous applicants should re-apply.)

Apply: W2

Regional Operations Branch

Lines Supervisor, Grade 3 \$8033, Fourth Division, Cable Protection Section, Five Dock

Duties: Supervision of the installation and maintenance of gas pressure alarm systems and location of sheath faults.

Apply: W2

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

Duties: No. 602—Perform inspections and arrange repairs of motor vehicles, mechanical aids, trailers and emergency plant.

Qualifications: It is desired that applicants be qualified as motor mechanic.

Apply: W2

Support Services Branch

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

Duties: No. 68—Design and drafting work in the Mechanical and Structural No. 2 Sub-section.

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

Apply: W2

Plan Records Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Drafting Section, Haymarket

Duties: No. 461—Prepare and amend plan records of cable and conduit reticulation in the Metropolitan Cables and Conduits No. 1 Sub-Section.

Qualifications: Relevant experience and knowledge of Cable and Conduit reticulation drafting practices desirable.

Apply: W2

Senior Storeman \$6217-6475, Fourth Division, Industrial Engineering and Training Section, Rhodes

Duties: In charge of an equipment, tool and visual aid store at Rhodes School.

Qualifications: A knowledge of stores procedure, cost account instructions and stores documents desirable.

Apply: W2

Postal Services Division, Mail Exchange Branch

Senior Mail Officer \$6591-6824, Fourth Division, Registration Section, Redfern

Duties: Audit Officer. Check all divisional balances against primary balances. Submit report on discrepancies and balance irregularities. Compile statistics concerning amount of inward surface and air mail in all categories.

Note: Shift 6.15 a.m. to 2.45 p.m.

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

Apply: W2

Post Offices Branch

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

Quarters: Seven rooms (three bedrooms).

Apply: W2

Senior Postal Clerk, Grade 1 \$7087-7651, Third Division (two positions), Narromine, Warrarong

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, will be included in the Fourth Division.

Apply: W2

Postal Clerk \$5662-6824, Fourth Division (two positions), Five Dock, Kingsford

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

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

Apply: W2

Telecommunications Division, Country Region

Clerk \$9022-9777 (Class 5), Third Division, South Section, Wollongong District Telephone Office Sub-section, Wollongong

Duties: No. 487—Assist the Senior Service Officer in the management of the Service Section.

Qualifications: Sound knowledge of service practices and procedures desirable.

Apply: W2

Finance and Accounting Branch

Clerical Assistant, Grade 2 \$5442-5737, Third Division, Administrative and Relief Section, Relief Sub-section, Sydney

Duties: No. 206—Relief Officer, Revenue Section.
Apply: W2

Clerk \$8015-8770 (Class 4), Third Division, Finance Section (three positions), Sydney

Duties: No. 11—Reconcile Treasury and/or Commercial Accounts.

Duties: No. 15—Accounting duties associated with the Food Services Division.

Duties: No. 116—Supervise, plan and control annual review of allowance rates to Non-Official Postmasters.

Apply: W2

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

Duties: No. 21—Assistant Appropriation Ledger-Keeper.

Duties: No. 112—Salary and Allowance Checker.

Duties: No. 132—Paying Teller.

Apply: W2

Assistant, Grade 3 \$5883-6324, Fourth Division, Post Office Accounting Section, Finance Control Sub-section, Sydney

Duties: No. 334—Senior Escort Officer.

Apply: W2

Accounting Machinist, Grade 2 \$6233, Fourth Division, Post Offices Accounting Section, Sydney

Duties: No. 74—Accounting machining duties associated with Money Order Accounting.

Qualifications: Applicants should have passed the prescribed test.

Apply: W2

Clerk \$10029-10704 (Class 6), Third Division, Revenue Section (three positions), Sydney

Duties: No. 231—Group Controller, Reject Investigation, TPS, etc.

Duties: No. 352—Group Controller, Country Credit.

Duties: No. 841—Group Controller, Credit Control (City Area).

Apply: W2

Clerical Assistant, Grade 3 \$5883-6324, Third Division, Revenue Section, Sydney

Duties: No. 849—Provide assistance to the Group Controller, Metropolitan Credit.

Apply: W2

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

Duties: No. 848—Reverse Charge and Credit Card Officer.

Apply: W2

Supervisor (Data Processing), Grade 2 \$7221-7400, Fourth Division, Revenue Section, Miscellaneous Revenue Sub-section, Sydney

Duties: No. 233—Supervise and control the staff and work of a Data Transcription Unit.

Apply: W2

Accounting Machinist, Grade 2 \$6233, Fourth Division, Revenue Section, Sydney

Duties: No. 475—Check computations of local calls in Meter Books.

Qualifications: Applicants should have passed the prescribed test.

Apply: W2

Personnel and Industrial Relations Branch

Clerk \$8015-8770 (Class 4), Third Division, Industrial Relations Section, Audit Sub-section, Sydney

Duties: No. 400—Carry out audit of personnel functions in management units.

Note: Duties involve frequent absences from Metropolitan Area.

Apply: W2

Clerk \$10029-10704 (Class 6), Third Division, Staffing and General Services Section, Staff Resources Sub-section, Sydney

Duties: No. 557—Oversight the implementation of policies and procedures associated with all activities relating to promotions, temporary performance, transfers and appeals. Prepare instructions and examine and/or approve recommendations. Investigate complaints re non-selection and conduct interviews and prepare correspondence.

Apply: W2

VICTORIA

Engineering Division, Administrative Branch

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

Duties: No. 79—Audit Engineers Stores vouchers, moveable plant and tool inventory records.

Apply: W3

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

Duties: No. 329—Library assistance in a technical type library.

Qualifications: Experience appropriate to the duties is desirable.

Apply: W3

Metropolitan Operations Branch

Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 4 (North East) Section (three positions), Deepdene, Doncaster East and Ringwood North

Duties: Deepdene—In the absence of Lines Supervisor, Grade 3 take charge of the depot and advise Cable Jointers if necessary.

Duties: Doncaster East—Aerial Party Leader.

Duties: Ringwood North—Pipe and Pit Party Leader.

Apply: W3

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 2 (North West) Section (two positions), Brunswick

Duties: Nos 143 and 200—Fault Dispatch assistance.

Note above two positions: Shift work may be involved.

Apply: W3

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

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Metropolitan Operations No. 3 (North) Section, Heidelberg

Duties: No. 257—General clerical assistance to the Senior Telecommunications Technical Officer in charge of the Telephone Installation Centre.

Note: Hours of duty 8 a.m. - 5 p.m.

Apply: W3

Planning and Programming Branch

Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Fourth Division, Transmission Measurements Section, Melbourne

Duties: No. 119—Control and supervise the operations of field measuring teams.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. A comprehensive knowledge of and experience in transmission measurement field operations together with ability to control staff and co-ordinate activities of field teams is desirable.

Apply: W3

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

Duties: No. 98—Prepare detailed plans of junction circuit re-arrangement proposals and examine circuit designs to ensure compliance with transmission standards.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. A wide knowledge of junction circuitry and utilisation practices desirable.

Apply: W3

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Transmission and Line Planning (Metropolitan) Section, Melbourne

Duties: No. 187—Maintain office records and provide clerical assistance as directed.

Apply: W3

Regional Operations Branch

Lines Supervisor, Grade 3 \$8033, Fourth Division, North Eastern Section, Wangaratta

Duties: District Storekeeper.

Apply: W3

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

Duties: Area Supervisor.

In lieu of notification appearing in *Gazette* No. 89 of 31.10.74. Previous applicants must re-apply.

Apply: W3

Lines Supervisor, Grade 1 \$6710, Fourth Division, Gippsland Section (two positions), Lakes Entrance and Morwell

Duties above two positions: Aerial Party Leader.

Apply: W3

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

Duties: No. 105—Maintain records of external plant material orders, purchases, deliveries, etc.

Apply: W3

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, South East Central Section (two positions), Frankston and Dandenong

Duties: No. 32 (Frankston) and 43 (Dandenong)—General clerical assistance to the Senior Telecommunications Technical Officer in charge.

Apply: W3

Support Services Branch

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

Duties: No. 401—Design and drafting work in exchange installation No. 1 Sub-section.

Apply: W3

Draftsman, Grade 1 \$7058-8832, Third or Fourth Division, Drafting Section, Melbourne

Duties: No. 47—Less involved design and drafting work in the Sub-station Equipment Sub-section.

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

Apply: W3

Clerk \$6887-7764 (Class 2/3), Third Division, Industrial Engineering and Training Section (three positions), Hawthorn East

Duties: Nos 31, 24 and 158—Staff Clerk.

Apply: W3

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

Duties: No. 3—Clerical assistance to the Sectional Clerk.

Apply: W3

Typist, Grade 2 \$5791-6102, Fourth Division, Workshops Section, South Melbourne

Duties: No. 51—Stenographic assistance.

Apply: W3

Postal Services Division, Mail Exchange Branch

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

Duties: Airmail Sub-section (night) Interstate and Overseas Section. The occupant may be required to rotate with other Senior Mail Officers in the 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. 25 A of 22.3.74.

Note: This position is 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

Post Offices Branch

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

Quarters: Six rooms (three bedrooms).

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

Apply: W3

Postal Clerk \$5662-6824, Fourth Division (seven positions), G.P.O. Melbourne (Relief) (two positions), Glenroy (Relief), Mornington (Relief), North Melbourne (Relief), Russell Street (Relief) and Seaford

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

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

Apply: W3

Overseer (Postman) \$6708, Fourth Division, Box Hill

Duties: Supervise and control 25 Postmen.

Apply: W3

Transport Branch

Transport Officer, Grade 1 \$7761-7960, Fourth Division, West Melbourne

Duties: No. 6—Control and direct the activities of the Equipment Sub-section.

Qualifications: Sound knowledge of vehicle specifications, mechanical aptitude and ability to control staff essential. Knowledge of Transport Branch procedures desirable.

Apply: W3

Telecommunications Division, Country Region

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

Duties: No. 276—Sales Officer, Grade 2. Process applications for telephone services.

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

Apply: W3

Metropolitan Region, Service Branch

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Works and Equipment Section, Melbourne

Duties: No. 169—Maintenance of sectional records, statistical and development data, numbering switching and charging plans; preparation of facility check proformae; checking of STD code schedules and provision of general clerical assistance as required.

Qualifications: Experience in the Service Branch of Telecommunications Division is desirable.

Apply: W3

Personnel and Industrial Relations Branch

Foreman Cleaner \$5612-5887, Fourth Division, Staffing and General Services Section, Melbourne

Duties: No. 263—In charge of cleaning materials and procedures.

Qualifications: Ability to control staff desirable.

Apply: W3

Supply Branch

Clerk \$8015-8770 (Class 4), Third Division, Stock Control and Accounting Section, Springvale

Duties: No. 163—Senior Stock Control Clerk.

Qualifications: Knowledge of Supply Branch Stock Control and ADP procedures is desirable.

Apply: W3

QUEENSLAND

Engineering Division, Administrative Branch

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

Duties: No. 166—Under the direction of the Workshops Cost Clerk, responsible for sorting of WP46s into Sub-sectional order and associate with job cards in numerical order for inclusion on WP68. Associate relevant documents and price WP46 triplicate copies and reconcile totals with WP68. Scrutinise WP38s to correct errors located by Accounting Machinist during daily balance of manhours.

Apply: W4

Construction Branch

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

Duties: No. 350—Provide executive assistance and advice to the Branch Head in relation to financial, personnel and general administrative matters.

Qualifications: Sound knowledge and appreciation of Branch role and functions, and proven capacity for policy advising at senior level desirable.

In lieu of notification in *Gazette* No. 75 of 12.9.74. Previous applicants, if still interested, should re-apply.

Apply: W4

Country Branch

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Central Section, Mt Morgan

Duties: No. 4734—Officer-in-charge of district maintaining magneto Exchanges, SCAX, long line equipment, telegraph machines and 'first-in' maintenance of a VHF radio link, maintenance and installation of all types of subscribers equipment, including Pentconta PABX.

District Allowance: Grade 1.

Apply: W4

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

Duties: No. 551—Officer-in-charge of district maintaining magneto exchanges, CAXs, ARK521 and 511 long line equipment, Telegraph machines and maintenance and installation of all types of subscribers equipment, including PABX.

District Allowance: Grade II.

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

Apply: W4

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

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Wide Bay-Burnett Section, Mundubbera

Duties: No. 7020—Officer-in-charge of a Country District comprising magneto exchange, Pentaconta PABXs, long line equipment, manual exchanges and subscribers' equipment.

District Allowance: Grade 1.

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

Apply: W4

Metropolitan Operations Branch

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

Duties: Party Leader.

Apply: W4

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

Duties: Area Supervisor.

Apply: W4

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

Duties: Party Leader.

Apply: W4

Lines Supervisor, Grade 1 \$6710, Fourth Division, Outer Metropolitan Operations No. 1 Section, Miami

Duties: Party Leader.

Apply: W4

Regional Operations Branch

Telecommunications Technical Officer, Grade 1 \$7818-8832, Third or Fourth Division, Radio Section, Brisbane

Duties: Staff Leader at National TV Station, in charge of operation and maintenance.

Apply: W4

Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Third or Fourth Division, Trunk Service Section, Brisbane

Duties: Carry out special investigations into plant performance in the northern region of the State. Analyse, test and fault returns. Provide specialist advice to country divisions.

Note: Occasional country trips are involved.

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

Apply: W4

Postal Services Division, Mail Exchange Branch

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

Duties: Provide relief for Senior Mail Officers in the Inland and Ship Sections of the Mail Exchange Branch. Shift work involved.

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 20.1.73. Sound knowledge of Mail Exchange Branch procedures desirable.

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

Apply: W4

Post Offices Branch

Postal Clerk \$5662-6824, Fourth Division, Palm Beach

Apply: W4

Postal Clerk (Relief) \$5662-6824, Fourth Division, Yeppoon

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

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

Apply: W4

Telecommunications Division

Clerk \$11039-11714 (Class 7), Third Division, Administration Section, Brisbane

Duties: No. 161—In conjunction with Engineering Division Staff co-ordinate and control development projects concerning the introduction of Electronic (SPC) Exchanges.

Qualifications: Wide knowledge of Telecommunications Division manual trunk operating facilities and procedures desirable.

Apply: W4

Clerk \$10029-10704 (Class 6), Third Division, Administration Section, Brisbane

Duties: No. 19—Investigate specific problems associated with the introduction of Electronic (SPC) Exchanges.

Qualifications: Knowledge of Telecommunications Division manual trunk operating facilities and procedures desirable.

Apply: W4

Country Region

Overseer (Telephone) \$6840-7248, Fourth Division, Warwick

Duties: No. 41—Officer in charge of Warwick Manual Assistance Centre.

Qualifications: Must be qualified as Monitor (Telephone).

Apply: W4

Monitor \$6034-6381, Fourth Division, Monto

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

Apply: W4

Metropolitan Region

Clerk \$6887-7764 (Class 2/3), Third Division, Sales Branch, Contracts Section, Fortitude Valley

Duties: No. 234—Sales Officer, Grade 2, Sales Group 6. Process requests for new or altered telephone facilities.

Qualifications: Sound knowledge of Sales Branch practices and procedures desirable.

Apply: W4

Clerk \$8015-8770 (Class 4), Third Division, Sales Branch, Sales Advisory Section, Brisbane

Duties: No. 334—In consultation with customers assess requirements for major telephone facilities.

Qualifications: Knowledge of PABX facilities and ability to negotiate with business management desirable.

Note: Current driver's licence is required.

Apply: W4

Finance and Accounting Branch

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

Duties: No. 19—Extract and reconcile paid accounting stubs for Metropolitan Telephone Subscribers.

Apply: W4

Personnel and Industrial Relations Branch

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Staffing and General Services Section (three positions), Brisbane

Duties: No. 65—Provide relief within the Branch at Clerical Assistant Grade 4 level and above.

No. 86—Pre-Appointments Officer. Take preliminary action for appointment of successful candidates including arrangement of medical examinations. Follow up probationary reports on appointees prior to confirmation of appointment. General assistance in Appointment Sub-section.

Qualifications: A knowledge of Departmental Appointment procedures desirable.

Duties: No. 97—Employment Officer. Interview applicants for temporary/exempt employment and accept applications. Attend to personal and telephone inquiries relating to employment. Maintain relevant records.

Qualifications: A knowledge of the Departmental structure and general conditions of employment desirable.

Apply: W4

SOUTH AUSTRALIA

Engineering Division, Metropolitan Operations Branch Engineer, Class 2 \$10999-12234, Third Division, Adelaide

Duties: No. 1708—District Engineer, Outer Metropolitan South.

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

Apply: W5

Regional Operations Branch

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, Radio Section, Mount Burr

Duties: No. 320—Officer-in-charge of shared National and Commercial High Powered TV Transmitting Station.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Applicants should possess TV operator's Certificate of Proficiency (ABCB) or have successfully completed the appropriate Departmental unit or modular course in TV Broadcasting. Considerable experience in the operation and maintenance of high powered TV Transmitters desirable.

Apply: W5

Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Third or Fourth Division, Radio Section, The Bluff

Duties: No. 321—Officer-in-charge of shared National and Commercial High Powered TV Transmitting Station and a high powered National MF Broadcasting Station.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Applicants should possess a TV operator's Certificate of Proficiency (ABCB) or have successfully completed the appropriate Departmental unit or modular course in TV Broadcasting, and in addition hold either a Broadcast Operator's or First Class Commercial Operator's Certificate of Proficiency, or alternatively have successfully completed the appropriate Departmental unit or modular course in Radio Broadcasting. Considerable experience in the operation and maintenance of high powered TV and MF Broadcasting Transmitters desirable.

Apply: W5

Telecommunications Technical Officer, Grade 1 \$7818-8832, Third or Fourth Division, Radio Section, Loxton

Duties: No. 325—Shift Leader at Television Station ABR3-3. Operation and maintenance of high powered Television Transmitting equipment.

Note: Successful applicant will be required to arrange suitable accommodation in the area.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Applicants should possess a TV operator's Certificate of Proficiency (ABCB) or have successfully completed the appropriate Departmental unit or modular course in TV Broadcasting and in addition hold either a Broadcast Operator's or First Class Commercial Operator's Certificate of Proficiency, or alternatively have successfully completed the appropriate Departmental unit or modular course in Radio Broadcasting. Experience in the operation and maintenance of high powered TV and MF Broadcasting Transmitters desirable.

Apply: W5

Telecommunications Technical Officer, Grade 1 \$7818-8832, Third or Fourth Division, Radio Section (three positions), Pimpala

Duties: Nos 322, 323, 324—Carry out shift duties relevant to the proper maintenance and control of MF Radio Station 5AN/5CL.

Qualifications above three positions: An approved technical college certificate or other approved qualifications and requisite experience. Applicants should possess either a Broadcast Operator's or First Class Commercial Operator's Certificate of Proficiency or have successfully completed the appropriate Departmental unit or modular course in MF Broadcasting. Transmitting experience in operation and maintenance of high powered MF Broadcast equipment desirable.

Note above six positions: Appearing in lieu of notification in *Gazette* No. 89 of 31.10.74. Previous applicants need not re-apply.

Apply: W5

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

Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Third or Fourth Division, Materials Section, Adelaide

Duties: No. 419—Prepare and review State Material Budget and maintain such information, data and indicators as are necessary. Oversight materials estimating group.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Extensive technical experience plus a wide knowledge of internal and external plant and equipment, its uses and spheres of application and Engineering material requirements desirable.

Apply: W5

Postal Services Division, Post Offices Branch

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

Duties: No. 577.

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

Quarters: Nil.

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

Apply: W5

NORTHERN TERRITORY**Engineering Division, Country Branch**

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

Duties: No. 1495—Provide assistance to Clerical Assistant, Grade 4 in the following areas: (1) maintain schedules of daily staff movements; (2) maintain station transport returns; (3) maintain library, first aid, stationery and registry system; (4) disperse mail within station complex.

District Allowance: Grade IV.

Taxation Allowance: Zone A.

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

Apply: W5

Support Services Branch

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

Duties: No. 15—Design and drafting work appropriate to a country Drafting Sub-section and in particular the Radio Equipment installation field. Some work dealing with Telephone Exchange Installation may be encountered.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Experience allied to the Radio and Telecommunications areas encompassing mechanical, electro-mechanical and electronic fields desirable.

District Allowance: Grade IV.

Taxation Allowance: Zone A.

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

Apply: W5

Postal Services Division, Post Offices Branch

Postal Officer, Grade 2 \$5426-6343, Fourth Division, Nhulunbuy

Duties: No. 2051—Normal duties applicable to Postal Officer, Grade 2 classification. Mail sorting and general counter duties.

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

District Allowance: Grade V.

Taxation Allowance: Zone A.

Accommodation: Hostel accommodation is available to officers for approximately \$24 per week. Northern Territory Administration house or flat may become available to a married officer after 1 month waiting period. However, the temporary rental of a house or flat can usually be arranged pending allocation of a Northern Territory Administration house or flat. A flat will not be offered to an officer with children. Allocation of either a house or flat is at the discretion of the Northern Territory Administration. Refusal of the accommodation offered will lead to the removal of the applicant's name from the housing lists and termination of any allowance (other than District Allowance) paid by the Department. In addition to the 10 per cent minimum actual salary charged for rental, occupants will be required to pay for sewerage, garbage and water services. The present charges are \$35, \$32.76 and \$33 per annum respectively.

Apply: W5

WESTERN AUSTRALIA

Engineering Division, Construction Branch

Lineman, Grade 2 \$5990-6167, Fourth Division, Primary Works Section, Perth

Duties: Jointing of large size cables.

Qualifications: Qualified cable joiner.

Previously advertised in *Gazette* No. 75 of 12.9.74.

Apply: W6

Postal Services Division, Post Offices Branch

Senior Postal Clerk, Grade 2 \$7883-8413, Third Division, G.P.O., Perth

Qualifications: Applicants must be qualified in accordance with conditions prescribed in *Gazette* No. 25 A of 22.3.74.

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

Apply: W6

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

Qualifications: Applicants must be qualified in accordance with conditions prescribed in *Gazette* No. 25 A of 22.3.74.

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

Apply: W6

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

Duties: No. 3597—Staff Clerk.

Qualifications: Sound knowledge of Public service Act and Regulations, General Orders, Personnel Instructions and relevant Awards and Determinations desirable.

Apply: W6

TASMANIA

Postal Services Division, Post Offices Branch

Postmaster, Grade 2 \$8150-8943, Third Division, St Marys

Quarters: 7 Rooms (3 bedrooms, 1 sunroom).

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

Apply: W7

**DEPARTMENT OF THE PRIME
MINISTER AND CABINET**

NEW SOUTH WALES

Australian Council for the Arts

*Clerk \$12218-12721 (Class 8), Third Division, Visual Arts Board (two positions), Sydney

Duties: Nos 133 (b) and 134 (b)—Responsible to the Director and the Board for the investigation, initiation and administration of major programmes of assistance to the visual arts. Maintain liaison with artists and arts organisations.

Qualifications: (both positions)—Tertiary qualifications. Extensive experience in the visual arts and an understanding of contemporary art are essential.

Apply: Y2

*Clerk \$10029-10704 (Class 6), Third Division, Visual Arts Board, Sydney

Duties: No. 163 (b)—Assist in implementation of administrative arrangements for the Board's grants and exhibitions programmes

Qualifications: Tertiary qualifications desirable. Knowledge of contemporary art and arts administration experience essential.

Note: All positions temporary only.

Apply: Y2

**THE OFFICE OF THE PUBLIC SERVICE BOARD
QUEENSLAND**

Public Service Inspector's Office

Assistant Inspector \$11039-11714 (Class 7), Third Division, Establishment Services Section, Brisbane

Duties: No. 16—Investigate and report on less complex Organisation, Establishment and Classification proposals. Assist with the conduct of establishment audits within the departmental programme.

Qualifications: Experience in establishment and classification matters and proven investigatory ability.

Apply: Y8

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

Duties: No. 32—Register and index establishment proposals and maintain establishment records. Assist in Registry Section.

Apply: Y8

Inspector \$13224-13725 (Class 9), Third Division, Establishment Services Section, Brisbane

Duties: Investigate and report on major departmental Organisation, Establishment and Classification proposals. Plan, implement and control the department's establishment audit programme for the State.

Qualifications: Extensive experience in establishment and classification matters and proven investigatory ability.

Apply: Y8

Assistant Inspector \$12218-12721 (Class 8), Third Division, Establishment Services Section, Brisbane

Duties: No. 2—Investigate and report on departmental Organisation, Establishment and Classification proposals. Conduct establishment audits within the approved departmental programme.

Qualifications: Extensive experience in establishment and classification matters and proven investigatory ability.

Apply: Y8

**OFFICE OF THE INDUSTRIES ASSISTANCE
COMMISSION**

CENTRAL OFFICE

Assistant Director \$12218-12721 (Class 8), Third Division, Management Services Section, Resource Scheduling Sub-section, Canberra

Duties: No. 150—Plan and direct the monitoring of Commission inquiries and prepare associated management reports. Develop techniques of project planning and control.

Qualifications: Detailed knowledge of analytical and management techniques applicable to project planning and control (including PERT). Appropriate academic qualifications desirable.

Apply: Y23

**DEPARTMENT OF THE PRIME MINISTER
AND CABINET—continued****Assistance Evaluation and Development Division,
Assistance Evaluation and Review Planning Branch*****Director \$15236-15739** (Class 11), Third Division,
Assistance Evaluation Section, Canberra

Duties: No. 44—Plan and supervise studies evaluating the assistance afforded activities and industries in Australia. Advise on techniques of measuring assistance.

Qualifications: Appropriate academic qualifications and extensive experience in the supervision of economic research desirable. Administrative ability and special aptitude for writing reports.

Apply: Y23

**DEPARTMENT OF REPATRIATION
AND COMPENSATION**

NEW SOUTH WALES**Clerical Assistant, Grade 4 \$6471-6765**, Fourth Division, Registry Section, Branch Office

Duties: No. 186—Supervise a Control Point and ensure its efficient functioning. Conduct regular reviews ensuring even work flow with due regard to priorities. Train staff in appropriate Registry procedures.

Qualifications: Knowledge of appropriate Registry procedures desirable.

Apply: Z2

Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Registry Section, Branch Office

Duties: No. 3—Prepare daily staff return, check attendance books and receive advice of absences. Prepare leave roster and maintain Sectional Manning Board. Compile staff statistics and maintain staff files for section.

Qualifications: Knowledge of appropriate Registry procedures desirable.

Apply: Z2

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Registry Section, Branch Office

Duties: No. 13—Raise personal case files and nominal index cards and maintain numerical register of files raised.

Apply: Z2

Repatriation General Hospital**Senior Storeman \$5747-6005**, Fourth Division, General Services Section, Concord, Sydney

Duties: Nos 3 and 17—Direct and control the work of subordinate staff. Supervise and train staff. Receive stores and regularly inspect stock for deterioration. Assist in resolving discrepancies between balances on record and stock on shelf.

Qualifications: General knowledge of hospital stores and an ability to control and supervise staff desirable.

Apply: Z2

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

Duties: No. 61—Assist in the supervision of mail and messengerial services. Carry out these services as necessary.

Apply: Z2

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

Duties: No. 41—Assistant Hospital Secretary (Patient Services). Supervise the activities of the Patient Services Sub-section. Maintain close liaison with Hospital and Branch Office staff on all administrative and procedural matters relating to the admission, discharge and treatment of patients. Prepare more important correspondence and reports.

Qualifications: Sound knowledge of instructions and procedures relating to admission, discharge and treatment desirable.

Apply: Z2

Branch Office**Data Processing Operator, Grade 2 \$6233**, Fourth Division, ADP Section, Sydney

Duties: Several positions—Punch and verify cards from various source documents requiring some interpretation by the operator.

Qualifications: Applicants must have passed the prescribed test for advancement. Experience in the use of IBM card punch and verifying equipment desirable.

Apply: Z2

Data Processing Operator, Grade 2 \$6233, Fourth Division, ADP Section, Sydney

Duties: Nos 33 and 36—Operate a Visual Display Unit and carry out associated ADP procedures on the Department's File Location System.

Qualifications: Applicants must have passed the prescribed test for advancement. Experience with an on-line system and knowledge of the Department's file location procedures an advantage.

Apply: Z2

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

Duties: No. 22—Process appointment and confirmation of appointment of officers. Prepare Australian Government Gazette notices and correspondence in connection with recruitment, promotion and transfers. Check vacancy register and initiate action to fill vacancies.

Qualifications: Sound knowledge of the Public Service Act and Regulations and Arbitrators Determinations desirable.

Apply: Z2

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

Duties: No. 22—Supervise, direct and control the activities of the General Benefits and Training Sub-section. Examine applications for business loans under the Defence Re-Establishment Act and submit with appropriate recommendations to the determining authority.

Qualifications: Sound knowledge of the Repatriation Act, Regulations and conditions relating to General Assistance matters desirable. Ability to supervise staff and prepare the more important correspondence.

Apply: Z2

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

Duties: Training Relief. Relieve staff attending Out-Patient Clinic procedural training.

Apply: Z2

VICTORIA

Repatriation General Hospital

Clerk \$10029-10704 (Class 5), Third Division, Administrative Services Heidelberg

Duties: No. 83—Assistant Hospital Secretary (Supply and Accounts). Control and co-ordinate supply, accounting (including costing) and stores functions throughout the hospital. Responsible for hospital budgetary procedures.

Qualifications: Tertiary qualifications, with majors in Accountancy, desirable. Knowledge of supply and stores procedures an advantage.

Apply: Z3

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

Policy Division, Scientific Policy Branch

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

Duties: No. 55—Undertake studies relevant to Australian participation in the activities in science of the Organisation for Economic Co-operation and Development and other international organisations. Liaise with bodies having interests in these activities.

Qualifications—Appropriate tertiary qualifications and some practical experience in a natural or social scientific field. Knowledge of functions and activities of OECD an advantage.

Apply: AA1

General Services Division, Grants and Projects Branch

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

Duties: NP—Perform executive duties in connection with the work of the Australian Biological Resources Study Interim Council including preparation of applications for grants and administration of grants. Prepare major briefings on proposed grants and grant administration for the Council; brief the Scientific Director on matters related to grant administration.

Qualifications: Tertiary qualifications desirable. Secretariat or equivalent experience an advantage.

Note: Advertised 24.10.74. Previous applicants will be considered and need not re-apply.

Apply: AA1

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

Duties: NP—Perform secretarial duties for the Scientific Director, Australian Biological Resources Study.

Qualifications: Shorthand, 100 words per minute.

Apply: AA1

BUREAU OF METEOROLOGY

HEAD OFFICE

Services Branch

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

Duties: No. 89—Assist with checking and correction of less difficult rainfall returns.

Apply: AA3

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

Duties: No. 144—Prepare the less difficult rainfall intensity data for processing.

Apply: AA3

Research and Development Branch

Superintendent (Hydrometeorology) \$14903-16390, Third Division, Special Projects Section, Melbourne

Duties: No. 30—Superintend and co-ordinate research and investigations in the field of hydrometeorology including the development of systems for prediction of stream flow and estimation of hydrometeorological design factors for engineering constructions.

Qualifications: A degree or diploma in Science or Engineering or equivalent qualifications. Extensive knowledge of hydrology and its application in hydrometeorology, particularly flood forecasting and hydrological design, desirable.

Apply: AA3

DEPARTMENT OF SERVICES AND PROPERTY

TASMANIA

Property Division

Clerk \$10029-10704 (Class 6), Third Division, Accommodation and Property Management Section, Hobart

Duties: No. 2321—Undertake more complex investigations associated with the variations to Australian Government accommodation holdings and plan office construction requirements.

Qualifications: Ability to conduct investigations and prepare reports. A knowledge of office accommodation design and requirements and relevant property and contract law and practices an advantage.

Apply: AC7

AUSTRALIAN ELECTORAL OFFICE

CENTRAL OFFICE

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

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

Qualifications: Shorthand, at least 100 words per minute.

Apply: AC9

**DEPARTMENT OF SERVICES AND
PROPERTY—continued**

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

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

Qualifications: Shorthand, at least 100 words per minute.

Apply: AC9

NEW SOUTH WALES

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

Duties: No. 6—Relief Clerk to Divisional Returning Officer. Assist in the maintenance of rolls and electoral work generally.

Allowance: Joint Rolls Allowance \$180 per annum.

Apply: AC10

DEPARTMENT OF SOCIAL SECURITY

CENTRAL OFFICE

Social Welfare Division, Community and Professional Services Branch

Director \$14229-14733, Class 10, Third Division, Programme Administration Section, Canberra

Duties: No. 805—Supervise the Australian Assistance Plan programme, assessing community groups seeking initiating and administrative grants. Prepare final submissions on capitation grants for social welfare projects. Assist with the development of the Australian Assistance Plan policy.

Qualifications: Sound knowledge of the Department. Capacity to negotiate with community groups. Degree in behavioural sciences an advantage.

Apply: AD1

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

Duties: NP—Supervise a team engaged on examining applications for financial assistance under the Australian Assistance Plan. Co-ordinate research into funding aspects of the Plan.

Qualifications: Experience in dealing with community groups and in research work. Degree in behavioural sciences an advantage.

Apply: AD1

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

Duties: NP—Examine in detail claims for assistance under the Australian Assistance Plan. Undertake special investigations and surveys on matters relating to assistance.

Qualifications: Aptitude for or experience in dealing with community groups. Academic qualifications to be stated.

Apply: AD1

Clerk \$13224-13725 (Class 9), Third Division, Development and Evaluation Section, Canberra

Duties: NP—Assist with the development of policy, the monitoring and evaluation of the Australian Assistance Plan. Advise on procedures for the assessment of local social welfare needs and on their implementation. Assist in establishing goals and training programmes in community development and small group interaction.

Qualifications: Considerable experience in the area of community development and knowledge of the psychology of small groups and organisation theory. Degree in sociology, social work, psychology or social psychology an advantage.

Apply: AD1

Clerk \$12218-12721 (Class 8), Third Division, Development and Evaluation Section (two positions), Canberra

Duties: NP—Assist with the maintenance and evaluation of the Australian Assistance Plan, the assessment of local social welfare needs and the establishment of goals and training programmes in community development.

Qualifications: Experience in the area of community development and knowledge of the psychology of small groups and organisation theory. Degree in sociology, psychology or social psychology an advantage.

Apply: AD1

Project and Development Branch

Director \$14229-14733 (Class 10), Third Division, Special Projects Section, Canberra

Duties: NP—Plan and co-ordinate the evaluation of existing welfare services; undertake studies and determine the feasibility of techniques of evaluating social welfare services. Plan, co-ordinate and direct the operations of experimental social welfare programmes, evaluate and review special projects and programmes.

Qualifications: Degree with major in social science desirable. Experience in research in social welfare or allied field.

Apply: AD1

Clerk \$13224-13725 (Class 9), Third Division, Planning and Investigation Section, Canberra

Duties: NP—Assist with the development of proposals for new welfare initiatives, the implementation of special welfare projects and new programmes. Undertake special studies and provide advice on policy matters and on the co-ordination of developmental tasks in social welfare. Assist in formulating short and long term plans for the provision of assistance and participation in welfare initiatives.

Qualifications: Degree with major in social science desirable. Experience in research in social welfare or allied field.

Apply: AD1

Management Division, Establishments and Finance Branch

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

Duties: No. 130—Assist the Assistant Director (Budgeting and Estimating) in major matters arising from the operations of the section. Supervise and direct the Finance Estimates Unit and examine and advise upon the more complex problems arising from budget and estimating activities.

Qualifications: Accounting or relevant tertiary qualifications desirable. A sound knowledge of Treasury accounting principles and practices and experience in departmental estimates an advantage.

Apply: AD1

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

Duties: No. 830—Provide assistance to the Inspector in the Projects sub-section relating to special and ad hoc financial investigations; ministerial correspondence; feasibility studies on departmental projects from a financial viewpoint; development and maintenance of statistics. Carry out financial inspections of State Branches and Regional Offices.

Qualifications: Accountancy qualifications, or equivalent, desirable. Experience in Departmental accounting an advantage.

Apply: AD1

NEW SOUTH WALES

Regional Offices

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Albury District Office, Albury

Duties: No. 1442—Attend to counter and telephone inquiries in respect of Social Security benefits and other welfare matters.

Qualifications: A sound general knowledge of the Social Services Act.

Apply: AD2

Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Regional Office, Wagga Wagga

Duties: No. 1437—Attend to counter and telephone inquiries in respect of Social Security benefits and other welfare matters.

Qualifications: A sound general knowledge of the Social Services Act.

Apply: AD2

TASMANIA

Benefits Branch

Clerical Assistant, Grade 2, \$5446-5737, Fourth Division, Pensions Section, Hobart

Duties: No. 87—Pensions Index Officer. Maintain the index for all pensions and allowances.

Apply: AD7

Health Benefits and Services

Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Insurance and Benefits Section, Hobart.

Duties: No. 178—Registration and checking of claims for Commonwealth Benefit under the Pensioner Medical Service.

Apply: AD7

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

NATIONAL LIBRARY OF AUSTRALIA

AUSTRALIAN CAPITAL TERRITORY

Resources, Organisation and Development Branch

Clerical Assistant Grade 4, \$6471-6765, Fourth Division, Catalogue Section, Catalogue, Revision and Maintenance Sub-section, Canberra

Duties: No. 447—Supervise the work of the Card Copying Unit and allocate job priorities.

Apply: AE3

AUSTRALIAN BUREAU OF STATISTICS VICTORIA

Computer Service Branch

Manager \$13224-13725 (Class 9), Third Division, Melbourne

Duties: No. 6—Direct and manage the Development, Production and Communications Sections in the provision of automatic data processing services within the State Office.

Qualifications: Proven management ability and extensive experience in all phases of development of a large scale computer team. Tertiary qualifications desirable.

Note: Advertised in lieu of Position No. 66 of 14.11.74.

Apply: AI10

QUEENSLAND

Production Branch, Secondary Industry and Construction Section

Clerical Assistant Grade 2 \$5446-5737, Fourth Division, Building and Construction Sub-section, Brisbane

Duties: No. 49—Supervise Collection Control Group responsible for maintenance of central lists, indexes, etc., and dispatch and receipt of collection forms relative to Sub-section.

Apply: AI13

Population and Employment Branch, Demography and Social Section

Clerk \$6887-7764 (Class 2/3), Third Division, Vitals and Health Sub-section, Brisbane

Duties: No. 174—Edit certificates of causes of death and classify the underlying cause. Check and assist in examining, querying and classifying morbid conditions.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

Apply: AI13

Research, Publications and Services Branch, Administrative Section

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

Duties: No. 243—Supervise and direct the work of the typing pool; ensure that priorities are observed and work programmes maintained. Train staff.

Apply: AI13

DEPARTMENT OF TRANSPORT

CENTRAL OFFICE

Bureau of Transport Economics National, Materials Handling Bureau

Engineer Class 2 \$10999-12234, Third Division, Engineering and Special Projects Investigation Section, Sydney

Duties: No. 116—Plan and carry out studies and investigations into materials handling problems applicable to individual States as well as those having national application, prepare reports on same.

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: AH2

DEPARTMENT OF TRANSPORT—continued**AIR TRANSPORT GROUP****CENTRAL STAFF****Management Services Division, Finance Branch**

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

Duties: No. 129—Prepare and continually review cost and machine accounting instructions, assist in design of costing tabulations and introduce new and revised cost account classifications. Liaise with ADP Branch and Regions to insure correct and uniform application of machine, computer and costing procedures.

Qualifications: A sound knowledge of cost and machine accounting techniques and departmental organisation, practices and procedures desirable.

Apply: F1

Automatic Data Processing Branch

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

Duties: No. 80—Under direction, operate a full range of peripheral equipment associated with large or medium scale computers and provide relief for console operators as required. Assist in maintaining computer records.

Qualifications: Considerable experience in the operation of computer peripheral equipment desirable.

Apply: F1

SURFACE TRANSPORT GROUP**CENTRAL OFFICE****Land Transport Policy Division, Rail Transport Branch**

*Assistant Secretary \$17776 Second Division, Canberra

Duties: NP—Control and direct the work of the Branch. Provide a top level investigating, reporting and briefing service to the Minister and Secretary on all aspects of rail transport including Australian owned railways, the development of road/rail services, rail standardisation, rail transfers and development.

Qualifications: Extensive experience in the provision of policy advice preferably related to the duties of the position. Relevant tertiary qualifications desirable.

Apply: AH1

Special Projects Branch

*Assistant Secretary \$17776 Second Division, Canberra

Duties: NP—Control and direct the work of the Branch. Provide a top level investigating, reporting and briefing service to the Minister and Secretary on all aspects of the transport sector. Review and develop policies concerning the Departments involvement in overseas organisations. Accept responsibility for the Australian Urban Passenger Train Project.

Qualifications: Extensive experience in the provision of policy advice preferably related to the duties of the position. Relevant tertiary qualifications desirable.

Apply: AH1

*Director \$15236-15739 (Class 11), Third Division, Policy Secretariat and International Section, Canberra

Duties: NP—Direct and control the activities of the Section. Oversight the preparation of briefs and policy, advise on all aspects of the transport sector including economic considerations. Review and develop policies concerning the Departments involvement in international organisations.

Qualifications: Extensive experience in policy development. Tertiary qualifications should be stated.

Apply: AH1

Urban Transport Branch

*Director \$15236-15739 (Class 11), Third Division, Urban Transport Planning Section, Canberra

Duties: NP—Direct and control the work of the section. Provide expert advice on transportation planning in urban areas.

Qualifications: Experience in transport planning and relevant transport planning qualifications desirable.

Apply: AH1

Road Transport and Land Transport Planning Branch

*Director \$15236-15739 (Class 11), Third Division, Road Policy Section, Canberra

Duties: NP—Direct and control the work of the section which is responsible for development of road aspects of future transport assistance programs.

Apply: AH1

*Director \$15236-15739 (Class 11), Third Division, Budget Programming, Allocation and Planning Section, Canberra

Duties: NP—Direct and control the work of the section, involving the preparation of strategic plans relating to operation and facilitation of road, rail and urban transport. Direct the preparation of a land transport budget.

Qualifications above two positions: Extensive experience in policy development and or functional areas concerned. Tertiary qualifications should be stated.

Apply: AH1

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

Duties: NP—Control the presentation of policy submissions to the Australian Transport Advisory Council its committees and sub-committees. Direct associated investigations and research.

Qualifications: Wide experience in the transportation field and policy formulation. Appropriate university degree desirable.

Apply: AH1

*Engineer, Class 4 \$15120-16097, Third Division, Land Transport Research and Technical Development Section, Canberra

Duties: NP—Direct and control the activities of the Section. Provide administration and technical, analysis of research and development projects under the Planning Research and Development Act. Prepare proposals concerning the co-ordination of land transport development.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. Experience in transport planning and research desirable.

Apply: AH1

Marine Standard Division, Marine Crews and Services Branch

*Marine Education Officer, Grade 1 \$12166-13023, Third Division, Marine Services Section, Melbourne

Duties: Prepare and mark examination papers for Engineers Certificates of Competency. Assist in evaluation of changes in marine and allied technologies as they effect education, training and examination of all classes of ship personnel.

Qualifications: Certificate of Competency as an Extra Master or as an Extra First Class Engineer or equivalent qualifications.

Apply: AH8

Management Services Branch

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

Duties: No. 2—Staff Clerk—Direct and supervise the work of subordinate staff engaged in the maintenance of Standard Personnel Records and the operation of the Treasury ADP Salaries System. Attend to the more important matters arising under the Public Service Act and Regulations. Investigate personnel matters and prepare associated submissions as directed.

Qualifications: Knowledge of Public Service Act, Regulations, General Orders, Furlough Act and Treasury ADP Salaries System desirable.

Apply: AH1

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Defence and Works Division, Works and Mainland Territories Branch

Senior Finance Officer, Grade 1 \$12218-12721 (Class 8), Third Division, Works (Policy and General) Section, Canberra

Duties: No. 43—Investigate major long-term departmental works programmes and major specific works and acquisitions proposals. Draft ministerial and other briefs.

Qualifications: Experience in policy work preferred. Appropriate university degree and/or accountancy qualifications desirable.

Apply: A11

Revenue, Loans and Investment Division, Local and Regional Affairs Branch

Chief Finance Officer, Grade 2 \$15236-15739 (Class 11), Third Division, Urban Policy and Research Section, Canberra

Duties: No. 59—Plan and direct the work of the Section which deals with financial and economic aspects of Australian Government urban and regional development initiatives including the provision of financial assistance to the States and local and regional authorities. Represent the Treasury at meetings and prepare policy papers and advice on matters relating to the work of the Section.

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

Apply A11

State Finances Branch

Chief Finance Officer, Grade 2 \$15236-15739 (Class 11), Third Division, Revenue Funds Section, Canberra

Duties: No. 31—Preparation of policy advice on Australian/State Government financial relations including, in particular, matters associated with general revenue assistance to the States and the supervision of related research and investigation work.

Qualifications: Degree in Economics, Commerce or Arts (Economics) preferably at honours standard an advantage, extensive policy experience desirable.

Apply: A11

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

Duties: No. 45—Undertake research and investigation work in the field of inter-governmental financial relations and prepare draft material on the policy implications thereof.

Qualifications: Degree in Economics or Arts (Economics), preferably at honours level.

Apply: A11

OFFICE OF THE AUSTRALIAN TREASURY

NORTHERN TERRITORY

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

Duties: No. 1049—General Assistance in operation of ADP Appropriation/Revenue Ledger System.

Apply: A18

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

Duties: No. 1048—General assistance in operation of ADP salaries system, including examination and control of input documents, actioning of computer edit messages, recording of advances, etc.

Apply: A18

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 UI994, 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 UI994, 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 148a, Hobart, Tas. 7000
- G8 The Collector of Customs, P.O. Box 210, Darwin, N.T. 5794
- H1 The Secretary, Department of Defence, P.O. Box 33, Canberra, A.C.T. 2600
- H2 The Secretary, Department of Defence, 'A' Block, Victoria Barracks, St Kilda Road, Melbourne, Vic. 3004
- H3 The Director of Defence, Area Finance Officer (Air), G.P.O. Box 4131, Sydney, N.S.W. 2001
- H4 The Chief Executive Officer (Air), Headquarters Support Command, R.A.A.F., Victoria Barracks, Melbourne, Vic. 3004
- H5 Department of Defence, Area Finance Officer (Air), P.O. Box 537, Fortitude Valley, Qld 4006
- H6 Department of Defence, Area Finance Officer (Air), London House, 214 St George's Terrace, Perth, W.A. 6000
- H7 Department of Defence, Regional Secretary (Army), N.S.W.
- H8 Department of Defence, Regional Secretary (Army), Vic.
- H9 Department of Defence, Regional Secretary (Army), Qld
- H10 Department of Defence, Regional Secretary (Army), S.A.
- H11 Department of Defence, Regional Secretary (Army), W.A.
- H12 Department of Defence, Regional Secretary (Army), Tas.
- H13 Force Secretary, Headquarters, P.N.G. Defence Force
- H14 Department of Defence, Deputy Assistant Secretary (Army Office), HQ ANZUK Support Group, Singapore
- H15 The Area Secretary, H.M.A. Naval Establishments, Garden Island, N.S.W. 2000
- H16 The Personnel Manager, H.M.A. Naval Dockyard, Garden Island, N.S.W. 2000
- H17 The Executive Officer, Victoria Administration, Department of Defence (Navy Office), Victoria Barracks, Melbourne, Vic. 3004
- H18 The Assistant Manager, H.M.A. Naval Dockyard, c/o Private Bag No. 4, P.O., Williamstown, Vic. 3016
- H19 The Civil Secretary and Accountant, Naval Staff Office, Edward Street, Brisbane, Qld 4000
- H20 The Civil Secretary and Accountant, Naval Staff Office, P.O. Box 58, Fremantle, W.A. 6160
- H21 The Administrative and Liaison Officer, Department of Defence—Navy Office, Victoria Barracks, Melbourne, Vic. 3004
- I1 The Secretary, Department of Education, P.O. Box 826, Woden, A.C.T. 2606
- I2 The Regional Director, Sydney Office, Department of Education, G.P.O. Box 3987, Sydney, N.S.W. 2001
- I3 The Regional Director, Melbourne Office, Department of Education, 450 St Kilda Road, Melbourne, Vic. 3000
- I4 The Regional Director, Brisbane Office, Department of Education, G.P.O. Box 5861, Brisbane, Qld 4001
- I5 The Regional Director, Adelaide Office, Department of Education, Red Cross House, 228 North Terrace, Adelaide, S.A. 5000
- I6 The Regional Director, Perth Office, Department of Education, P.O. Box 59, Nedlands, W.A. 6009
- I7 The Regional Director, Australian Department of Education, G.P.O. Box 1349-N, Hobart, Tas. 7001
- I8 The Director of Education, Department of Education, P.O. Box 4821, Darwin, N.T. 5794
- I9 The Secretary, Australian Universities Commission, Reserve Bank Building, London Circuit, Canberra City, A.C.T. 2601
- I10 The Secretary, Commission on Advanced Education, P.O. Box 1860, Canberra City, A.C.T. 2601
- J1 The Secretary, Department of the Environment and Conservation, P.O. Box 1937, Canberra City, A.C.T. 2601
- K1 The Director-General, Office of Australian Development Assistance Agency, P.O. Box 887, Canberra City, A.C.T. 2601
- K2 The Regional Director, Papua New Guinea Office, G.P.O. Box 4201, Sydney, N.S.W. 2001
- K3 The Registrar, International Training Institute, Middle Head Centre, Middle Head, Mosman, N.S.W. 2088
- K4 The Officer-in-charge, Australian Development Assistance Agency, P.O. Box 789, Fortitude Valley, Qld 4006
- L1 The Secretary, Department of Foreign Affairs, Canberra, A.C.T. 2600
- L2 The Regional Director, Department of Foreign Affairs, Flotta Lauro Building, 486 Bourke Street, Melbourne, Vic. 3000
- L3 The Regional Director, Department of Foreign Affairs, 18th Floor, Westfield Towers, 100 William Street, Sydney, N.S.W. 2001
- M1 The Director-General of Health, Department of Health, P.O. Box 100, Woden, A.C.T. 2606
- M2 The Director of Health, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- M3 The Director of Health, Australian Government Centre, 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 919r, Hobart, Tas. 7001
- M8 The Director of Health, Department of Health, P.O. Box 147, Darwin, N.T. 5794
- M9 The Director, National Biological Standards Laboratories, P.O. Box 462, Canberra City, A.C.T. 2601

- M10 The Director, National Acoustic Laboratories, 5 Hickson Road, Miller's Point, N.S.W. 2000
- M11 The Director, School of Public Health and Tropical Medicine, University of Sydney, N.S.W. 2006
- M12 The Director, Institute of Child Health, Royal Alexandra Hospital for Children, Camperdown, N.S.W. 2050
- M13 The Director, Commonwealth X-ray and Radium Laboratories, Surry Place, Melbourne, Vic. 3000
- M14 The Director of Health, P.O. Box 825, Canberra City, A.C.T. 2601
- N1 The Secretary, Department of Housing and Construction, P.O. Box 690, Canberra City, A.C.T. 2601
- N2 The Regional Director, Department of Housing and Construction, Westfield Towers, 100 William Street, Potts Point, N.S.W. 2011
- N3 The Regional Director, Department of Housing and Construction, E.S. & A. Bank Building, 460 Bourke Street, Melbourne, Vic. 3000
- N4 The Regional Director, Department of Housing and Construction, G.P.O. Box 498H, Brisbane, Qld 4001
- N5 The Regional Director, Department of Housing and Construction, G.P.O. Box 319, Adelaide, S.A. 5001
- N6 The Regional Director, Department of Housing and Construction, G.P.O. Box L885, Perth, W.A. 6001
- N7 The Regional Director, Department of Housing and Construction, G.P.O. Box 772H, Hobart, Tas. 7001
- O1 The Secretary, Department of Labor and Immigration, Canberra 2600
- O2 The Regional Director of Migration, Department of Labor and Immigration, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- O3 The Regional Director of Migration, Department of Labor and Immigration, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- O4 The Regional Director of Migration, Department of Labor and Immigration, G.P.O. Box 1115, Brisbane, Qld 4001
- O5 The Regional Director of Migration, Department of Labor and Immigration, G.P.O. Box 2399, Adelaide, S.A. 5001
- O6 The Regional Director of Migration, Department of Labor and Immigration, P.O. Box 963M, Perth, W.A. 6001
- O7 The Regional Director of Migration, Department of Labor and Immigration, G.P.O. Box 794H, Hobart, Tas. 7001
- O8 The Regional Director of Migration, Department of Labor and Immigration, Box 864, Darwin, N.T. 5794
- P1 The Secretary, Department of Labor, G.P.O. Box 2817AA, Melbourne, Vic. 3001
- P2 The Director, Department of Labor and Immigration, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- P3 The Director, Department of Labor and Immigration, Princes Gate, 151 Flinders Street, Melbourne, Vic. 3000
- P4 The Director, Department of Labor and Immigration, G.P.O. Box 1382, Brisbane, Qld 4001
- P5 The Director, Department of Labor and Immigration, G.P.O. Box 2299, Adelaide, S.A. 5001
- P6 The Director, Department of Labor and Immigration, G.P.O. Box R1273, Perth, W.A. 6001
- P7 The Director, Department of Labor and Immigration, G.E.O. Box 585F, Hobart, Tas. 7001
- P8 The Officer-in-charge, Department of Labor and Immigration, P.O. Box 399, Canberra City, A.C.T. 2601
- Q1 The Secretary, Department of the Media, 153 Walker Street, North Sydney, N.S.W. 2060
- Q2 The First Assistant Secretary, Information Division, Department of the Media, G.P.O. Box 84, Canberra, A.C.T. 2600
- Q3 The Chairman, Australian Broadcasting Control Board, Marland House, 562-574 Bourke Street, Melbourne, Vic. 3000
- R1 The Secretary, Department of Minerals and Energy, Canberra, A.C.T. 2600
- T1 The Secretary, Department of Northern Development, P.O. Box 228, Civic Square, A.C.T. 2608
- UI Assistant Secretary (Estab. & ADP), Department of the Northern Territory, P.O. Box 231, Darwin, N.T. 5794 (by Airmail)
- VI 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 22460, Elizabeth Street, Melbourne, Vic. 3001
- X4 Regional Executive Officer, Department of Agriculture, G.P.O. Box 778, Brisbane, Qld 4001
- X5 Regional Executive Officer, Department of Agriculture, G.P.O. Box 2166, Adelaide, S.A. 5001
- X6 Regional Executive Officer, Department of Agriculture, G.P.O. Box M957, Perth, W.A. 6001
- X7 Regional Executive Officer, Department of Agriculture, G.P.O. Box 573F, Hobart, Tas. 7001
- Y1 The Secretary, Department of the Prime Minister and Cabinet, Canberra, A.C.T. 2600
- Y2 The Executive Officer, Australian Council for the Arts, P.O. Box 302, North Sydney, N.S.W. 2060
- Y4 The Secretary, Public Service Board, Canberra, A.C.T. 2600
- Y5 The Public Service Inspector, P.O. Box 391, Canberra City, A.C.T. 2601
- Y6 The Public Service Inspector, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- Y7 The Public Service Inspector, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y8 The Public Service Inspector, G.P.O. Box 1063N, Brisbane, Qld 4001
- Y9 The Public Service Inspector, G.P.O. Box 1167, Adelaide, S.A. 5001
- Y10 The Public Service Inspector, G.P.O. Box P1238, Perth, W.A. 6001
- Y11 The Public Service Inspector, G.P.O. Box 607F, Hobart, Tas. 7001
- Y12 The Public Service Inspector, P.O. Box 1806, Darwin, N.T. 5794
- Y13 The First Assistant Commissioner (Arbitration), Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y14 The Australian Public Service Board Representative, P.O. Box 76, Port Moresby, P.N.G.
- Y15 The First Assistant Auditor-General, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y16 The Chief Auditor, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y17 The Chief Auditor, Auditor-General's Office, G.P.O. Box 24, Sydney, N.S.W. 2001
- Y18 The Chief Auditor, Auditor-General's Office, G.P.O. Box 1715, Melbourne, Vic. 3001
- Y19 The Chief Auditor, Auditor-General's Office, G.P.O. Box 1068, Brisbane, Qld 4001
- Y20 The Chief Auditor, Auditor-General's Office, G.P.O. Box 837, Adelaide, S.A. 5001
- Y21 The Chief Auditor, Auditor-General's Office, G.P.O. Box L913, Perth, W.A. 6001
- Y22 The Chief Auditor, Auditor-General's Office, G.P.O. Box 415D, Hobart, Tas. 7001
- Y23 The Secretary, Office of the Industries Assistance Commission, P.O. Box 80, Canberra, A.C.T. 2600
- Y24 The Director, Office of the Prices Justification Tribunal, 10 Queens Road, Melbourne, Vic. 3004
- Z1 The Secretary, Repatriation and Compensation, Albe-Marie 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, P.O. Box 6070, Perth, Hay Street East, Perth, W.A. 6000
- AA10 The Regional Director, Bureau of Meteorology, P.O. Box 727G, Hobart, Tas. 7001
- AA11 The Regional Director, Bureau of Meteorology, P.O. Box 948, Darwin, N.T. 5794
- AA12 The Officer-in-charge, Meteorology Research Centre, G.P.O. Box 5089AA, Melbourne, Vic. 3001
- AA13 The Assistant Secretary, Ionospheric Prediction Service Division, Department of Science, P.O. Box 702, Darlinghurst, N.S.W. 2010
- AA14 The Commissioner, Patents, Trade Marks and Designs Offices, Woden, A.C.T. 2606
- AA15 The Director, Antarctic Division, 568 St Kilda Road, Melbourne, Vic. 3004
- AA16 The Director, Regional Laboratories, Australian Government Analytical Laboratories, 344 Tapleys Hill Road, Seaton, S.A. 5023
- AB1 The Secretary, Department of Manufacturing Industry, Canberra, A.C.T. 2600
- AC1 The Secretary, Department of Services and Property, P.O. Box 1920, Canberra City, A.C.T. 2601
- AC2 The Chief Property Officer, Department of Services and Property, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- AC3 The Chief Property Officer, Department of Services and Property, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC4 The Chief Property Officer, Department of Services and Property, G.P.O. Box 920M, Brisbane, Qld 4001
- AC5 The Chief Property Officer, Department of Services and Property, G.P.O. Box 1263, Adelaide, S.A. 5001
- AC6 The Chief Property Officer, Department of Services and Property, G.P.O. Box P1233, Perth, W.A. 6001
- AC7 The Chief Property Officer, Department of Services and Property, G.P.O. Box 519E, Hobart, Tas. 7001
- AC8 The Chief Property Officer, Department of Services and Property, Darwin, N.T. 5790 (Airmail)
- AC9 The Chief Australian Electoral Officer, P.O. Box 291, Civic Square, A.C.T. 2608
- AC10 The Australian Electoral Officer for New South Wales, P.O. Box 694, Darlinghurst, N.S.W. 2010
- AC11 The Australian Electoral Officer for Victoria, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC12 The Australian Electoral Officer for Queensland, G.P.O. Box 2426, Brisbane, Qld 4001
- AC13 The Australian Electoral Officer for South Australia, G.P.O. Box 344C, Adelaide, S.A. 5001
- AC14 The Australian Electoral Officer for Western Australia, G.P.O. Box N1048, Perth, W.A. 6001
- AC15 The Australian Electoral Officer for Tasmania, G.P.O. Box 519, Hobart, Tas. 7000
- AD1 The Director-General, Department of Social Security, P.O. Box 1, Woden, A.C.T. 2606
- AD2 The Director, Department of Social Security, G.P.O. Box 4158, Sydney, N.S.W. 2001
- AD3 The Director, Department of Social Security, G.P.O. Box 1797G, Melbourne, Vic. 3001
- AD4 The Director, Department of Social Security, G.P.O. Box 1088, Brisbane, Qld 4001
- AD5 The Director, Department of Social Security, G.P.O. Box 481, Adelaide, S.A. 5001
- AD6 The Director, Department of Social Security, G.P.O. Box P187, 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, Milsons Point, N.S.W. 2061
- AH3 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 4317, Melbourne, Vic. 3001
- AH4 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 779E, Brisbane, Qld 4001
- AH5 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 1799, Adelaide, S.A. 5001
- AH6 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 7162, P.O., Cloisters Square, Perth, W.A. 6001
- AH7 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 854J, Hobart, Tas. 7001
- AH8 The Controller, Establishments Section, Surface Transport Group, Department of Transport, G.P.O. Box 2111R, Melbourne, Vic. 3001
- AI1 The Secretary, Department of the Treasury, Canberra, A.C.T. 2600
- AI2 The Director, Office of the Australian Treasury, G.P.O. Box 2702, Sydney, N.S.W. 2001
- AI3 The Director, Office of the Australian Treasury, G.P.O. Box 1926R, Melbourne, Vic. 3001
- AI4 The Director, Office of the Australian Treasury, G.P.O. Box 158, Brisbane, Qld 4001
- AI5 The Director, Office of the Australian Treasury, G.P.O. Box 1248, Adelaide, S.A. 5001
- AI6 The Director, Office of the Australian Treasury, G.P.O. Box M937, Perth, W.A. 6001
- AI7 The Director, Office of the Australian Treasury, G.P.O. Box 295C, Hobart, Tas. 7001
- AI8 The Director, Office of the Australian Treasury, P.O. Box 3971, Darwin, N.T. 5790
- AI9 The Controller, Royal Australian Mint, Canberra, A.C.T. 2600
- AI10 The Commonwealth Statistician, Australian Bureau of Statistics, Canberra, A.C.T. 2600
- AI11 The Deputy Commonwealth Statistician, G.P.O. Box 796, Sydney, N.S.W. 2001
- AI12 The Deputy Commonwealth Statistician, G.P.O. Box 2796V, Melbourne, Vic. 3001
- AI13 The Deputy Commonwealth Statistician, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI14 The Deputy Commonwealth Statistician, G.P.O. Box 2272, Adelaide, S.A. 5001
- AI15 The Deputy Commonwealth Statistician, 1-3 St George's Terrace, Perth, W.A. 6000
- AI16 The Deputy Commonwealth Statistician, G.P.O. Box 66A, Hobart, Tas. 7001
- AI17 The Commissioner of Taxation, Langton Street, Parkes, A.C.T. 2600
- AI18 The Deputy Commissioner of Taxation, G.P.O. Box 4197, Sydney, N.S.W. 2001
- AI19 The Deputy Commissioner of Taxation, G.P.O. Box 533E, Melbourne, Vic. 3001
- AI20 The Deputy Commissioner of Taxation, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI21 The Deputy Commissioner of Taxation, G.P.O. Box 288, Adelaide, S.A. 5001
- AI22 The Deputy Commissioner of Taxation, G.P.O. Box A15, Perth, W.A. 6001
- AI23 The Deputy Commissioner of Taxation, G.P.O. Box 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

AI28	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 3911, Sydney, N.S.W. 2001	AK3	The Director of Works, Tower Building, Australia Square, Sydney, N.S.W. 2000
AI29	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1973R, Melbourne, Vic. 3001	AK4	The Director of Works, Department of Housing and Construction, Tivoli Court Buildings, 239-241 Bourke Street, Melbourne, Vic. 3000
AI30	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 511H, Brisbane, Qld 4001	AK5	The Director of Works, Department of Housing and Construction, G.P.O. Box 1381 Brisbane, Qld 4001
AI31	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1946, Adelaide, S.A. 5001	AK6	The Director of Works, G.P.O. Box 2052, Adelaide, S.A. 5001
AI32	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1230, Perth, W.A. 6001	AK7	The Director of Works, Department of Housing and Construction, G.P.O. Box C115, Perth, W.A. 6000
AI33	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 533F, Hobart, Tas. 7001	AK8	The Controller of Works, G.P.O. Box 813H, Hobart, Tas. 7001
AI34	The Secretary, Australian Government Retirement Benefits Office, P.O. Box 1031, Canberra City, A.C.T. 2601	AK9	The Director of Works, Department of Housing and Construction, Darwin, N.T. 5790
AJ1	The Secretary, Department of Urban and Regional Development, P.O. Box 1890, Canberra City, A.C.T. 2601	AK10	The Director of Works, Department of Housing and Construction, P.O. Box 335, Port Moresby, P.N.G.
AK1	The Director-General, Department of Housing and Construction, G.P.O. Box 2807AA, Melbourne, Vic. 3001	AK11	The Assistant Director-General, Department of Housing and Construction, G.P.O. Box 3917, Sydney, N.S.W. 2000
AK2	The Director of Works, Department of Housing and Construction, Melrose Drive, Phillip, A.C.T. 2606		

TRANSFERS TO ADVERTISED VACANCIES

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
DEPARTMENT OF AGRICULTURE			
CENTRAL OFFICE			
J. W. Turnbull 226-79691	Forestry Officer, Class 3, Third Division, Canberra	Forestry Officer, Class 3, Third Division, Forestry and Timber Bureau, Forest Research Branch, Silviculture Section, Seeds Sub-section, Canberra (No. 3277)	29.8.74
ATTORNEY-GENERAL'S DEPARTMENT			
AUSTRALIAN CAPITAL TERRITORY			
E. K. McMillan 230-53332	Reporter, Third Division, Reporting Service, Sydney	Reporter, Third Division, Reporting Service, Canberra (No. 35)	24.4.74
D. C. Mitchell 225-36869	Assistant Deputy Crown Solicitor, Second Division, Deputy Crown Solicitor's Office, Canberra	Assistant Crown Solicitor, Second Division, Crown Solicitor's Division, Defence Sub-office, Canberra (No. 1)	17.10.74
TRADE PRACTICES COMMISSION			
R. C. Davey 228-15470	Assistant Commissioner, Second Division, Restrictive Trade Practices Division, Projects Branch C (No. 94)	Assistant Commissioner, Second Division, Consumer Protection Division (No. 115)	19.9.74
DEPARTMENT OF CUSTOMS AND EXCISE			
CENTRAL OFFICE			
A. Lawson-Brown 242-05254	Programmer (Class 8), Third Division, Department of Health	Programmer (Class 8), Third Division, Management Services Division, Automatic Data Processing Branch, Applications Section (No. 99)	12.9.74
DEPARTMENT OF HEALTH			
CENTRAL STAFF			
L. Midro 238-96970	Programmer (Class 8), Third Division, Forward Planning, Strategic Design and Services Section, ADP Branch, Management Services Division (No. 26)	Programmer (Class 8), Third Division, Forward Planning, Strategic Design and Services Section, ADP Branch, Management Services Division (No. 142)	27.6.74
DEPARTMENT OF LABOR AND IMMIGRATION			
TASMANIA			
G. Newbold 231-36496	Assistant Employment Office Manager, Grade 1 (Class 5), Third Division, DEO Pool Section, Mount Gambier	Industrial Training Officer, Grade 2, Third Division, Training - Section, Hobart (No. 29)	16.5.74
DEPARTMENT OF MANUFACTURING INDUSTRY			
VICTORIA			
B. R. Paine 219-45628	Clerical Assistant, Grade 6, Fourth Division, West Melbourne	Clerk, Class 2/3, Third Division, General Services and Stores Section, Stores and Transport Branch, West Melbourne (No. 222)	15.8.74

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
DEPARTMENT OF THE NORTHERN TERRITORY			
NORTHERN TERRITORY			
G. F. Barons 236-24166	Clerk (Class 4), Third Division	Clerk (Class 4), Third Division, Finance, Supply and Transport Branch, Darwin (No. 122)	29.8.74
POSTMASTER-GENERAL'S DEPARTMENT			
CENTRAL OFFICE			
R. I. Woolcock 229-56177	Technical Officer (Engineering), Grade 1, Third Division, unattached	Technical Officer (Engineering), Grade 1, Third Division, Engineering Planning and Research Division, Research Sub-Division, Advanced Techniques Branch, Guided Media Section, Melbourne (No. 84)	6.12.73
C. J. Grainger 232-63110	Defence Officer, Grade 1, Third Division, Department of Defence— Army Office, Victoria	Clerk (Class 5), Third Division, Management Services Division, Person- nel Branch, Staff Recruitment and Development Section, Manpower Plan- ning Sub-section, Melbourne (No. 32)	21.2.74
A. S. Kapoulitsa 227-25272	Steno-secretary, Grade 1, Fourth Division, Department of Science, Victoria	Steno-secretary, Grade 1, Fourth Division, Engineering Planning and Research Division, Research sub- Division, Transmission Systems Branch, Melbourne (No. 51)	25.5.74
M. J. Harrison 225-35102	Engineer, Class 3, Third Division, Engineering Development Division	Engineer, Class 3, Third Division, Engineering Development Division, Telegraphs and Data Equipment Branch, Switching Equipment Section, Melbourne (No. 12)	19.9.74
NEW SOUTH WALES			
H. Gierczycki 71/76089C	Methods Officer (Class 6), Third Divi- sion, Personnel and Industrial Relations Branch, Milsons Point	Organization Officer (Class 6), Third Division, Personnel and Industrial Relations Branch, Establishments and Management Advisory Services Section, Milsons Point (No. 517)	21.2.74
A. C. Coles 231-91006	Clerk (Class 2/3), Third Division, Engineering Division, Sydney	Clerk (Class 2/3), Third Division, Engineering Division, Construction Branch, Primary Works (Metropolitan) No. 1 Section, Burwood (No. 280)	9.5.74
T. M. M. Zanoni 229-28993	Supervisor (Telephone), Grade 2, Fourth Division, Telecommunications Division, Grafton	Clerk (Class 2/3), Third Division, Tele- communications Division, Metropoli- tan Region, Sales Branch, Telegraph and Data Facilities Section, Sydney (No. 611)	23.5.74
C. R. Prince 71/14138T	Clerk (Class 2/3), Third Division, Department of Defence (Navy Office), Sydney	Clerical Assistant, Grade 3, Fourth Division, Telecommunications Division Country Region, South Section, Goul- burn District Telephone Office, Goul- burn (No. 96)	6.6.74
VICTORIA			
P. D. Norman 224-11513	Clerk (Class 5), Third Division, ADP Branch, Central Office, Melbourne	Clerk (Class 5), Third Division, ADP Branch, Technical Services Section, Clayton (No. 9)	20.6.74
M. T. Ryan 232-54927	Clerk (Class 2/3), Third Division, Engineering Division	Clerk (Class 2/3), Third Division, Engineering Division, Administrative Branch, Staff and Industrial Section, Melbourne (No. 179)	5.9.74
QUEENSLAND			
P. N. Kropp 229-86122	Postal Clerk, Third Division, Surfers Paradise	Postal Clerk, Third Division, Postal Services Division, Post Offices Branch, Southport	6.6.74
W. A. Condon 220-64072	Postal Clerk (Relief), Third Division, Yeppoon	Postal Clerk, Third Division, Postal Services Division, Post Offices Branch, Yeppoon	6.6.74

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
SOUTH AUSTRALIA			
P. Smith 229-95379	Clerk (Class 2/3), Third Division, Postal Services Division	Clerk (Class 2/3), Third Division, Finance and Accounting Branch, Administration Section, Adelaide (No. 407)	16.5.74
M. G. Gill 219-89137	Chief Technical Officer (Buildings), Grade 1, Third Division, Engineering Division	Chief Technical Officer (Buildings), Grade 1, Third Division, Engineering Division, Buildings Branch, Functional Briefing Section, Adelaide (No. 1224)	11.7.74
WESTERN AUSTRALIA			
A. E. Williams 74/75233K	Audit Inspector, Grade 1 (Class 5), Third Division, Auditor-General's Office, Canberra, A.C.T.	Investigating Officer (Class 5), Third Division, Finance and Accounting Branch, Administration and Relief Section, Perth (No. 3)	27.6.74
R. F. Reid 222-48787	Senior Postal Clerk, Grade 2, Third Division, Postal Services Division	Clerk (Class 2/3), Third Division, Telecommunications Division, Country Region, District Telephone Office, Midland (No. 1813)	5.9.74
G. C. Metcalf 222-61850	Clerk (Class 6), Third Division, Postal Services Division	Project Officer (Class 6), Third Division, Postal Services Division, Postal Planning Section, Perth (No. 2143)	26.9.74
DEPARTMENT OF REPATRIATION AND COMPENSATION			
NEW SOUTH WALES			
L. J. Hagerty 224-03628	Clerk (Class 5), Third Division	Clerk (Class 5), Third Division, Pensions Section, Sydney (No. 8)	3.10.74
DEPARTMENT OF SCIENCE			
CENTRAL OFFICE			
S. A. Dryden 239-01207	Clerk (Class 5), Third Division, Department of Health	Clerk (Class 5), Third Division, General Services Division, Grants and Projects Branch, Grants Section, Canberra (No. 13)	12.9.74
DEPARTMENT OF THE TREASURY			
CENTRAL STAFF			
J. D. Belshaw 227-81530	Senior Finance Officer, Grade 2 (Class 9), Third Division	Senior Finance Officer, Grade 2 (Class 9), Third Division, Foreign Investment Division, Foreign Ownership and Control No. 2 Branch, Industries Section, Canberra (No. 41)	11.7.74

PROMOTIONS

Corrigenda—provisional promotions

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

DEPARTMENT OF AGRICULTURE

CENTRAL OFFICE

P. E. Flint, 14.11.74 (p. 48) Withdrawn.

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

B. J. Luck, 5.9.74 (p. 55) Lapsed.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

M. T. Watson, 27.7.74 (p. 65) Withdrawn.

NORTHERN TERRITORY

R. E. Aldenhoven, 14.11.74 (p. 71) Position promoted to should be Building Maintenance Inspector \$7764-8274, Fourth Division, Planning Section, Darwin (No. 1695). Duties—Inspect newly constructed schools prior to acceptance by the Department, report on items to be included in Builders Maintenance programme and check that defects are rectified during the maintenance period. Inspect existing schools to determine repair and maintenance requirements and estimate the cost of these requirements including checking fittings and equipment and checking that repairs and maintenance have been completed satisfactorily. Qualifications—Qualifications and/or suitable experience in Building trade required.

DEPARTMENT OF HEALTH

NEW SOUTH WALES

A. J. Smith, 7.11.74 (p. 62) Name should read A. J. Martin.

DEPARTMENT OF HOUSING AND CONSTRUCTION

PAPUA NEW GUINEA

P. A. Arundel, 14.11.74 (p. 81) Promotion to should read Draftsman, Grade 2 \$9085-9639, Fourth Division, Roads and Aerodromes Section, Port Moresby (No. 51).

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

M. D. Jensen, 7.11.74 (p. 73) Delete vice M. E. Trobbiani, prov. prom. 7.11.74.
M. E. Trobbiani, 7.11.74 (p. 73) Withdrawn.

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

R. J. Fedden, 6.6.74 (p. 103) Lapsed.
R. J. Fedden, 1.8.74 (p. 48) Withdrawn.

NEW SOUTH WALES

T. M. M. Zanoni, 31.10.74 (p. 82) Withdrawn.

QUEENSLAND

J. Cormack, 12.9.74 (p. 144) Provisional promotion, withdrawn.

NORTHERN TERRITORY

A. J. Polkinghorne, 7.11.74 (p. 87) Designation promoted from should read 'Postmaster, Grade 2' in lieu of that notified.

DEPARTMENT OF SOCIAL SECURITY

CENTRAL OFFICE

L. D. Evans, 11.7.74 (p. 122) Lapsed.
J. E. Mills, 18.7.74 (p. 108) Lapsed.
P. L. Gray, 5.9.74 (p. 101) Lapsed.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

G. Webb, 24.10.74 (p. 107) Lapsed.

Australian Bureau of Statistics

AUSTRALIAN CAPITAL TERRITORY

G. A. Casey, 21.11.74 (p. 51) Confirmation withdrawn.
P. R. Cotterill, 21.11.74 (p. 51) Surname should read 'Cotterell'.

DEPARTMENT OF TRANSPORT

CENTRAL OFFICE

R. W. L. Wyers, 14.11.74 (p. 93) Designation promoted to should read Assistant Director.

DEPARTMENT OF THE TREASURY

AUSTRALIAN CAPITAL TERRITORY

K. A. Millar, 236-06398, 23.5.74 (p. 123) Withdrawn.

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

F. R. James, 8.8.74; N. A. Foley, 29.8.74; E. Comino, R. A. Owen, W. C. Murray, 24.10.74; A. E. Griffith, S. E. Marsh, S. A. Parsons, J. S. Metcalfe, H. G. Best, 31.10.74.

ATTORNEY-GENERAL'S DEPARTMENT

L. F. Courtney, B. R. Taylor, 23.5.74; S. L. Walton, M. G. Deluise, C. Holt, 31.10.74; W. E. Talbot, A. Holt, A. Radford, B. R. Opic, D. B. Byfield, J. S. Quibell, P. E. Jonas, T. G. Devine, S. A. Purtell, W. J. Hopgood, J. A. De Jonk, R. M. Allatson, G. B. McDonald, B. R. Thompson, 24.10.74.

DEPARTMENT OF THE CAPITAL TERRITORY

R. D. Gowland, 6.6.74; A. I. Beattie, K. P. McLeod, M. Exposito, T. J. Wright, 13.6.74; R. C. Finlay, 11.7.74; J. R. Watson, 25.7.74; E. P. Haberkorn, 12.9.74; R. A. Brady, D. H. Hudd, P. T. Reid, C. I. Peereboom, 19.9.74; B. Ridley, D. Rawson, 26.9.74; A. Gray, 26.9.74; J. J. Andersson, A. M. Goodman, B. R. Treyde, B. J. Zanetti, D. Taylor, B. Apps, L. Cox, P. Townrow, G. Bustamante, J. Weston, J. Bernasconi, S. Platt, A. M. Belmonte, C. J. van Dartel, E. Spulak, 31.10.74.

DEPARTMENT OF DEFENCE

D. G. Bayliss, 22.8.74; A. Duncan, A. M. Nott, 31.10.74.

DEPARTMENT OF DEFENCE—AIR OFFICE

L. M. Deuble, J. McLean, 19.9.74; C. Hamilton, J. Boase, G. Rossetti, 3.10.74; L. Harrison, 17.10.74; J. Ziebarth, 24.10.74; E. E. Unwin, 31.10.74.

DEPARTMENT OF DEFENCE—ARMY OFFICE

M. F. Harber, D. E. Baker, 18.7.74; W. J. Henderson, 12.9.74; T. L. Harrington, J. A. Foulkes, 26.9.74; P. C. Garlick, N. E. Logan, J. C. Napier, N. Stone, 17.10.74; E. A. Kropp, P. Lucock, 31.10.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

K. R. White, 4.7.74; R. J. Morrison, 1.8.74; A. J. Cooke, 26.9.74; D. B. Guthrie, 17.10.74; G. R. Mackenzie, G. D. Cadwallder, M. J. Glover, R. A. Anderson, C. A. Farrey, 31.10.74.

DEPARTMENT OF EDUCATION

W. P. Foster, 29.8.74; J. Burns, J. Le C. Mourhouse, 12.9.74; J. E. Clifton, P. J. Harber, 26.9.74; M. Power, J. P. Kearney, R. F. Hodge, M. H. Nickols, 17.10.74; R. S. Warman, 24.10.74; A. M. Naylor, R. F. O'Neil, B. Woods, B. A. Van Der Vlist, B. A. Crane, P. R. Webb, R. Getzler, B. M. Piraner, C. M. Harley, M. Stelmachiw, D. A. Brewster, 31.10.74.

DEPARTMENT OF FOREIGN AFFAIRS

K. A. MacDonald, 13.6.74; K. A. Silvester, 26.9.74; J. M. Cloonan, 3.10.74; L. A. Mahony, A. Smorhun, J. L. Phillips, R. A. Fowlie, D. M. Piggott, L. R. Hourigan, J. M. Rose, C. Akesson, A. C. Owens, C. N. Jarvis, P. R. Russell, P. J. McNamara, M. A. Briggs, F. T. Smyth, T. P. McDonnell, 31.10.74.

Office of Australian Development Assistance Agency

H. E. O'Kane, 26.9.74.

DEPARTMENT OF HEALTH

B. L. Lane, 18.7.74; P. M. Bollard, 1.8.74; P. L. Knight, E. J. Pyne, F. M. Emms, M. R. Raffan, K. B. Halstead, M. Maffei, G. H. Thompson, A. Papik, 17.10.74; J. V. Wratten, A. J. Whitechurch, J. L. Pearson, B. H. McGrath, R. H. Dine, 24.10.74; L. Ion, R. J. Fuller, W. Kulesza, B. J. Wheeler, P. E. H. Andreev, J. M. Collins, J. B. Monahan, P. G. Bohun, L. de Wit, J. M. Watson, 31.10.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

M. J. Newey, N. Bradley, 12.9.74; J. C. K/nell, 19.9.74; F. K. P. Hunt, 26.9.74; P. Ross, R. G. Harlock, 17.10.74; W. A. Johnson, J. Scarlett, D. C. Reed, B. F. Walsh, B. J. Fellows, C. L. Johnson, 24.10.74; J. B. Styles, B. J. Tout, E. Magassy, 31.10.74.

DEPARTMENT OF LABOR AND IMMIGRATION

C. S. Payne, P. V. Goodstat, G. P. Czinzer, L. J. Smith, K. M. Brassel, B. R. Lenthall, P. F. Sullivan, A. J. Wonderley, C. F. Lane, J. W. Paul, P. J. Carroll, C. P. Turner, P. M. Hall, J. E. Brady, 24.4.74; J. L. McInnes, 4.7.74; D. L. Dunn, J. B. Stapleton, 8.8.74; J. Rattle, N. M. Evans, G. D. Price, M. L. Adam, 24.10.74.

DEPARTMENT OF MANUFACTURING INDUSTRY

J. W. Johnson, 4.7.74; F. G. Brooks, 8.8.74; H. M. Cardidge, 3.10.74; G. Marges, J. E. Reilly, D. S. Moses, L. J. Griffiths, C. R. Taylor, P. W. J. Haxell, P. R. Williamson, S. M. Summers, C. T. Dare, B. C. Riley, G. J. Carr, W. J. Kenny, M. A. Miller, S. J. Pow, T. N. Burke, P. J. Cain, G. F. Pearce, W. H. Clements, I. R. D. Simpson, J. B. McDowell, A. J. Davis, O. Raftopoulos, P. Petch, L. J. Rowlands, N. R. C. Wighman, A. Gray, D. J. Wilson, M. Stivala, P. G. Guidotti, R. K. Wain, G. Higson, G. T. G. Rushworth, H. M. Heuer, J. A. W. McNeill, F. J. Warner, E. H. Watson, J. L. Young, H. P. Thomas, L. P. Afford, C. D. Phillips, J. E. Rolfe, T. A. Edwards, 17.10.74; K. Butler, D. E. Payne, D. Lamer, K. A. Elliott, J. Scalzo, E. Pritchard, J. B. Hatty, I. R. Johnstone, J. A. Helmore, C. E. Sartino, P. M. Yeo, I. A. Cameron, A. L. MacIntyre, A. J. J. Hodges, 24.10.74; R. A. McConnell, E. M. Heales, 31.10.74.

DEPARTMENT OF MINERALS AND ENERGY

B. G. Elliott, P. J. Roberts, 25.7.74.

DEPARTMENT OF NORTHERN DEVELOPMENT

P. D. Lockwood, 12.9.74; W. N. Wright, 31.10.74.

DEPARTMENT OF THE NORTHERN TERRITORY

G. D. Brown, 30.5.74; F. O. Simmons, S. G. Marshall, C. M. Royes, J. Gildea, 24.10.74.

DEPARTMENT OF OVERSEAS TRADE

K. Jones, 9.5.74; J. L. Stroop, 23.5.74; J. D. Anthony, C. R. Shepard, R. J. Wright, 1.8.74; I. Montero, J. M. Nix, I. H. Hitchcock, 31.10.74.

POSTMASTER-GENERAL'S DEPARTMENT

G. C. S. Stuart, 12.7.73; G. Hayes, V. G. Small, L. D. Waters, 2.5.74; R. W. Fell, F. J. Hayes, P. V. H. Sabine, 6.6.74; P. K. Lysle, M. L. Russell, J. B. Strack, 18.7.74; A. D. Bernhardt, 25.7.74; R. J. Stewart, 8.8.74; L. P. C. Wright, J. E. Capern, K. N. Kite, M. J. MacDonald, L. A. McCaul, L. M. F. Sardes, C. A. Whitehouse, 15.8.74; D. Chaseling, W. C. Moxon, R. Mudie, P. Wilkins, R. I. Wilson, 22.8.74; K. J. James, V. T. J. Collins, R. S. Dalrymple, R. Deep, K. W. Gilks, 29.8.74; D. W. Pallisier, S. C. Walton, D. L. Holmes, J. E. Markey, R. A. Young, 5.9.74; R. H. Dobinson, F. R. Howarth, A. J. Daley, E. J. Jones, A. H. Pavey, B. V. Young, M. G. Rowland, I. M. Edwards, J. Garraway, K. V. W. Irlam, W. J. Hennessy, O. K. Gazzard, J. W. McLucas, E. M. Smith, P. D. Hatley, C. R. Rowlingson, E. M. Barton, R. C. Parham, W. S. Davies, 12.9.74; P. J. Buckler, N. P. Edwards, C. A. Clark, B. A. Hamill, B. A. Jamieson, T. Ledger, W. B. Rayner, J. A. Robertson, B. A. Seymour, K. P. Sheehan, P. J. Smith, A. Templeton, 19.9.74; W. E. Prentis, 3.10.74; P. R. Hield, L. A. Newland, D. L. Daly, J. A. Hayes, D. Algar, W. A. Henwood, G. W. Sara, N. W. Colman, K. C. Hendy, P. T. Mills, D. M. Burgess, J. M. Alexander, N. F. Brown, C. C. Bateup, S. J. Faughlin, E. E. Acton, L. E. Mallia, J. H. Broomham, B. K. Wood, F. A. Grainger, W. E. Jackson, B. J. Barry, M. D. P. Roberts, C. O'Connell, L. N. Carson, L. Symonds, J. McN. Barrie, D. H. Hodges, W. M. O'Connor, D. W. Pepper, H. C. Turner, P. G. Gates, J. D. Mitchell, A. W. Peate,

N. A. Grosskopf, R. M. Torckler, J. M. Hart, D. E. Berle, K. McGann, K. A. Smith, I. D. Bassam, W. L. Benson, D. P. Bulbert, P. H. Murray, N. C. Newman, R. W. Thoms, P. J. Watkins, C. Carmody, N. F. Carter, E. Diriwachter, R. W. Douglas, L. G. James, S. Kaiser, R. C. Kelly, W. A. McLaren, K. McLean, H. Manners, P. Munro, C. Papadopoulos, J. Portelli, R. C. Schwenn, R. E. Squires, A. W. Wilson, D. Woods, P. M. Kelly, A. T. W. Bell, K. R. Gins, M. K. Lord, G. N. Vance, M. Wray, M. V. Crotty, C. M. Harvey, P. W. Fulton, T. D. Hudson, D. M. Sandford, J. R. Nurse, L. G. Benjamin, B. S. Sullivan, A. P. Jordon, E. L. G. Baldwin, C. E. Kirby, J. L. Dwyer, G. E. Buick, D. Stock, S. F. Jones, W. N. Harris, G. Iasiello, A. R. Van Hecke, G. Lind, G. C. G. Lee, A. E. Gent, J. A. Glover, C. D. Maudsley, H. F. Clothier, P. E. Hill, V. N. Power, W. A. Shute, F. A. Davy, A. J. Dibben, R. E. Dingley, F. B. Green, F. J. Riggall, S. L. Watson, K. Williamson, C. Howard, R. D. Morris, R. T. Murray, D. J. Ryan, E. C. Corbett, C. F. Braund, M. A. Hennessy, B. J. Paris, R. E. Muller, B. R. Norris, M. W. Tom, S. W. R. Peach, R. A. Berry, B. P. McCusker, G. D. Rinaldi, S. C. Anderson, J. V. Absolum, F. Hinchliffe, D. K. Staines, L. J. Ryan, A. L. Clark, A. H. Charteris, L. Moes, 17.10.74; J. A. Eiszele, J. H. Hall, J. E. Addison, J. D. Jury, G. R. Clements, A. Goodluck, W. J. Targett, G. A. McPherson, M. C. Gostelow, K. G. Mottram, G. R. Madigan, E. P. Shannon, G. M. Bruckner, J. G. Mackay, 24.10.74.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

P. G. French, 21.2.74; T. F. Heffernan, G. J. Bruest, R. C. Emery, 11.7.74; M. M. Chipperfield, C. H. Eggin, P. Foxall, P. C. Hanby, R. J. Hickey, A. M. O'Sullivan, G. M. Peattie, V. M. Urquhart, E. Wachniewski, D. Watters, 18.7.74; T. A. Love, 12.9.74; G. C. O'Brien, 3.10.74; J. Atkinson, M. R. Nettleton, R. L. Smith, J. A. Walsh, 31.10.74.

The Office of the Public Service Board

P. B. Eyles, 11.7.74; A. R. North, 15.8.74; J. M. L. Wiggins, 31.10.74.

Office of the Industries Assistance Commission

J. Cowie, 31.10.74.

Auditor-General's Office

D. W. R. Baulch, D. Callaghan, P. B. Tapsall, R. W. Alfredson, F. W. Bradley, 16.5.74.

DEPARTMENT OF REPATRIATION AND COMPENSATION

S. Perrine, A. J. Gormley, 5.9.74; S. A. Goodwin, A. G. Farrell, N. J. Boyden, G. N. Cook, N. Tong, C. Wilson, G. Curcuruto, M. J. Scales, A. R. Lather, A. N. Durham, L. D. Stevenson, A. Morrison, M. G. Hyde, D. W. Millar, J. E. Nicol, M. D. Collins, M. Ticak, O. J. McKay, J. Parker, S. C. K. Robinson, 17.10.74; J. A. O'Shea, M. B. Swider, M. R. Musch, K. J. Foster, O. E. Moore, 24.10.74.

DEPARTMENT OF SCIENCE

M. H. Doobov, 4.7.74; I. D. Main, 11.7.74.

Bureau of Meteorology

A. Separovic, M. R. Stock, 12.9.74.

DEPARTMENT OF SERVICES AND PROPERTY

M. F. McGorman, 26.9.74; R. S. Sully, P. S. Patterson, R. L. Irwin, A. Stobbart, P. K. Beard, 17.10.74.

Australian Electoral Office

P. V. Andriejunas-Pogirskis, E. D. Barnett, G. W. Bellamy, G. D. Boyle, R. D. Miller, G. L. Sharpe, P. W. Spelman, B. G. Whelan, 17.10.74.

DEPARTMENT OF SOCIAL SECURITY

D. Cerniauskas, M. A. O'Donnell, 2.5.74; J. N. Lloyd, 6.6.74; T. P. Kennedy, 1.8.74; M. J. Myers, 15.8.74; C. T. Bittoto, 19.9.74; L. J. Sheeran, B. E. Palmer, C. J. Lythgoe, 17.10.74; D. C. Constantakis, R. G. Sismey, 24.10.74; U. Nilsson, P. M. Hawker, 31.10.74.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

R. H. Edgecombe, 17.10.74; J. Caldwell, 24.10.74.

National Library of Australia

M. Beaver, 8.8.74; R. L. Llewellyn, 29.8.74; P. M. Crawcour, J. E. Edgerton, G. Gould, B. B. Singh, 24.10.74.

Australian Bureau of Statistics

M. R. Bishop, F. C. Hegerty, A. E. Smith, 24.10.74; A. L. Savage, G. E. Systs, P. B. Dyke, M. E. Ning, R. J. Nicholas, K. L. Smith, N. Cotterill, T. Rosinanyi, M. J. Majoh, J. D. Palmer, 31.10.74.

DEPARTMENT OF TRANSPORT

Air Transport Group

A. C. Ernst, 22.8.74; J. D. Gunther, 5.9.74; M. M. Evans, J. F. Pettman, T. E. Traill, 17.10.74.

Surface Transport Group

G. F. Whittaker, 22.8.74.

DEPARTMENT OF THE TREASURY

J. A. Cahill, P. D. Gill, R. A. Lamont, R. F. Brerton, R. F. Hanney, 24.10.74.

Australian Taxation Office

R. P. Doig, R. E. Claydon, 16.5.74; B. H. Wood, 15.8.74; K. M. McArthur, M. R. Calvert, M. B. Hill, 17.10.74; J. F. Churchill, B. M. Baker, 24.10.74; H. R. McMasters, S. B. Dawson, K. E. Quinnell, F. A. Barnes, 31.10.74.

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)

M. X. Murphy, 16.5.74; M. L. Drewer, L. K. Tsakisiris, 23.5.74; R. Boyd, 6.6.74; P. M. Pane, 4.7.74; S. Meilak, 25.7.74; C. A. Hughes, 1.8.74; A. L. Hughes, 8.8.74; W. I. Anstey, R. R. Bridgford, M. J. Lineen, T. Manias, R. W. Nay, J. E. Parry, W. M. Strong, 15.8.74; A. G. Anderson, G. T. Ovenden, 22.8.74; R. C. Douglas, D. G. Hodges, J. E. Lane, P. W. Legge, P. J. Newson, R. Jones, H. M. Weedon, W. M. Wood, 29.8.74; R. J. Davis, A. L. Gorringer, 12.9.74; G. Clarke, E. D. Herbert, 19.9.74.

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

A. J. Hunter, 13.12.73; A. P. A. Brady, 26.9.74; R. M. Healey, 3.10.74; A. E. Brew, 10.10.74; K. J. Gordon, 17.10.74.

2. Promoted the undermentioned officers as shown:
Section 50 (9) (Successful appellants)

DEPARTMENT OF CUSTOMS AND EXCISE

WESTERN AUSTRALIA

N. E. Maley, 71/78141W, Preventive Officer \$5548-6220, Fourth Division, as Senior Preventive Officer, Grade 1 \$6556-6892, Fourth Division, Port Services Section, Outports (Port Hedland) Sub-section, Services Branch, Department of Customs and Excise, with effect from 29.8.74.

DEPARTMENT OF DEFENCE—ARMY OFFICE

NEW SOUTH WALES

A. B. O'Neill, 68/12453G, Senior Motor Mechanic, Grade 1 \$6697-6856, Fourth Division, as Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, Logistic Command, 2nd Base Workshop Battalion, Moorebank (No. 54), with effect from 15.8.74.

DEPARTMENT OF DEFENCE—AIR OFFICE

QUEENSLAND

A. R. Prasser, 70/57426C, Storeman \$5379-5606, Fourth Division, as Senior Storeman \$5747-6005, Fourth Division, No. 7 Stores Depot, Equipment Squadron Section, Toowoomba (No. 276), with effect from 19.9.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

NEW SOUTH WALES

M. B. Meers, 72/13640P, Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Industries Assistance Commission as Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Management Services Division, Manpower Branch, Recruitment Section, Sydney (No. 169), with effect from 29.8.74.

DEPARTMENT OF THE MEDIA

VICTORIA

L. Toshner, 73/41098R, Typist, Grade 1 \$2638-5636, Fourth Division, Department of the Media, Victoria as Typist, Grade 2 \$5791-6101, Fourth Division, Engineering Services Division, Australian Broadcasting Control Board, Melbourne (No. 213), with effect from 19.9.74.

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

W. R. Forrest, 66/12160R, Inquiry Officer, Grade 1 \$5636-5930, Fourth Division, as Housing Inspector \$6701-7201, Fourth Division, Public Utilities and Housing Branch (No. 31), with effect from 23.5.74.

J. C. Mason, 74/95261K, Clerical Assistant, Grade 1 \$3918-4298, Fourth Division, as Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Lands and Community Development Region, Local Government and Services Branch, with effect from 23.5.74.

M. L. Cameron, 73/95520P, Clerk, Class 1 \$2713-5594, Third Division, as Clerk, Class 2/3 \$5806-6666, Third Division, Public Utilities and Housing (No. 26), with effect from 6.6.74.

P. F. King, 72/95564T, Clerical Assistant, Grade 1 \$2481-4515, Fourth Division, as Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Local Government Section, Darwin (No. 104), with effect from 1.8.74.

POSTMASTER-GENERAL'S DEPARTMENT

NEW SOUTH WALES

K. L. Shields, 59/47712, Lineman, Grade 2 \$5990-6167, Fourth Division, as Lines Supervisor, Grade 3 \$8033, Fourth Division, Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 8 Section, Newtown, with effect from 15.8.74.

R. B. Von Harten, 67/24202W, Lineman, Grade 2 \$5990-6167, Fourth Division, as Lines Supervisor, Grade 1 \$6710, Fourth Division, Engineering Division, Construction Branch, Primary Works (Country) Section, Sydney, with effect from 29.8.74.

L. L. Bruce, 63/22100R, Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, as Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Engineering Division, Regional Operations Branch, Radio Section, Gore Hill, with effect from 29.8.74.

VICTORIA

M. W. Wawn, 72/38912R, Technical Assistant, Grade 1 \$2845-6506, Third Division, Engineering, Planning and Research Division, as Technical Assistant, Grade 2 \$5925-6628, Third Division, Engineering Planning and Research Division, Research Sub-division, Physical Sciences Branch, Electro-Chemistry and Metallurgy Section, Electro-Chemistry Sub-section, Melbourne (No. 13), with effect from 4.7.74.

M. Beqiri, 59/39494T, Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Postmaster-General's Department, as Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Engineering Works Division, Buildings Branch, Planning and Development Sub-Branch, Programming Section, Melbourne (No. 154), with effect from 25.7.74.

L. J. Reeve, 59/58924G, Senior Technical Officer, (Engineering), Grade 1 \$9382-9886, Third Division, Postmaster-General's Department, as Senior Technical Officer, (Engineering), Grade 2 \$10162-10715, Third Division, Engineering Planning and Research Division, Planning and Programming Sub-Division, Telephone Switching and Facilities Branch, National Trunk Network Section, Melbourne, Postmaster-General's Department (No. 97), with effect from 15.8.74.

S. M. Jordan, 59/56051K, Line Supervisor, Grade 2 \$7312, Fourth Division, Engineering Division, as Lines Supervisor, Grade 3 \$8033, Fourth Division, Engineering Division, Construction Branch, Primary Works (Metropolitan) Section, Melbourne, with effect from 22.8.74.

B. S. Cochrane, 66/37314C, Clerk \$6887-7764, Class 2/3, Third Division, Engineering Division, as Clerk \$8015-8770, Class 4, Third Division, Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 4 (North East) Section, Ringwood (No. 148), with effect from 12.9.74.

SOUTH AUSTRALIA

M. P. Schokman, 70/66504R, Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, as Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Finance and Accounting Branch, Revenue Section, Adelaide (No. 172), with effect from 15.8.74.

WESTERN AUSTRALIA

G. J. Wilkinson, 71/76121K, Clerk \$2845-5836 (Class 1), Third Division, as Clerk \$6052-6929 (Class 2/3), Third Division, Revenue Section, Finance and Accounting Branch, with effect from 8.8.74.

N. W. Woods, 59/54481T, Clerk \$6052-6929 (Class 2/3), Third Division, as Clerk \$7180-7935 (Class 4), Third Division, Costing Section, Administrative Branch, Engineering Division, with effect from 15.8.74.

R. E. Parker, 70/78504C, Lineman, Grade 1 \$5365-5560, Fourth Division, as Lineman, Grade 2 \$5990-6167, Fourth Division, Primary Works Section, Construction Branch, Engineering Division, with effect from 29.8.74.

C. G. Gilpin, 71/78418K, Lineman, Grade 1 \$5365-5560, Fourth Division, as Lineman Grade 2 \$5990-6167, Fourth Division, Primary Works Section, Construction Branch, Engineering Division, with effect from 29.8.74.

**DEPARTMENT OF THE PRIME MINISTER
AND CABINET**

Auditor-General's Office

AUSTRALIAN CAPITAL TERRITORY

D. W. Cathro, 6930389G, Audit Inspector, Grade 2 \$8886-9548, Third Division, as Audit Inspector, Grade 3 \$9876-10538, Third Division, Central Office (No. 126), with effect from 16.5.74.

**DEPARTMENT OF REPATRIATION AND
COMPENSATION**

WESTERN AUSTRALIA

M. Popovic, 73/75031C, Typist, Grade 1 \$2638-5636, Fourth Division, as Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Patient Services Section, Repatriation General Hospital, Hollywood, with effect from 29.8.74.

**DEPARTMENT OF SOCIAL SECURITY
VICTORIA**

C. A. Long, 65/36175C, Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, as Examiner, Grade 2 \$6052-6929, Third Division, Regional Offices Branch, Regional Office, Geelong (No. 1498), with effect from 15.8.74.

WESTERN AUSTRALIA

P. J. McCarthy, 61/75192G, Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, as Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Establishments and Finance Section, Management Branch, with effect from 15.8.74.

**DEPARTMENT OF TRANSPORT
VICTORIA**

G. R. Mountjoy, 72/38584K, Clerk \$2845-5836 (Class 1), Third Division, as Clerk \$6052-6929 (Class 2/3), Third Division, Commercial Branch, Management Services Division, Air Transport Group (No. 82), with effect from 22.8.74.

WESTERN AUSTRALIA

L. Vranjican, 59/51962W, Clerk \$8015-8770 (Class 4), Third Division, as Clerk \$8187-8942 (Class 5), Third Division, Inventory Control Sub-section, Supply and Transport Section, Executive Services Branch, Air Transport Group, with effect from 29.8.74.

**DEPARTMENT OF THE TREASURY
TASMANIA**

C. J. Dolan, 70/81010E, Assessor, Grade 1/2 \$6887-7764, Third Division, as Clerk \$8015-8770 (Class 4), Third Division, Enforcement Section, Management Branch, Australian Taxation Office, Hobart (No. 299), with effect from 12.9.74.

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

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

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

GROUND OF APPEAL

The ground of appeal are:

- (i) (a) superior efficiency; or (b) equal efficiency combined with seniority.
- (ii) That the appellant is senior to the officer provisionally promoted and is efficient, where promotion is made to one of these positions, Assistant, Grade 1; Assistant, Grade 2; Clerical Assistant, Grade 1; Hospital Assistant, Grade 2; Labourer; Lift Attendant; Lineman, Grade 2; Mail Officer; Orderly, Grade 1; Postal Officer, Grade 1; Postman; Quarantine Assistant, Grade 1; Storeman; Stores Assistant, Telephonist.

FORM OF APPEAL

There is no standard form of appeal. However, the appeal must show:

Date of *Gazette*
Name of provisional promotee
Department in which promotion made
Ground of appeal

The following particulars of the appellant should appear at the foot of the appeal:

Full name (block letters).....
Date of birth.....
Designation and salary scale of permanent position...
Office or branch.....
Department.....
Seniority date or number.....

An appeal is acknowledged and the officer is invited to submit a supporting statement in triplicate which should contain:

Ref. No.....
Full name.....
Date of birth.....
Date of permanent appointment.....
Educational qualifications (in detail).....
Statement of service.....
Experience.....
Summary of claims.....

DUAL STATUS POSITIONS CREATED IN THE FOURTH DIVISION

The positions listed below are created in the Fourth Division, but become Third Division positions when occupied by an officer of that Division, and revert to the Fourth Division when vacant. A full listing of all positions is to be found in Public Service (Salaries) Regulations 8.

For purpose of appeals against provisional promotions and 'temporary transfers' to these positions, seniority of Third Division officers, shall be determined in accordance with General Order 4/A/3, i.e., according to the earliest seniority date held by the officer whether in the Fourth or Third Division.

All positions in Technical Officer, Technical Cataloguer and Technical Assistant structures and Trainee Technical Officer positions.

All positions in the Draftsman, Drafting Assistant and Illustrator structures and Trainee Draftsman positions.

All positions in the Preventive Officer and Investigator structures, Department of Customs and Excise.

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

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
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DEPARTMENT OF ABORIGINAL AFFAIRS
AUSTRALIAN CAPITAL TERRITORY
Management Services Branch

R. F. Grove 304-84624	Clerk \$3346-6671 (Class 1), Third Division, unattached	Clerk \$8015-8770 (Class 4), Third Division, Personnel and Establishments Section (No. 53)
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Duties: Supervise and control the work of the Standard Personnel Records team. Examine claims and prepare associated submissions under the CEC Act. Exercise delegated authority.

Qualifications: Sound working knowledge of the Public Service Act and Regulations, General Orders, Superannuation Act and Arbitrator's Awards and Determinations.

G. B. Robinson 305-34935	Clerk \$3364-6671 (Class 1), Third Division, unattached	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Establishments Section (No. 318)
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Duties: Allowance Clerk. Calculate allowances and prepare associated submissions and provide general clerical assistance within the section.

Qualifications: Previous experience in the calculation of allowances desirable.

Operations Division, Community Development Branch

M. A. Chaudhry 304-74194	Clerk \$3346-6671 (Class 1), Third Division, Canberra, unattached	Clerk \$6887-7764 (Class 2/3), Third Division, Section No. 3, Canberra (No. 202)
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Duties: Under direction undertake minor investigations related to regional community projects. Maintain appropriate records.

NEW SOUTH WALES
Management Services Branch

M. A. Townrow 242-16746	Investigation Officer \$10029-10704 (Class 6), Third Division, Cairns	Senior Project Officer \$12218-12721 (Class 8), Third Division, N.S.W. Section, Sydney Sub-section (No. 339)
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Duties: Direct, control and co-ordinate the operations of the Aboriginal Loans Commission in New South Wales, Victoria and Tasmania.

Qualifications: Appropriate tertiary qualifications desirable.

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

Promoted from

Promoted to

SOUTH AUSTRALIA

South Australian Branch

B. V. Johnson 235-59915	Clerk \$3346-6671 (Class 1), Third Division, Department of Repatriation and Compensation, Adelaide	Clerk \$8015-8770 (Class 4), Third Division, Administration and Finance Section, Adelaide (No. 11)
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Duties: Control administrative services within the Branch. Prepare estimates, control expenditures, maintain financial records and prepare returns as necessary. Prepare organisation proposals and determine workload indicators.

Qualifications: Sound knowledge of Public Service Act and Regulations, General Orders, Awards and Determinations and Treasury Directions desirable.

DEPARTMENT OF AGRICULTURE

CENTRAL OFFICE

Bureau of Agricultural Economics, Agricultural Resources Economics Branch

A. B. Stoeckel 235-55463	Senior Research Officer, Grade 2 \$11039-11714 (Class 7), Third Division, Canberra	Principal Research Officer \$12218-12721 (Class 8), Third Division, Livestock Production Research Section, Canberra (No. 57)
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Duties: Assist in the planning and co-ordination of the agricultural economic research work of the Section including the supervision of field surveys investigating rural industries and production, and economic factors ancillary to rural production. Liaise with government and non-government organisations engaged in economic and scientific research into rural production.

Qualifications: Experience in economic analysis. Ability to co-ordinate the work of officers engaged in economic research and the collection and presentation of data. Appropriate university degree.

Management Services Branch

J. Stewart 225-12218	Assistant Inspector \$11039-11714 (Class 7), Third Division, Canberra	Inspector \$12218-12721 (Class 8), Third Division, Personnel and Establishments Section, Establishments Sub-section, Canberra (No. 3672)
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Duties: Undertake major establishment investigations in Central and Regional Offices of the Department. Prepare and submit reports and recommendations and undertake reviews of occupational category groups.

Qualifications: Demonstrated investigatory and analytical ability desirable.

P. F. Reid 304-74696	Clerk \$3346-6671 (Class 1), Third Division, Department of Aboriginal Affairs, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, Finance and General Services Section, Finance and Accounts Sub-section, Accounts Unit, Canberra (No. 1860)
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Duties: Sundry Debtors and Recoveries Clerk. Maintain Sundry Debtors Ledgers. Raise debit notes for recoverable expenditure and prepare monthly statements of outstanding debts.

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

Forestry and Timber Bureau

E. J. Quinn 217-29204	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra, unattached	Clerk \$8015-8770 (Class 4), Third Division, Forest Resources Development Section, Statistics Sub-section, Canberra (No. 3196)
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Duties: Assistant Statistical Officer. Assist in the compilation and preparation of all industry type statistics of forestry and forest products and supervise the work of subordinate staff in the Sub-section.

Qualifications: Experience in the collection and compilation of statistics an advantage.

D. M. Hancock 239-04301	Clerk \$8015-8770 (Class 4), Third Division, Department of Minerals and Energy, Canberra	Trainee Technical Officer (Science) \$3537-6699, Third Division, Administrative Section, Canberra (No. 3478)
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Note: (1) Conditions governing the recruitment, training and advancement of Trainee Technical Officers (Science) appear on pages 84-85 of *Gazette* No. 25 A of 22.3.74; (2) Appeals may be lodged by officers whose salary is less than \$8832 per annum.

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

OFFICE OF THE PARLIAMENTARY COUNSEL

J. M. Leahy 240-23389	Assistant Parliamentary Counsel, Grade 1 \$7097-12130, Third Division	Assistant Parliamentary Counsel, Grade 2 \$12926-14038, Third Division, Canberra (No. 19)
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Duties: As the nominated assistant to a senior draftsman responsible for the work, provide assistance in the work of and incidental to the Drafting of Bills and amendments of Bills.

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

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

Promoted from

Promoted to

ATTORNEY-GENERAL'S DEPARTMENT—continued

D. A. Kotthoff 304-69483	Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Department of Foreign Affairs, Canberra	Legal Officer \$7097-12130, Third Division, Canberra (No. 52)
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Duties: Undergo a six months course at the Australian National University as an alternative to serving articles.

Qualifications: Graduate in Law from an Australian university not yet admitted to practice as a Barrister or Solicitor.

AUSTRALIAN CAPITAL TERRITORY

Deputy Crown Solicitor's Office

E. M. Witt 238-92769	Steno-secretary, Grade 1 \$6382-6741, Fourth Division	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Canberra (No. 27)
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Duties: Provide secretarial assistance to the Deputy Crown Solicitor.

Qualifications: Shorthand, at least 100 words per minute.

Registration Offices Branch

R. A. Donnelly 238-81816	Typist, Grade 2 \$5791-6101, Fourth Division	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Canberra (No. 88)
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Duties: Provide a personal stenographic and typing service for the Registrar-General.

Qualifications: Shorthand, at least 100 words per minute.

NEW SOUTH WALES

Deputy Crown Solicitor's Office

D. A. Curtis 239-21531	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Sydney (No. 139)
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Duties: File legal process in the Supreme, District and Bankruptcy Courts.

VICTORIA

Deputy Crown Solicitor's Office

G. E. Harvey 234-66372	Clerk \$6887-7764 (Class 2/3), Third Division	Legal Officer \$7097-12130, Third Division, Melbourne (No. 31)
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Duties: Deal with matters referred.

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

R. Blustein 240-58928	Assistant Library Officer \$5600-6299, Third Division, Department of Repatriation and Compensation	Library Officer, Grade 1 \$6532-7231, Third Division, Melbourne (No. 104)
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Duties: Control the receipt and issue of library books and operate subscriber service. Recommend material for addition to or disposal from the library and catalogue and classify material in accordance with established procedure.

NORTHERN TERRITORY

Registration Offices Branch

J. Polishuk 225-33326	Clerk \$8015-8770 (Class 4), Third Division	Clerk \$9022-9777 (Class 5), Third Division, Births, Deaths and Marriages Section, Darwin (No. 86)
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Duties: Hold and discharge the powers and functions of the statutory offices of Deputy Registrar of Births, Deaths and Marriages, authorised officer under the Marriage Act, authorised Civil Celebrant under the Marriage Act and prescribed authority under the Marriage Act. Direct the work and ensure the efficient running of the Section.

Qualifications: Detailed knowledge of Registry practices and procedures and a sound knowledge of the relevant legislation desirable.

CENTRAL OFFICE

Australian Legal Aid Office, General Administration Branch

M. Phillipps 220-07176	Senior Internal Auditor \$10029-10704 (Class 6), Third Division	Clerk \$11039-11714 (Class 7), Third Division, Inspection Section, Canberra (No. 90)
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Duties: Responsible for the control and co-ordination of all internal audit activities of the Australian Legal Aid Office. Devise an internal audit programme, develop new audits; examine audit reports and prepare appropriate recommendations.

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

Promoted from

Promoted to

WESTERN AUSTRALIA

Australian Legal Aid Office, Western Australia Branch

G. M. Britton 304-03353	Typist, Grade 1 \$2638-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, General Office Section, Perth (No. 319)
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Duties: Take and transcribe shorthand notes and perform general typing duties.

Qualifications: Shorthand, 100 words per minute desirable.

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

Establishments Branch

S. A. Castleman 242-18530	Assistant Programmer \$9022-9777 (Class 5), Third Division	Programmer \$10029-10704 (Class 6), Third Division, Automatic Data Processing Section (N.P.)
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Duties: Analyse, develop, programme and prove ADP procedure; prepare reports and submissions as required.

Qualifications: Experience in the analysis, design and programming of ADP Systems.

G. D. Beauchamp 242-05406	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Personnel and Services Section, vice J. K. Purcell, prov. prom. 18.7.74 (No. 1274)
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Duties: Prepare material for Minister's Handbook, General Information and Instruction Manual and other Departmental administrative publications and ensure that these are kept up-to-date and amended regularly. Oversight distribution.

Qualifications: Experience in the preparation of publications, circulars and correspondence desirable.

J. M. Barrett 304-75357	Clerk \$3346-6671 (Class 1), Third Division, unattached	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Services Section (No. 1896)
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Duties: Prepare Gazette notices for vacancies, promotions, transfers and separations; prepare associated correspondence.

S. Erskine 242-01480	Clerical Assistant, Grade 1 \$4961-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Personnel and Services Section (No. 1463)
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Duties: Prepare schedules of applications for advertised vacancies; arrange interviews of selected applicants; maintain register of advertised positions.

A.C.T. Government Division, Public Finance Branch

N. J. Morgan 238-42614	Clerk \$10029-10704 (Class 6), Third Division	Clerk \$12218-12721 (Class 8), Third Division, Projects Section (No. 750)
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Duties: Undertake investigations and research into policy and related matters concerning municipal rating in the A.C.T. Prepare associated reports, recommendations and submissions.

Qualifications: Academic qualifications and report writing experience desirable.

City Manager's Office, Prices and Commercial Practices Branch

P. G. Burns 242-17909	Clerk \$9022-9777 (Class 5), Third Division, Department of Social Security	Clerk \$10029-10704 (Class 6), Third Division, Marketing Section (No. 238)
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I. B. Keightley 233-71031	Clerk \$9022-9777 (Class 5), Third Division	Clerk \$10029-10704 (Class 6), Third Division, Marketing Section, vice N. J. Morgan, prov. prom. 28.11.74 (No. 938)
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Duties above two positions: Undertake investigations and research into policy matters concerning the marketing of goods and services in the A.C.T. Prepare associated reports, recommendations and submissions.

Qualifications above two positions: Considerable experience in investigation work and report writing desirable.

Housing and Welfare Division, Housing Operations Branch

M. M. Foster 233-58259	Clerk \$8015-8770 (Class 4), Third Division, Attorney-General's Department	Clerk \$9022-9777 (Class 5), Third Division, Conveyancing Section (No. 1877)
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J. L. Limon 233-59403	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$9022-9777 (Class 5), Third Division, Conveyancing Section (No. 1857)
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R. B. Martin 304-57220	Searcher, Grade 2 \$7552-7946, Fourth Division	Clerk \$9022-9777 (Class 5), Third Division, Conveyancing Section (No. 1798)
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Duties above three positions: Provide conveyancing service to applicants under the Housing Ordinance in accordance with established practices and procedures.

Qualifications above three positions: Experience in conveyancing desirable.

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

Promoted from

Promoted to

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

Manpower Policy and Management Services Division, Management Services Branch

I. M. Harnas 231-14406	Typist, Grade 1 \$2638-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, General Services Section (No. 654)
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Duties: Under general supervision, operate a Wang 1200 Automatic Typewriter.

VICTORIA

A. J. Munyard 232-52171	Technical Officer (Engineering), Grade 1 \$7058-8832, Fourth Division	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Melbourne, vice L. K. McClure, prov. prom. 14.11.74 (No. 1268)
D. L. Waterhouse 228-30830	Technical Officer (Engineering), Grade 1 \$7058-8832, Fourth Division	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Melbourne (No. 807)

Duties above two positions: Perform technical operation, fault diagnostic procedures and maintenance of CDC Computers and ancillary equipment. Shift work is involved.

Qualifications: An approved technical college certificate or other approved qualifications, and experience in the field of computer maintenance preferably on large CDC equipment.

Logistics Division, External Programmes and Standardisation Branch

S. M. Hallett 234-70363	Typist, Grade 1 \$2638-5636, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Standardisation Section, Melbourne (No. 1981)
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Duties: Maintain files, records and registers and extract information as directed. Supervise reproduction of papers and assist with check of reproduced material.

NORTHERN TERRITORY

Defence Science Establishment

P. J. F. Brindley 305-32630	Clerk \$9022-9777 (Class 5), Third Division, Department of Aboriginal Affairs, Northern Territory	Executive Officer \$11039-11714 (Class 7), Third Division, Alice Springs, vice E. J. Hatt, prov. prom. 8.8.74 (No. 1380)
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Duties: Provide administrative assistance to the Australian Defence Representative on the Joint Defence Space Research Facility and deputise for him as required. Effect liaison between the United States authorities and appropriate Australian Government Departments. Advise on security matters and on employment of personnel.

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, General Services Branch

C. B. Pearson 242-12024	Clerk \$8015-8770 (Class 4), Third Division, Commission on Advanced Education	Clerk \$10029-10704 (Class 6), Third Division, Establishments and General Division, General Services Branch, Legislation Section (No. 84)
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Duties: Provide research and general assistance to senior officers in connection with Air Force Legislation resulting from review of Defence Legislation. Examination of proposals involving the amendment of Defence Legislation and the preparation of instructions to the Office of Parliamentary Counsel and Attorney-General's Department.

Qualifications: Legal qualifications or experience desirable.

Finance and Logistics Division, Finance Administration Branch

R. I. Berry 223-70096	Senior Internal Auditor, Grade 1, \$10029-10704 (Class 6), Third Division, Australian Taxation Office, Melbourne	Clerk \$12218-12721 (Class 8), Third Division, Directorate of Audit and Service Accounting (No. 49)
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Duties: Senior Internal Auditor EDP. Implement a detailed unit programme to evaluate the accuracy of RAAF pay and personnel records maintained by computer. Develop, write and maintain EDP programmes to provide computer produced data for audit purposes.

Qualifications: Internal Audit experience in an EDP environment. Accountancy qualifications are desirable.

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

Promoted from

Promoted to

VICTORIA

Headquarters Support Command, Area Finance Office

J. C. Walker 282-45684	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Treasury Section, Melbourne (No. 80)
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Duties: Control and direct staff engaged on examination of claims for supplies and services rendered to RAAF Units. Sign routine correspondence to RAAF Units and Suppliers. Act as Certifying Officer under Section 34 of Audit Act.

Qualifications: Thorough knowledge of claims' payment procedures and the applicable sections of the Audit Act, Treasury Regulations and Directions, Air Force Orders and Air Board Orders desirable. Ability to control and direct staff.

C. P. Jenkinson 237-16415	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Melbourne, vice J. C. Walker, prov. prom. 21.11.74 (No. 5)
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Duties: Supervise staff engaged on examination of suppliers claims. Examine more involved claims. Answer queries and prepare correspondence.

Qualifications: Thorough knowledge of claims' payment procedures, and the applicable sections of the Audit Act, Treasury Regulations and Directions, Air Force Orders and Air Board Orders desirable. Ability to control and direct staff.

Chief Executive Officer Support Command

D. J. Brown 234-85979	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Melbourne (No. 7)
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Duties: Maintain position cards and duty statements, initiate action to fill vacancies, arrange gazettal and press notices, prepare statistical data, supervise sub-registry.

S. D. Sime 237-23084	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Melbourne (No. 10)
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Duties: Assist in the maintenance of organisation records in the preparation of statistical and other sub-section work.

Qualifications: Experience relevant to duties desirable.

P. M. Cowling 240-22255	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne, vice S. D. Sime, prov. prom. 28.11.74 (No. 25)
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Duties: Receipt and dispatch, handle file movements and classified material. Branch Inventory, Petty Cash and movements clerk.

SOUTH AUSTRALIA

Branch of the Air Member for Technical Services, Directorate of Quality Assurance, South Australian Field Office

F. E. Maddiford 225-29511	Technical Officer (Engineering), Grade 1 \$7058-8832, Fourth Division	Technical Officer (Engineering), Grade 2 \$9058-9639, Fourth Division, Adelaide (No. 7)
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Duties: Responsible to Senior Officer Miscellaneous Contracts Section for carrying out itinerant quality assurance duties and acceptance of Defence products and services supplied by contractors.

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

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Finance and Logistics Division, Financial Policy and Accounting Branch

E. A. Imms 218-34733	Clerk \$11039-11714 (Class 7), Third Division	Clerk \$12218-12721 (Class 8), Third Division, Pay Services Section, Canberra (No. 13)
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Duties: Develop plans for provision of staff for finance and pay services for forces overseas and expansion of pay, cash offices, etc., in the event of general mobilisation.

Qualifications: Substantial knowledge of financial and pay arrangements for the Army, with special emphasis on ANZUK cost sharing matters, most desirable.

Royal Military College, Academic Department

M. Angold 304-58805	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Library Section, Canberra, vice P. H. Coen, prov. prom. 24.10.74 (No. 173)
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Duties: Maintain registry of numerical and alphabetical order files, file order slips and locate order files necessary to solve queries. Prepare cards in standing orders file, undertake simple checking and sort orders into subject orders file. Type order slips for publication requests and circulate current catalogues where appropriate.

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

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—ARMY OFFICE—continued

Royal Military College, Duntroon

B. Tye 73/86642T	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of the Treasury, Canberra	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Office of the Com- mandant, Canberra (No. 2772)
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Duties: Under close supervision, examine/sort files, reports, manuscripts, photographic collections, books, maps and charts for Archival material.

NEW SOUTH WALES

Logistics Command, 21st Supply Battalion

J. M. Fuchs 239-79696	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of Health, Sydney	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Supply Control Sec- tion, General Stores Sub-section, Moorebank (No. 131)
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Duties: Maintain, file and select Stock Control Cards and indices in relation to inventory of Signal and Tech-
nical stores.

J. M. Beaudoux 300-01581	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Moorebank	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Supply Control Sec- tion, Stationery and Clothing Sub- section, Moorebank (No. 143)
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Duties: Maintain, file and select Stock Control Cards in relation to the inventory of vehicle spares.

J. G. Murphy 300-20950	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of De- fence—Air Office, Sydney	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Warehousing Section, Technical Stores Sub-section, Moore- bank (No. 255)
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Duties: Prepare Indents, Transfer Vouchers, Repair Requisitions and Certificate Receipt Vouchers as required.
Maintain files of Consignment Receipt Sheets, Repair Requisitions and Certificate Receipt Vouchers.

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Naval Staff Secretariat

Y. L. Bell 241-96132	Typist, Grade 1 \$2638-5636, Fourth Div- ision, Canberra	Typist, Grade 2 \$5791-6101, Fourth Div- ision, Fighting Equipment and Admin- istration Section, Canberra (No. 64)
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Duties: Provide stenographic and typing service to Naval Directors.

Qualifications: Shorthand, eighty words per minute.

Supply Division, Armament Supply Branch

J. M. Tubb 227-79203	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Div- ision, Supply Section, Canberra (No. 20)
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Duties: Section Leader—Responsible for the provisioning and procurement of a range of Armament Stores.

Establishments and General Division, Electronic Data Processing Branch

H. E. Korte 219-41096	Senior Programmer \$13224-13725 (Class 9), Third Division, Army Office, Can- berra	Senior Programmer \$14229-14733 (Class 10), Third Division, Programs and Sys- tems Support Section, Canberra (No. 10)
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Duties: Lead a group of programmers specifying and developing program modules and associated tasks for
mini-computers; co-ordinate like activities within Defence.

Qualifications: Extensive experience in development and co-ordination of computer systems; appropriate man-
agement experience; tertiary qualifications desirable.

Establishments Branch

J. W. Anderson 230-23165	Clerk \$8015-8770 (Class 4), Third Div- ision, Canberra	Clerk \$9022-9777 (Class 5), Third Div- ision, Methods Section, Canberra (No. 94)
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Duties: Prepare and review disposal schedules/agreements throughout Department of Defence—Navy Office.
Assist Registrar with minor registry investigation as required.

Supply Division, Planning, Co-ordination and Services Branch

B. J. Luck 241-03282	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Co-ordination and Management Control Section, General Services Sub-section, Canberra (No. 19)
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Duties: Maintain Branch filing and library systems and assist in staff and general services matter.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
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VICTORIA

Finance and Material Division, Finance Branch

M. V. Taaffe 225-07849	Clerk \$8015-8770 (Class 4), Third Division, Melbourne	Clerk \$9022-9777 (Class 5), Third Division, Pay Accounting Sub-section, Melbourne (No. 21)
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Duties: Control and direct staff in the collation of details effecting taxation, preparation, issue and reconciliation of group certificate. Authorise payments in lieu of furlough/leave and final balances to discharged and deceased personnel. Review taxation deductions and Section 218 recoveries to Taxation Departments. Reconcile annual taxation deductions with group certificates and complete annual returns to taxation authorities. Sign group certificates.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Management Services Branch

D. Hope 236-20405	Clerk \$8014-8770 (Class 4), Third Division, Department of Housing and Construction, Melbourne	Internal Auditor, Grade 2 \$9022-9777, (Class 5), Third Division, Internal Audit Section, Adelaide (No. 798)
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Duties: Implement the Department's internal audit program in the Adelaide Office.

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

C. M. H. Hillbrick 242-13465	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Finance and Accounts Section, Canberra (No. 148)
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Duties: Examiner of Accounts.

Policy Division, Planning and Review Branch

J. K. White 242-00891	Clerk \$3346-6671 (Class 1), Third Division, Schools Commission	Clerk \$10029-10704 (Class 6), Third Division, Project Analysis Section, Canberra (No. 830)
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Duties: Participate in or conduct special investigations and prepare advice as required. Assist in the preparation of associated papers and reports and in drafting of Ministerial submissions.

Qualifications: Tertiary qualifications desirable.

Research and Development Division, Special Programs Branch

C. A. Hoban 242-14468	Clerk \$11039-11714 (Class 7), Third Division	Education Officer, Class 3 \$11806-13030, Third Division, Curriculum Development Section, Canberra (No. 323)
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Duties: Executive Officer to the National Committee on Social Science Teaching. Provide advice on and participate in the development and evaluation of curricular materials and teaching aids in social science.

Qualifications: A degree in Education or another appropriate degree with a diploma in Education or equivalent and at least twelve months experience in Education. Recent experience in social science teaching and/or curriculum development in the social sciences desirable.

Student Assistance and International Education Division, Student Assistance No. 1 Branch

P. J. Andrew 229-00819	Clerk \$6887-7764 (Class 2/3), Third Division, Department of Labor and Immigration	Clerk \$10029-10704 (Class 6), Third Division, Common Services and Tribunal Section, Canberra (No. 11)
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Duties: Assist in the preparation of replies to ministerial queries, briefing material for the Minister and Senior Officers, and material for publication.

Qualifications: Academic qualifications desirable.

Student Assistance No. 2 Branch

A. F. Colvin 233-55082	Clerk \$10029-10704 (Class 6), Third Division	Clerk \$12218-12721 (Class 8), Third Division, Postgraduate Awards and Secondary Awards Section, Postgraduate Awards Sub-section, Canberra (No. 46)
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Duties: Examine the more difficult cases of individual students holding Post-graduate Research and Course Awards. Assist with the provision of secretariat for the Central Selection Committees. Prepare correspondence and briefing material for Australian Vice-Chancellors' Committee, University registrars and other interested bodies on all aspects of the schemes.

Qualifications: University degree and experience in the field of educational administration desirable.

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

Promoted from

Promoted to

DEPARTMENT OF EDUCATION—continued

Territorial and Facilities Division, Territorial Liaison Branch

G. N. Jeffrey 305-07427	Typist, Grade 1 \$2638-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, Canberra Technical College, Administration Sub-section, Canberra (No. 642)
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Duties: Perform stenographic and typing duties for senior officers of the Canberra Technical College.

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

C. A. Dobson 304-65423	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Canberra Technical College, Administration Sub-section, Canberra (No. 654)
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Duties: Receptionist. Answer general inquiries received from students and members of the public. Man the PABX switchboard, answer calls received, direct callers to appropriate extensions and officers.

Qualifications: Ability to type at thirty-five words per minute and man PABX switchboard.

NEW SOUTH WALES

State Office

J. N. Hagedoorn 239-88912	Clerk \$3346-6671 (Class 1), Third Division	Education Officer, Class 1 \$7298-10052, Third Division, Sponsored Training Section, Student Guidance Sub-section, Sydney (No. 185)
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Duties: Supervise training of and provide educational guidance for foreign students under the several schemes of international assistance. Investigate availability of training facilities and arrange the placement of students.

Qualifications: A degree in Education, or another appropriate degree and a diploma in Education; and at least 12 months' experience in Education.

H. J. Latimore 239-34834	Clerk \$3346-6671 (Class 1), Third Division, Department of Social Security, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Administration Section, Personnel Sub-section, Sydney (No. 10)
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B. A. Johnston 239-73198	Clerk \$3346-6671 (Class 1), Third Division, Department of Defence—Navy Office, Sydney	Clerk \$6687-7764 (Class 2/3), Third Division, Administration Section, Personnel Sub-section, Sydney (No. 2024)
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Duties above two positions: Staff Clerk.

Qualifications above two positions: Sound knowledge of the Public Service Act and Regulations, General Orders, Superannuation Act and ADP Salaries System desirable.

D. A. Sinclair 236-76791	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Aboriginal Secondary Grants Section, Sydney (No. 259)
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Duties: Process applications for grants and raise associated records. Prepare and issue attendance returns.

NORTHERN TERRITORY

Northern Territory Education Division, Management Services Branch

F. L. Churn 239-26324	Clerk \$3346-6671 (Class 1), Third Division, Department of Defence, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Office Services Section, CTS Salaries Sub-section (No. 1388)
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A. J. Harrington 242-28640	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Office Services Section, CTS Salaries Sub-section (No. 1389)
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Duties above two positions: Supervise the day to day activities of a Commonwealth Teaching Service Salaries pay team and ensure that output of the team is maintained at a satisfactory level.

Qualifications: Knowledge of the ADP Salaries system.

S. M. Howell 73/12316X	Clerk \$3346-6671 (Class 1), Third Division, Department of Housing and Construction, Darwin	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Office Services Section, Industrial and APS Sub-section (No. 1391)
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M. Smith 305-30758	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Office Services Section, Industrial and APS Sub-section (No. 1390)
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Duties above two positions: Supervise the day to day activities of an Industrial Wages pay team and ensure that the output of the team is maintained at a satisfactory level.

Qualifications: Knowledge of the ADP System and the procedures involved in the payment of industrial staff.

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

Promoted from

Promoted to

AUSTRALIAN CAPITAL TERRITORY

Office of the Commission on Advanced Education

K. Hogan 241-89928	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Programmes and Ad- ministrative Service Section, Finance and Administration Sub-section, Canberra (No. 45)
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Duties: Receptionist. Operate switchboard and perform typing and general clerical duties.

DEPARTMENT OF FOREIGN AFFAIRS

OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

AUSTRALIAN CAPITAL TERRITORY

Division No. 2, Finance Branch

G. J. Ryle 232-97361	Clerk \$6887-7764 (Class 2/3), Third Division, Department of Defence—Army Office, Canberra	Clerk \$8015-8770 (Class 4), Third Divi- sion, Canberra (No. 389)
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Duties: Maintain commitment and other financial records, assist in financial administration of aid pro-
grammes, and attend to inquiries from the public and agencies.

D. N. Maier 242-18821	Clerk \$3346-6671 (Class 1), Third Divi- sion	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra (No. 216)
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Duties: Examine External Aid and International Disaster Relief Trust Accounts. Code accounts in accord-
ance with expenditure classification. Prepare correspondence relating to accounts.

Qualifications: Practical experience in accounts work essential.

Training and Personnel Division, Liaison and Services Branch

B. A. Battaerd 305-07312	Typist, Grade 1 \$2638-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, Management Services Section, Typing Sub-section, Canberra (No. 1045)
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Duties: Carry out stenographic duties for officers of the Agency.

Qualifications: Shorthand, at least eighty words per minute.

NEW SOUTH WALES

Training and Personnel Division, Regional Office

L. Kaye 236-38808	Clerical Assistant, Grade 2 \$5446- 5737, Fourth Division, Department of Social Security, Mount Wilga	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Sydney (No. 828)
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Duties: Maintain records in connection with welfare matters, and provide clerical support to the social
welfare groups.

DEPARTMENT OF HEALTH

CENTRAL STAFF

Management Services Division, Establishments and Finance Branch

N. Brown 236-08385	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Personnel Management Section (No. 268)
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Duties: Organise and control the clerical/administrative functions of the training group. Assist the Inspector
and training Officers with training administration.

ADP Branch

L. Midro 238-96970	Programmer \$12218-12721 (Class 8), Third Division	Senior Programmer \$13224-13725 (Class 9), Third Division, Forward Planning, Strategic Design and Services Section (No. 135)
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Duties: Formulation and documentation of procedures appropriate to data base administration Undertake per-
formance analyses and data base system timing activities.

Qualifications: Sound experience in systems analysis, design and programming, knowledge and experience of
data base management techniques, appropriate tertiary qualifications desirable.

D. F. McGeehan 304-83541	Programmer \$10029-10704 (Class 6), Third Division, Department of Services and Property	Programmer \$12218-12721 (Class 8), Third Division, Forward Planning, Strategic Design and Services Section (No. 141)
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Duties: Under direction conduct research and monitoring activities associated with the formulation and
evaluation of alternative long term data processing strategies.

Qualifications: Systems analysis and design experience, appreciation of ADP and data communications tech-
niques together with tertiary qualifications in mathematical statistics, with experience in statistical analyses
and modelling techniques desirable.

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

Promoted from

Promoted to

DEPARTMENT OF HEALTH—continued

AUSTRALIAN CAPITAL TERRITORY

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

V. T. Wheatley 242-00189	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, General Services Sec- tion, Relief Sub-section (No. 665)
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Duties: Provide relief duties as a receptionist in a health centre when required.

NEW SOUTH WALES

School of Public Health and Tropical Medicine

M. E. Garland 239-65120	Typist, Grade 1 \$5275-5636, Fourth Division, Sydney	Typist, Grade 2 \$5791-6101, Fourth Division, Administration Section, Syd- ney (No. 570)
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Duties: Prepare scientific and technical manuscripts and other documents of a complex nature. Transcribe from dictating/audio typing equipment.

Qualifications: Working knowledge of medical terminology desirable.

QUEENSLAND

Pharmaceutical Branch

J. W. Jurd 224-23709	Clerk \$8015-8770 (Class 4), Third Divi- sion	Clerk \$9022-9777 (Class 5), Third Divi- sion, Inspection and Technical Section, Technical Sub-section (No. 195)
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Duties: Direct and control the activities of the Technical Sub-section. Resolve technical queries from Doctors and Chemists. Ensure Doctors' applications for authority to prescribe drugs are in accordance with relevant conditions for approval.

Qualifications: Pharmaceutical experience desirable.

H. V. Batchler 218-72537	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Administration and Claims Control Section, Pharmaceutical Branch, Brisbane (No. 194)
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Duties: Supervise the work of the Doctor Identification Group. Ensure work standards and efficiency are maintained. Prepare daily target figure each month and maintain record of claims processed. Maintain register of Doctors Dictionary and examine computer printouts.

National Acoustic Laboratory

C. E. Dudgeon 235-40229	Typist, Grade 1 \$2638-5636, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Brisbane (No. 541)
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Duties: Attend to reception counter duties including receipt of aids for repair, returning aids to clients, file record cards and maintain register.

NORTHERN TERRITORY

Planning and Development Division, Master and Project Planning Branch

L. H. H. Beynon 239-12539	Clerk \$9022-9777 (Class 5), Third Division, Department of Services and Property, Darwin	Clerk \$10029-10704 (Class 6), Third Division, Master Planning Section, Darwin (No. 1689)
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Duties: Undertake the detailed development and maintenance of master plans for departmental institutions, urban community health services, rural health services and aboriginal settlements.

Management Services Division

H. C. Harrison 217-31398	Assistant Director \$14299-14733 (Class 10), Third Division	Assistant Director \$15236-15739 (Class 11), Third Division (No. 3)
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Duties: Direct, control and co-ordinate the Management Services Division. Review, plan and develop policy framework in the areas under control, assist and advise the Director on policy and administrative matters.

Qualifications: Appropriate tertiary qualifications and wide experience in administration desirable.

Tennant Creek Hospital

J. M. Rhys-Jones 305-32702	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Department of Educa- tion, Tennant Creek	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Community Health Centre, Tennant Creek (No. 1939)
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Duties: Undertake the administrative functions at the Tennant Creek Community Health Centre including: Order pharmaceutical supplies, medical sundries, stationery and other consumable stores as necessary. Act as transport officer for regional health staff and vehicles; arrange transport and accommodation for staff as required.

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

Promoted from

Promoted to

TASMANIA

Medical Branch

- | | | |
|--|---|---|
| S. M. Culshaw
304-44139
<i>Duties:</i> Receptionist duties for Australian Government Medical Officers and vaccinations as required.
<i>Qualifications:</i> General Nursing Certificate. | Sister \$6125-7205, Fourth Division, un-
attached | Nursing Sister \$7660-8260, Fourth
Division, Hobart (No. 4) |
| P. M. E. Cummings
241-76772
<i>Duties:</i> Undertake receptionist and stenographic duties for the Director and senior staff.
<i>Qualifications:</i> Shorthand, 100 words per minute. | Typist, Grade 1 \$2638-5636, Fourth
Division, unattached | Typist, Grade 2 \$5791-6101, Fourth
Division, Hobart (No. 5) |

DEPARTMENT OF HOUSING AND CONSTRUCTION

CENTRAL OFFICE

Housing Projects and Home Loans Division, Operations Branch

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| R. C. Nicholas
235-26638 | Training Officer, Grade 2 \$9022-9777
(Class 5), Third Division, Department of
Defence | Clerk \$10029-10704 (Class 6), Third
Division, Parliamentary Liaison and
State Operations Section, Canberra (No.
6) |
| R. J. Monico
229-05468 | Clerk \$9022-9777 (Class 5), Third Div-
ision, Regional Office, A.C.T. | Clerk \$10029-10704 (Class 6), Third
Division, Parliamentary Liaison and
State Operations Section, Canberra (No.
102) |

Duties above two positions: Investigate and prepare replies to Ministerial representation. Deal with operational matters relating to the administration of the Defence Service Homes Scheme referred by Regional Offices and prepare direction to Regions.

Management Division, Management Services Branch

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| J. C. Hines
228-63480 | Assessor, Grade 2 \$6887-7764 (Class
2/3), Australian Taxation Office, Depart-
ment of the Treasury, Adelaide, un-
attached | Senior Training Officer \$10029-10704
(Class 6), Third Division, Training Sec-
tion, Canberra (No. 23) |
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Duties: Assess and report on the specific training needs in the Department, prepare and implement appropriate training programmes, and organise and conduct the more important training courses or training conferences for senior staff in the Branches.

Qualifications: Experience in training desirable. Tertiary qualifications should be stated.

Library Services Section

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|---------------------------------|---|---|
| R. L. Fotheringham
240-38919 | Clerk \$3346-6671 (Class 1), Third Div-
ision, Postmaster-General's Department,
Melbourne | Assistant Library Officer \$5600-6299,
Third Division, Canberra (No. 83) |
|---------------------------------|---|---|

Duties: Participate in formal training courses, undertake simple cataloguing, assist with the procurement of material and attend to simple reference queries.

VICTORIA AND TASMANIA

Management Services Division, Manpower Branch

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|---------------------------|---|---|
| B. L. Spratt
224-77379 | Clerical Assistant, Grade 4 \$6471-6765,
Fourth Division | Clerical Assistant, Grade 5 \$6962-7355,
Fourth Division, Personnel Services Sec-
tion, Office Services (Registry and Dis-
patch) Sub-section, Melbourne (No. 141) |
|---------------------------|---|---|

Duties: Undertake the examination of 'in transit' and 'put away' files to ensure the completeness of action. Determine the need for additional indexing or amendments to files where appropriate. Sentence files for disposal.

Qualifications: Sound experience in Registry work is desirable.

Projects Division No. 2, Technical Resources Branch

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|-----------------------------|--|---|
| J. M. Hannaker
223-11221 | Engineer, Class 2 \$10999-12234, Third
Division | Engineer, Class 3 \$12945-14396, Third
Division, Melbourne (No. 136) |
|-----------------------------|--|---|

Duties: As a member of a multi-discipline team, or as a leader of a multi-discipline team, participate in studies of client functional requirements and the development of design briefs. Prepare designs, specifications and estimates for civil engineering works. Provide assistance and advice on civil problems. Lead a multi-discipline construction project team.

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

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

Promoted from

Promoted to

DEPARTMENT OF HOUSING AND CONSTRUCTION—continued

A. J. Coates 225-05915	Engineer, Class 2 \$10999-12234, Third Division	Engineer, Class 3 \$12945-14396, Third Division, Melbourne (No. 77)
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Duties: As a member of a multi-discipline team, or as a leader of a multi-discipline team, participate in studies of client functional requirements and the development of design briefs. Prepare designs, specifications and estimates for structural engineering works. Provide assistance and advice on structural problems. Lead a multi-discipline construction project team.

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.

NORTHERN TERRITORY

Management Services Division

T. N. Bell 242-28229	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Regional Office, Alice Springs, vice R. K. Everest, prov. prom. 28.11.74 (No. 7)
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Duties: Under direction of Assistant Superintendent of Stores arrange for the purchase of materials in accordance with Treasury Regulations and Departmental procedures.

R. K. Everest 232-62505	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Regional Office, Alice Springs (No. 12)
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Duties: As Project Clerk, assist with the development and review of work plans for electrical, mechanical and hydraulic projects carried out by contract and day labour.

Construction Administration Branch

S. M. McKinnon 242-29520	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Project Administration Section, Darwin, vice J. V. Davies, prov. prom. 21.11.74 (No. 57)
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Duties: Assistant Project Clerk. Make financial and job progress reviews, prepare progress payment schedules and draft associated reports and correspondence.

Regional Office

D. J. Coleman 230-23803	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Construction Administration Section, Alice Springs (No. 21)
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Duties: As Project Clerk receive supervision documents, financial appreciation, Register of Contracts (W.17) and raise other basic control records. Co-ordinate specialist technical sections for supervision of components in Contracts.

C. J. Storr 239-15019	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Regional Office, Alice Springs (No. 22)
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Duties: As Project Clerk, assist with development and review of work plans for civil projects carried out by contract and day labour.

Design Administration Branch

R. B. Krop 242-11937	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Darwin (No. 15)
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Duties: Control the administrative aspects of Departmental Surveys and undertake administrative duties relating to the operations of the Branch Laboratory.

Finance Branch

R. D. Kemp 305-32809	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Finance Branch, Darwin (No. 25)
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Duties: Examine Traders individual and/or monthly accounts for the supply of materials or the performance of services. Examine miscellaneous accounts not covered by Departmental orders. Examine salaries and wages sheets to ensure accuracy as to rates, computations, correctness of service, costing of charges, etc.

Technical Division

L. A. Travar 233-15881	Architect, Class 1 \$7440-10345, Third Division	Architect, Class 2 \$10940-12202, Third Division, Construction Section, Darwin (No. 122)
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Duties: Under general direction, supervise the construction of more important architectural contracts or components, on the more important architectural day labour work.

Qualifications: Degree or diploma from a recognised School of Architecture or equivalent.

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

Promoted from

Promoted to

K. Pinker 225-61757	Architect, Class 2 \$10940-12202, Third Division	Architect, Class 3 \$12819-14311, Third Division, Architectural Design Section, Darwin, vice R. G. Findlay, prov. prom. 7.11.74 (No. 58)
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Duties: With guidance in terms of specific objectives and critical issues, responsible for design of groups at work or single major projects. Act as Senior Job Captain, control subordinate staff.

Qualifications: A degree or diploma in architecture, or equivalent qualifications.

PAPUA NEW GUINEA

Management Services Division, Design (Administration) Branch

I. S. Cook 234-64315	Clerk \$9022-9777 (Class 5), Third Division, Canberra	Clerk \$10029-10704 (Class 6), Third Division, Contracts Section, Port Moresby (No. 20)
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Duties: Contracts Officer. Responsible for the administration of contracts to and including the letting of tenders and the subsequent interpretation of contract conditions including liaison with Deputy Crown Solicitor.

Qualifications: Planning and organising ability of a high order and wide experience in contractual matters desirable. Tertiary qualifications or stage reached with such studies, with particular reference to contract law, to be stated.

DEPARTMENT OF LABOR AND IMMIGRATION

CENTRAL OFFICE

Manpower Development and Operations No. 1 Division, Training Development Branch

R. S. Smith 225-66769	Principal Executive Officer \$14229-14733 (Class 10), Third Division	Assistant Secretary \$17776, Second Division, Melbourne (No. 15)
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Duties: Responsible for the operations of the Branch and the formulation and implementation of policies and programmes.

J. B. McLean 227-23664	Senior Industrial Training Officer, Grade 1 \$10029-10704 (Class 6), Third Division	Senior Industrial Training Officer, Grade 2 \$11039-11714 (Class 7), Third Division, Melbourne (No. 302)
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Duties: Responsible for the Secretariat of the Australian Apprenticeship Advisory Committee and its working parties, and inter-departmental and other committees on apprenticeship including investigations and research, preparation of statistical series and material for publication on apprenticeship and trade training.

Qualifications: Appropriate university degree desirable.

No. 2 Division, Employment Operations Branch

N. J. Clifford 218-80967	Principal Executive Officer \$14229-14733 (Class 10), Third Division	Assistant Secretary \$17776, Second Division, Melbourne (No. 16)
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Duties: Responsible for the operations of the Branch and the formulation and implementation of policies and programmes.

Industrial Relations (National) Division, National Machinery Branch

J. D. McMahon 219-03831	Principal Executive Officer \$14229-14733 (Class 10), Third Division	Assistant Secretary \$17776, Second Division, Melbourne (No. 18)
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Duties: Responsible for the operations of the Branch and the formulation and implementation of policies and programmes.

Industry 'A' Branch

J. Maher 219-64095	Principal Executive Officer \$14229-14733 (Class 10), Third Division	Assistant Secretary \$17776, Second Division, Melbourne (No. 20)
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Duties: Responsible for the operations of the Branch and the formulation and implementation of policies and programmes.

Industry 'C' Branch

R. G. Turnbull 218-91148	Principal Executive Officer \$14229-14733 (Class 10), Third Division	Assistant Secretary \$17776, Second Division, Melbourne (No. 22)
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Duties: Responsible for the operations of the Branch and the formulation and implementation of policies and programmes.

Working Environment Division, Operations and Promotion Branch

K. J. Fitzgerald 223-71945	Director \$14229-14733 (Class 10), Third Division, Adelaide	Assistant Secretary \$17776, Second Division, Melbourne (No. 25)
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Duties: Responsible for the operations of the Branch and the formulation and implementation of policies and programmes.

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

Promoted from

Promoted to

DEPARTMENT OF LABOR AND IMMIGRATION—continued

Human Relations Branch

B. J. Rumbold 237-10865	Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division	Senior Research Officer, Grade 2 \$11039-11714 (Class 7), Third Division, Social Policy Section, Melbourne (No. 422)
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Duties: Undertake research into the social and economic implications of increased leisure, changes in income distribution and the technological environment, prepare research reports.

Qualifications: University degree, preferably in one of the social sciences and appropriate research experience.

Management and Secretariat Division, Establishments and Systems Branch

A. Meyer 226-96782	Executive Officer \$12218-12721 (Class 8), Third Division	Senior Executive Officer \$13224-13724 (Class 9), Third Division, Personnel, Establishments and Methods Section, Melbourne (No. 605)
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Duties: Direct and develop the operations of the Establishments Sub-section. Oversight the establishment needs of the Department and advise and assist management on organisation and establishment matters.

Qualifications: Management and establishment experience and ability desirable. Academic qualifications to be stated.

P. J. Dunlop 237-29232	Programmer \$10029-10704 (Class 6), Third Division	Programmer \$12218-12721 (Class 8), Third Division, ADP Section, Mel- bourne (No. 623)
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Duties: Investigate and design a large scale computer network, including mini computer, on-line facilities, remote terminals, etc.

Qualifications: Extensive experience in system design, particularly in relation to real time systems, desirable.

J. E. Shearer 226-92212	Programmer \$10029-10704 (Class 6), Third Division	Programmer \$12218-12721 (Class 8), Third Division, ADP Section, Mel- bourne (No. 639)
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Duties: Direct an ADP project team engaged in the design and development of departmental manpower systems.

Qualifications: Considerable experience in programming, systems analysis and design desirable.

M. E. Walshe 229-33258	Assistant Programmer \$9022-9777 (Class 5), Third Division	Programmer \$10029-10704 (Class 6), Third Division, ADP Section, Melbourne (No. 641)
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Duties: Assist in the analysis, design and development of ADP systems for labour market statistics.

Qualifications: Proven competency in systems analysis, design and programming desirable.

T. H. Chambers 235-03882	Assistant Programmer \$9022-9777 (Class 5), Third Division	Programmer \$10029-10704 (Class 6), Third Division, ADP Section, Melbourne (No. 637)
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Duties: Assist in the analysis, design and development of ADP systems for CES operations.

Qualifications: Proven competency in systems analysis, design and programming desirable.

T. E. Goldstein 232-37318	Assistant Programmer \$9022-9777 (Class 5), Third Division	Programmer \$10029-10704 (Class 6), Third Division, ADP Section, Melbourne, vice P. J. Dunlop, prov. prom. 28.11.74 (No. 651)
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Duties: Develop and maintain operating software and utility programs.

Qualifications: Proven competency in the analysis, design and revision of software and utility programs desirable.

Finance and Information Branch

A. L. Perazzo 230-94396	Clerk \$3346-6671 (Class 1), Third Div- ision	Clerk \$6887-7764 (Class 2/3), Third Div- ision, Finance and Office Services Sec- tion, Melbourne (No. 724)
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Duties: Process requests for Central Store and assist in the investigation of Stores discrepancies and examination of vouchers. Maintain registers of furniture, equipment, losses and damages.

Qualifications: Sound knowledge of Departmental stores and relevant Treasury and Departmental supply requirements desirable.

J. V. Kennan 301-77499	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Finance and Office Ser- vices Section, Melbourne (No. 799)
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Duties: Maintain and search as required an index of all personal correspondence received in the registry.

C. J. Nankivell 301-78766	Typist, Grade 1 \$2638-5636, Fourth Div- ision, unattached	Typist, Grade 2 \$5791-6101, Fourth Div- ision, Finance and Office Services Sec- tion, Melbourne (No. 744)
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Duties: Perform typing and stenographic duties as required.

Qualifications: Shorthand, at least eighty words per minute.

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

Promoted from

Promoted to

International Relations Branch

B. J. Norris 237-23551	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Victoria	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Melbourne (No. 557)
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Duties: Arrange distribution of ILO publications; arrange travel for overseas delegations and handle the routine overseas correspondence.

NEW SOUTH WALES

Employment, Training and Industrial Services Division, Employment Branch

J. D. Jones 219-63746	Officer-in-charge \$10029-10704 (Class 6), Third Division	Employment Office Manager, Grade 3 \$11039-11714 (Class 7), Third Division, District Employment Offices Pool Section, Hornsby (No. 1537)
L. F. Henwood 219-63658	Employment Office Manager, Grade 2 \$10029-10704 (Class 6), Third Division	Employment Office Manager, Grade 3 \$11039-11714 (Class 7), Third Division, District Employment Offices Pool Section, Mascot (No. 1607)
P. J. Collins 226-86082	Employment Office Manager, Grade 2 \$10029-10704 (Class 6), Third Division, Ryde	Employment Office Manager, Grade 3 \$11039-11714 (Class 7), Third Division, District Employment Offices Pool Section, Mount Druiitt (No. 1617)
G. Parker-Wood 224-02078	Employment Office Manager, Grade 2 \$10029-10704 (Class 6), Third Division	Employment Office Manager, Grade 3 \$11029-11714 (Class 7), Third Division, District Employment Offices Pool Section, Maitland (No. 1895)

Duties above four positions: Under the general direction of the Assistant Director (Employment) control and direct the activities of the office.

J. N. E. Ramsbottom 218-71390	Assistant Employment Office Manager, Grade 1 \$9022-9777 (Class 5), Third Division, Fairfield	Employment Office Manager, Grade 2 \$10029-10704 (Class 6), Third Division, District Employment Offices Pool Section, Charlestown
E. E. B. Casalegno 271-87869	Assistant Employment Office Manager, Grade 1 \$9022-9777 (Class 5), Third Division, Bankstown	Employment Office Manager, Grade 2 \$10024-10704 (Class 6), Third Division, District Employment Offices Pool Section, Katoomba
R. T. Brown 225-08024	Employment Office Manager, Grade 1 \$9022-9777 (Class 5), Third Division, Kerang	Employment Office Manager, Grade 2 \$10029-10704 (Class 6), Third Division, District Employment Offices Pool Section, Parkes

Duties above three positions: Under the general direction of the Assistant Director (Employment) control and direct the activities of the office.

A. C. Gilbert 227-92205	Clerk \$9022-9777 (Class 5), Third Division	Officer-in-charge \$11039-11714 (Class 7), Third Division, District Employment Offices Pool Section, Professional Employment Office, Sydney (No. 11392)
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Duties: Direct the activities of the various units of the Office; provide an efficient service for employers seeking to fill executive, professional and higher administrative posts, and for qualified persons wishing to secure such appointments.

Qualifications: A sound knowledge of industry and the employment avenues available to professional, scientific and technical personnel. Ability to develop and maintain liaison with employers and professional bodies.

J. S. Wise 224-42950	Assistant Employment Office Manager, Grade 1 \$9022-9777 (Class 5), Third Division, Paddington	Assistant Employment Office Manager, Grade 2 \$10029-10704 (Class 6), Third Division, District Employment Offices Pool Section, Sydney
P. T. Sophios 227-93523	Assistant Employment Office Manager, Grade 1 \$9022-9777 (Class 5), Third Division	Assistant Employment Office Manager, Grade 2 \$10029-10704 (Class 6), District Employment Offices Pool Section, Wollongong

Duties above two positions: Assist the Employment Office Manager in the management and operational work of the Commonwealth Employment Service.

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

Promoted from

Promoted to

DEPARTMENT OF LABOR AND IMMIGRATION—continued

VICTORIA

Employment, Training and Industrial Services Division, Employment Branch

J. W. Anstey 67/37199C	Clerk \$10029-10704 (Class 6), Third Division, Postmaster-General's Department	Officer-in-charge \$11039-11714 (Class 7), Third Division, Special Employment Categories Section, Youth Sub-section, Melbourne (No. 28)
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Duties: Oversight and direct work programmes relating to the counselling and placement of young people in employment.

QUEENSLAND

Vocational Guidance Section

B. C. Bishop 235-65266	Psychologist, Class 1 \$6860-9951, Third Division, Perth	Psychologist, Class 2 \$10767-11960, Third Division, Townsville (No. 8)
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Duties: Responsible to the Director, and within the work programmes and arrangements established by the Employment Office Manager, to organise and administer a vocational guidance service in the district.

Qualifications: An appropriate degree with a major in Psychology; or equivalent qualification. Experience in vocational guidance and capacity for directing the work of a team of Vocational Guidance Officers desirable.

WESTERN AUSTRALIA

Employment Branch

M. A. Morrell 231-46301	Clerk \$8015-8770 (Class 4), Third Division, Canberra	Clerk \$9022-9777 (Class 5), Third Division, DEO Management and Employment Services Section, Perth (No. 3)
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Duties: Plan and participate in the development and implementation of DEO Work programmes; ensure the submission of regular and special programme implementation reports by DEO's. Review the need for CES services in all localities and the effectiveness of the service provided.

DEPARTMENT OF MANUFACTURING INDUSTRY

CENTRAL OFFICE

Planning and Procurement Division, Stores and Transport Branch

J. Cruikshank 219-46284	Clerk \$8015-8770 (Class 4), Third Division, Canberra	Clerk \$10029-10704 (Class 6), Third Division, Canberra (No. 38)
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Duties: Maintain and analyse financial and statistical data. Assist in financial investigations as necessary.

Qualifications: Completion of or substantial progress in accountancy studies desirable.

W. J. Hamblin 231-67559	Clerk \$10029-10704 (Class 6), Third Division, Department of the Capital Territory, Canberra	Clerk \$11039-11714 (Class 7), Third Division, Canberra (No. 2039)
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Duties: Undertake or direct periodic surveys of State branch automotive spare parts supplies relative to inventory investment levels, operational costs and adequacy of service. Review returns submitted by State branches, investigate adverse trends and determine remedial action.

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

Finance and Management Services Division

G. J. Helmers 304-69002	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Administrative Section, Canberra (No. 2384)
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Duties: Arrange the issue and movement of all furniture and equipment in departmental premises at Trade Group Offices, Barton. Maintain local records of office furniture and equipment. Control stationery stock replenishment action.

R. L. E. Burrell 235-95051	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Canberra	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Administrative Section, Canberra (No. 2537)
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Duties: Supervise and control the operations of a sub-registry in departmental premises at Trade Group Offices, Barton. Maintain liaison with Chief Clerk and Officer in charge, Central Registry on the more important registry developments in the locality.

Qualifications: Sound knowledge of all Registry procedures.

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

Promoted from

Promoted to

Establishments Branch

A. J. Rhynehart
233-58726

Clerk \$8015-8770 (Class 4), Third Division, Department of Minerals and Energy, Canberra

Clerk \$9022-9777 (Class 5), Third Division, Personnel Management and Development Section, Canberra (No. 40)

Duties: 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.

Industry Policy and Planning Division, Industry Efficiency Branch

T. T. Glover
218-17335

Clerk \$11039-11714 (Class 7), Third Division, Department of Overseas Trade, Sydney

Clerk \$12218-12721 (Class 8), Third Division, Management Advisory Section, Sydney (No. 626)

Duties: Investigate proposed policies and measures concerning the efficiency of management in manufacturing industry. Relate interfirm comparisons to industry associations and groups.

Qualifications: Knowledge and experience of financial and business management, university degree and some formal training in management or finance desirable.

AUSTRALIAN CAPITAL TERRITORY

Stores and Transport Branch

R. B. Tibbey
226-77231

Foreman (Services), Grade C \$7469-7823, Fourth Division, unattached

Transport Supervisor, Grade 4 \$8570-8169, Fourth Division, Canberra (No. 9)

Duties: Investigate special transport requests, assess man-power and equipment required, prepare reports on techniques and procedures and provide estimates. Direct removals of office furniture and plant and special or unusual lifts.

Qualifications: Wide experience in all aspects of heavy transport operations, office removals and heavy lifts desirable.

NEW SOUTH WALES

Munitions and Supply, Materials Engineering and Services Branch

E. H. S. Dale
227-86577

Technical Officer (Engineering), Grade 1 \$7058-8832, Fourth Division

Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Munitions Supply Section, Sydney, vice J. H. Rayner, prov. prom. (No. 36)

Duties: Examine technical data, drawings and specifications associated with contracts for the manufacture of fuses and projectiles.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Wide experience in the mass production of ammunition components desirable.

D. J. Blythe
229-07586

Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division

Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Fourth Division, Munitions Supply Section, Sydney, vice C. Rabbitt, prov. prom. (No. 13)

Duties: Supervise and direct the activities of subordinate staff. Analyse tenders and make recommendations for the supply of electrical, refrigeration and air conditioning equipment.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Wide experience in the manufacture and maintenance of refrigeration and air conditioning equipment desirable.

C. Rabbitt
223-83380

Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Fourth Division

Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Fourth Division, Munitions Supply Section, Sydney (No. 69)

Duties: Analyse service demands for marine craft and marine gear. Prepare technical documentation and evaluate tenders. Prepare details of production phasing and assist contractors in overcoming production problems.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Experience in marine engineering and/or the boat building industry desirable.

J. H. Rayner
226-82858

Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division

Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Fourth Division, Munitions Supply Section, Sydney (No. 34)

Duties: Responsible for major ammunition orders placed with industry. Prepare cost and delivery estimates for ADP and local control purposes.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive experience in mass production techniques desirable.

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

Promoted from

Promoted to

DEPARTMENT OF MANUFACTURING INDUSTRY—continued

R. E. Collins 226-84618	Technical Officer (Engineering), Grade 1 \$7058-8832, Fourth Division	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Muni- tions Supply Section, Sydney, vice D. J. Blythe, prov. prom. (No. 20)
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Duties: Analyse service drawings, specifications and technical data for the procurement of heavy engineering, transport and construction equipment.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Experience in the operation and maintenance of heavy equipment desirable.

Stores and Transport Branch

G. E. Courtney 236-71990	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, unattached	Transport Supervisor, Grade 4 \$8570- 8769, Fourth Division, Goods Transport Section, Zetland (No. 198)
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Duties: Investigate and provide estimates for special goods transport requests, including manpower and equipment requirements. Supervise special transport movements.

Qualifications: Comprehensive knowledge of special equipment and techniques required for movement of heavy, bulky or delicate equipment together with a sound knowledge of transport regulations desirable.

K. Smith 232-04380	Senior Stores Supervisor, Grade 2 \$8178- 8391, Fourth Division, Alexandria	Transport Supervisor, Grade 4 \$8570- 8769, Fourth Division, Passenger Trans- port Section, Woolloomooloo (No. 199)
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Duties: Direct and supervise depot staff. Plan and supervise special transport operations.

Qualifications: Experience in the control of drivers and a large vehicle pool desirable.

K. L. Carbery 223-98531	Movements Officer (Light Transport) \$6476-6899, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275- 7566, Fourth Division, Passenger Trans- port Section, Woolloomooloo (No. 127)
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Duties: Allocate work to taxi fleet using two-way radio in accordance with requisitions received during business hours. Control fleet operation.

Qualifications: Experience in the operations of a passenger transport fleet and in two-way radio operation desirable.

C. B. Brady 224-01083	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275- 7566, Fourth Division, Passenger Trans- port Section, Woolloomooloo (No. 195)
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Duties: Provide relief for movement control staff located at the main depot and sub-depots.

Qualifications: Experience in the operations of a passenger transport fleet and in two-way radio operation desirable.

G. T. McPherson 226-97259	Movements Officer (Heavy Transport) \$6944-7129, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275- 7566, Fourth Division, Goods Transport Section, Zetland (No. 200)
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Duties: Determine vehicle loadings and transport requirements. Allocate and co-ordinate long distance haulage work to drivers and contractors.

Qualifications: Experience in goods transport operations desirable.

W. J. Morey 227-88214	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275- 7566, Fourth Division, Goods Transport Section, Zetland (No. 115)
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Duties: Allocate work to metropolitan fleet drivers in accordance with requisitions ensuring optimum use of drivers and vehicles.

Qualifications: Experience in goods transport operations desirable.

R. J. Truluck 225-51356	Assistant (Transport) \$5625-5904, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275- 7566, Fourth Division, Passenger Trans- port Section, Woolloomooloo (No. 131)
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R. J. D. Walsh 300-43060	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275- 7566, Fourth Division, Passenger Trans- port Section, Woolloomooloo (No. 129)
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R. E. W. Nichols 230-52436	Assistant (Transport) \$5265-5904, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275- 7566, Fourth Division, Passenger Trans- port Section, Woolloomooloo (No. 128)
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Duties above three positions: Supervise and control operations of a passenger transport depot outside normal hours. Receive and process transport bookings and inquiries. Allocate work to drivers and contractors. Operate two-way radio.

Qualifications above three positions: Experience in the operations of a passenger transport fleet and in two-way radio operation desirable.

L. M. Hillard 231-87517	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, unattached	Transport Supervisor, Grade 1 \$6465- 6748, Fourth Division, Passenger Trans- port Section, Woolloomooloo (No. 149)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

L. J. Middleton 239-55678	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Alexandria	Transport Supervisor, Grade 1 \$6465- 6748, Fourth Division, Passenger Trans- port Section, Woolloomooloo (No. 132)
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Duties above two positions: Receive telephone requests for passenger transport and prepare transport orders.

C. R. F. McKinley 300-20475	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Alexandria	Transport Supervisor, Grade 1 \$6465- 6748, Fourth Division, Passenger Trans- port Section, Sydney (No. 2071)
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Duties: Receive telephone requests for passenger transport at Grace Building and liaise with clinics for pick-up time for return bookings.

Qualifications above three positions: Experience appropriate to the duties desirable.

M. Proskurin 225-47349	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Zetland	Transport Supervisor, Grade 2 \$6891- 7035, Fourth Division, Goods Transport Section, Zetland (No. 116)
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Duties: Prepare transport orders from telephone requests received from client departments. Place orders with emergency contractors and ensure that orders are fulfilled.

Qualifications: Experience in goods transport operations desirable.

B. J. Aldridge 239-33591	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Alexandria	Transport Supervisor, Grade 2 \$6891- 7035, Fourth Division, Passenger Trans- port Section, Woolloomooloo (No. 197)
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Duties: Under direction, allocate work to passenger transport drivers and contractors. Operate two-way radio control. Receive bookings.

Qualifications: Experience in passenger transport operations desirable.

Munitions Filling Factory

D. A. Lawes 236-68097	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Accounting Machinist, Grade 2 \$6233, Fourth Division, Administrative Section, St Marys (No. 53)
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Duties: Post and reconcile cost ledger cards. Prepare wages and salary sheets.

Qualifications: Completion of a prescribed test.

VICTORIA

Australian Government Engine Works

D. W. McFarlane 240-65945	Clerk \$3346-6671 (Class 1), Third Divi- sion, Fishermen's Bend	Clerk \$6887-7764 (Class 2/3), Third Division, Administrative Section, Port Melbourne (No. 4)
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Duties: 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.

Stores and Transport Branch

F. Werner 219-45767	Foreman (Services), Grade B \$8300- 8477, Fourth Division, unattached	Transport Supervisor, Grade 5 \$9158- 9360, Fourth Division, Passenger Trans- port Section, West Melbourne (No. 168)
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Duties: Control and direct the services provided by the Passenger Transport Section.

Qualifications: Comprehensive experience in the operation of a large passenger transport fleet and demonstrated supervisory ability desirable.

B. Doherty 219-45206	Movements Officer (Light Transport) \$6476-6899, Fourth Division, unattached	Transport Supervisor, Grade 4 \$8570- 8769, Fourth Division, West Melbourne (No. 177)
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Duties: Supervise the work of subordinate Transport Supervisors attached to the Passenger Transport Depot. Exercise control over vehicle fleet and drivers.

Qualifications: Experience in the control of drivers and a large vehicle pool desirable.

O. W. Wakeman 223-89491	Assistant (Transport) \$5625-5904, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275- 7566, Fourth Division, Passenger Trans- port Section, West Melbourne (No. 103)
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B. J. Doolan 235-07728	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275- 7566, Fourth Division, Passenger Trans- port Section, West Melbourne (No. 170)
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T. M. Hansford 227-38757	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275- 7566, Fourth Division, Passenger Trans- port Section, West Melbourne (No. 171)
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W. K. Moss 227-18339	Assistant (Transport), \$5625-5904, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275- 7566, Fourth Division, Passenger Trans- port Section, West Melbourne (No. 172)
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF MANUFACTURING INDUSTRY—continued

C. J. Baker 224-62126	Assistant (Transport) Fourth Division, unattached	\$5625-5904, Transport Supervisor, Grade 3 \$7275-7566, Fourth Division, Passenger Transport Section, West Melbourne (No. 173)
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Duties above five positions: Receive, record and arrange passenger car bookings. Perform Control Room duties as required.

Qualifications: Experience in the operations of a passenger transport fleet and two-way radio operations desirable.

Note: Continuous shift work may be involved.

R. V. Sayer 219-31517	Movements Officer (Special Services) \$6324-6599, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275-7566, Fourth Division, Passenger Transport Section, West Melbourne (No. 217)
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Duties: Assist in the planning and execution of transport and baggage services required for the movement of VIPs and visiting dignitaries.

Qualifications: Experience in passenger transport operations desirable.

F. Farrar 301-35280	Foreman (Services), Grade D \$6823-7113, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275-7566, Fourth Division, Passenger Transport Section, West Melbourne (No. 178)
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Duties: Organise and direct the allocation of suitable vehicles and drivers to fulfil passenger transport demands. Plan and organise scheduling of vehicles for servicing and repairs. Prepare vehicles for liquidation and arrange suitable replacements.

Qualifications: Experience in the operations of a large passenger transport fleet desirable.

H. R. Henley 240-66725	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, West Melbourne	Transport Supervisor, Grade 1 \$6465-6748, Fourth Division, Passenger Transport Section, West Melbourne (No. 99)
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L. P. Whelan 240-57909	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, West Melbourne	Transport Supervisor, Grade 1 \$6465-6748, Fourth Division, Passenger Transport Section, West Melbourne (No. 174)
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M. L. Neumann 235-06581	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, unattached	Transport Supervisor, Grade 1 \$6465-6748, Fourth Division, Passenger Transport Section, West Melbourne (No. 175)
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Duties above three positions: Receive telephone requests for passenger transport and prepare transport orders.

Qualifications: Experience appropriate to the duties desirable.

M. R. Simons 230-83857	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, West Melbourne	Transport Supervisor, Grade 1 \$6465-6748, Fourth Division, Passenger Transport Section, West Melbourne (No. 176)
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Duties: Prepare transport orders for permanent forward passenger bus bookings. Arrange bus bookings with contractors.

Qualifications: Experience appropriate to the duties desirable.

W. C. Chandler 228-33978	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, unattached	Transport Supervisor, Grade 1 \$6465-6748, Fourth Division, Passenger Transport Section, West Melbourne (No. 140)
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Duties: Supervise the operation of the metropolitan and country weekly hire service operations from Batman Street Depot, arrange servicing and repair of vehicles.

Qualifications: Experience appropriate to the duties desirable.

R. Denmead 301-35299	Foreman (Services), Grade D \$6823-7113, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275-7566, Fourth Division, Passenger Transport Section, Heidelberg (No. 179)
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Duties: Supervise the operation of the transport depot at Repatriation General Hospital, Heidelberg. Allocate suitable vehicles and drivers to fulfil passenger transport requests.

Qualifications: Experience in passenger transport operations desirable.

F. T. Bateman 219-45089	Movements Officer (Heavy Transport) \$7222-7406, Fourth Division, unattached	Transport Supervisor, Grade 5 \$9158-9360, Fourth Division, Goods Transport Section, Braybrook (No. 151)
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Duties: Control and direct the services provided by the Goods Transport Section.

Qualifications: Comprehensive experience in the operation of a goods transport fleet and demonstrated supervisory ability desirable.

C. C. Wilson 240-54142	Foreman (Services), Grade D \$6823-7113, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275-7566, Fourth Division, Goods Transport Section, West Melbourne (No. 160)
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Duties: Direct and supervise drivers engaged in the daily operations of the Medium Transport Depot, including the movement of cargo and goods to and from airport terminals, wharf and rail heads.

Qualifications: Experience in goods transport operations desirable.

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

Promoted from

Promoted to

R. L. Mitchell 228-33134	Foreman (Services), Grade D \$6823-7113, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275-7566, Fourth Division, Goods Transport Section, Braybrook (No. 156)
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Duties: Supervise and instruct drivers engaged on metropolitan general and weekly hire duties. Arrange and attend to consignment by rail of palletised shell and bomb bodies, etc. Supervise the movement of coin and silver intra/interstate by road.

Qualifications: Experience in goods transport operations desirable.

Ordnance Factory

A. L. Sutton 235-09328	Technical Instructor, Grade 1 \$8058-8415, Fourth Division, Footscray	Senior Technical Instructor, Grade 2 \$9202-9407, Fourth Division, Technical Section, Maribyrnong (No. 102)
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Duties: Supervise Apprentice Training School and direct Technical Instructors. Arrange lectures on theoretical and practical trade subjects. Arrange and conduct training within industry programmes.

Qualifications: Tradesman with sound knowledge of fitting and machining. Previous experience in supervision and training techniques is desirable.

Government Aircraft Factories

E. M. P. Marsh 301-59725	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Fishermen's Bend	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Production Section, Fishermen's Bend (No. 44)
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Duties: Prepare traveller and production stage control cards, originate cost advice and issue manufacturing orders.

A. F. Moss 227-21220	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, Fishermen's Bend	Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 33)
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Duties: Co-ordinate and direct the mechanical inspection programme in Project 'B' and manufacturing groups.

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

W. E. H. Hills 227-21634	Senior Inspecting Officer, Grade 1 \$9117-9672, Fourth Division, Fishermen's Bend	Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 66)
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Duties: Co-ordinate and direct the electrical and instrument inspection programme at Government Aircraft Factories, Fishermen's Bend.

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

A. G. Hockaday 227-21589	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, Fishermen's Bend	Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 18)
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Duties: Co-ordinate and direct the mechanical inspection programme in machine shop and toolroom groups.

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

J. A. Edmond 227-21466	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, Fishermen's Bend	Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 40)
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Duties: Co-ordinate and direct the mechanical inspection programme in Project 'A', Experimental and Project 'C' Groups.

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

E. T. Ryan 227-21239	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, Fishermen's Bend	Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 47)
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Duties: Co-ordinate and direct the inspection programme in the Central Store, in particular, inspections and tests associated with receipt and storage of supplies, packing of goods and their delivery to the customer.

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

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

Promoted from

Promoted to

DEPARTMENT OF MANUFACTURING INDUSTRY—continued

W. Sanderson 227-21618	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, Fishermen's Bend	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 71)
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Duties: Supervise and direct the activities of a group engaged on inspections and tests associated with the manufacture calibration, overhaul and repair of instruments for Government Aircraft Factories projects.

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

F. D. Brill 232-73503	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, Fishermen's Bend	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 62)
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Duties: Supervise and direct the activities of a group engaged on inspections and tests associated with the manufacture assembly and installation of electrical components, assemblies, and equipments for Project 'B'.

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

A. G. Matthews 227-21212	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, Fishermen's Bend	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 61)
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Duties: Supervise and direct the activities of Groups engaged on inspections and tests associated with the manufacture of electrical sub-assemblies, electrical/electronic work carried out in experimental workshop and the operation of the electrical test room at Government Aircraft Factories.

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

J. Allen 232-73458	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, Fishermen's Bend	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 44)
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Duties: Supervise and direct the activities of a group engaged on inspection and tests associated with the manufacture of structural components, assembly and fitting out in a project area and operation of the Government Aircraft Factories paint shop.

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

H. W. Fewkes 227-21570	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, Fishermen's Bend	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 22)
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Duties: Supervise and direct the activities of a group engaged on inspections and tests associated with the production, installation and maintenance of tools, jigs and gauges for aircraft and guided weapons projects at Government Aircraft Factories.

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

R. G. Tanner 227-21255	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, Fishermen's Bend	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 19)
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Duties: Supervise and direct the activities of a group engaged on inspections and tests associated with machining, heat treatment and electroplating of aircraft and guided weapons parts.

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

H. E. Fyfe 234-63374	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, Fishermen's Bend	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 34)
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Duties: Supervise and direct the activities of a group engaged on inspections and tests associated with the manufacture of airframe structures and the fitting out of airframe major components with mechanical hydraulic, fuel and other systems (excluding electrical).

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

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

Promoted from

Promoted to

A. J. McIntyre 227-21319	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, Fishermen's Bend	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Quality Assurance Division, Fishermen's Bend (No. 37)
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Duties: Supervise and direct the activities of a group engaged on inspections and tests associated with the manufacture and heat treatment of sheetmetal parts and pipes and manufacture of plastic components for aircraft and guided weapons.

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

P. S. McLeod 227-21327	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, Fishermen's Bend	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 53)
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Duties: Carry out inspections and tests and undertake technical investigations associated with the manufacture of supplies by sub-contractors.

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

K. F. Glidden 232-73431	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, Fishermen's Bend	Technical Officer (Engineering), Grade 1 \$7058-8832, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 43)
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Duties: Under technical direction carry out inspections and tests and undertake technical investigations to ensure maintenance of quality standards in respect of the manufacture of structural components, assembly and fitting out (except electrical) of guided weapons.

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

W. Powell 232-73466	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, Fishermen's Bend	Technical Officer (Engineering), Grade 1 \$7058-8832, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 52)
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Duties: Under technical direction carry out inspections and tests and undertake technical investigations to ensure maintenance of quality standards in respect of equipment used in hydraulic and feed systems for Government Aircraft Factories projects.

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

W. H. Child 227-21159	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, Fishermen's Bend	Technical Officer (Engineering), Grade 1 \$7058-8832, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 72)
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Duties: Under technical direction carry out inspections and tests and undertake technical investigations to ensure maintenance of quality standards in respect of the maintenance, calibration, overhaul and repair of instruments for Government Aircraft Factories' projects.

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

R. E. Tunnicliffe 232-73490	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, Fishermen's Bend	Technical Officer (Engineering), Grade 1 \$7058-8832, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 69)
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Duties: Under technical direction carry out inspections and tests and undertake technical investigations to ensure maintenance of quality standards in respect of the manufacture of electronic assemblies and components for Government Aircraft Factories' projects.

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

R. S. Smith 227-21247	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, Fishermen's Bend	Technical Officer (Engineering), Grade 1 \$7058-8832, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 24)
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Duties: Under technical direction carry out inspections and tests and undertake technical investigations to ensure maintenance of quality standards in respect of production, installation and maintenance of tools, jigs and gauges used in the manufacture and servicing of Government Aircraft Factories' projects.

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

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

Promoted from

Promoted to

DEPARTMENT OF MANUFACTURING INDUSTRY—continued

L. R. McDonald 232-73482	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, Fishermen's Bend	Technical Officer (Engineering), Grade 1 \$7058-8832, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 65)
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Duties: Under technical direction carry out inspections and tests and undertake technical investigations to ensure maintenance of quality standards in respect of the manufacture of electrical looms and testing of electrical equipment prior to installation in Government Aircraft Factories' projects.

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

G. H. Carey 227-21722	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, Avalon	Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Fourth Division, Avalon (No. 47)
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Duties: Co-ordinate and direct the mechanical inspection programme on production and serviced aircraft.

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

F. A. Carroll 227-21626	Senior Inspecting Officer, Grade 1 \$9117-9627, Fourth Division, Avalon	Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Fourth Division, Avalon (No. 16)
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Duties: Co-ordinate and direct the Electrical/Electronics inspection programme at Avalon plant.

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

R. F. Faux 227-21183	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, Avalon	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Avalon (No. 87)
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Duties: Supervise and direct the activities of a group engaged on inspections and tests associated with electrical assembly, function tests, electrical servicing and flight shed activities.

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

B. R. Hansen 232-69459	Inspecting Officer, Grade 3 \$8209-8661, Fourth Division, Avalon	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Avalon (No. 71)
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Duties: Supervise and direct the activities of groups engaged on inspections and tests associated with the modification, repair and servicing of aircraft; the preparation of aircraft, for flight simulation tests, taxiing tests and flight tests, and the painting of aircraft.

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

K. F. Dacy 227-21175	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, Avalon	Technical Officer (Engineering), Grade 1 \$7058-8832, Fourth Division, Avalon (No. 40)
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Duties: Under technical direction carry out inspections and tests and undertake technical investigations to ensure maintenance of quality standards in respect of the modification, repair and servicing of aircraft.

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

R. C. Millett 232-73407	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, Avalon	Technical Officer (Engineering), Grade 1 \$7058-8832, Third Division, Avalon (No. 48)
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Duties: Assist with the planning of inspection tasks. Control the maintenance of aircraft inspection records and component history records. Prepare technical reports.

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

D. C. Chapman 232-73423	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, Avalon	Technical Officer (Engineering), Grade 1 \$7058-8832, Fourth Division, Avalon (No. 103)
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Duties: Under technical direction carry out inspections and tests and undertake technical investigations to ensure maintenance of quality standards in respect of the pre-installation checking and installation of instrument systems and equipments in aircraft.

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

K. B. Jones 227-21300	Inspecting Officer, Grade 2 \$7391-7925, Fourth Division, Avalon	Technical Officer (Engineering), Grade 1 \$7058-8832, Fourth Division, Avalon (No. 53)
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Duties: Under technical direction carry out inspections and tests and undertake technical investigations to ensure maintenance of quality standards in respect of the pre-installation checking and installation in aircraft of electronic systems and equipments.

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

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

Promoted from

Promoted to

QUEENSLAND

Stores and Transport Branch

W. J. Peel 219-46268	Foreman (Services), Grade B \$8300- 8477, Fourth Division, unattached	Transport Supervisor, Grade 4 \$8570- 8769, Fourth Division, Transport Section, Brisbane (No. 87)
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Duties: Control operations of Passenger Transport Depot.

Qualifications: Experience in the operation of a passenger transport fleet together with proven supervisory ability desirable.

R. G. Arnold 238-28380	Foreman (Services), Grade D \$6823- 7113, Fourth Division, unattached	Transport Supervisor, Grade 4 \$8570- 8769, Fourth Division, Transport Section, Cannon Hill (No. 158)
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Duties: Control operations of Goods Transport Depot.

Qualifications: Experience in the operation of a goods transport fleet, both local and long distance, extensive knowledge of State Transport Regulations and proven supervisory ability desirable.

R. Armstrong 219-45804	Clerical Assistant Grade 3 \$5883-6324, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275- 7566, Fourth Division, Transport Section, Brisbane (No. 82)
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Duties: Allocate passenger transport jobs and supervise bookings officers.

Qualifications: Experience in the operations of a passenger transport fleet and detailed knowledge of Brisbane Metropolitan Area desirable.

W. B. Muir 219-46233	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275- 7560, Fourth Division, Transport Section, Brisbane (No. 83)
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Duties: Control operations of radio equipped transport fleet. Allocate jobs to drivers and contractors.

Qualifications: Experience in the operations of a passenger transport fleet and detailed knowledge of Brisbane Metropolitan Area desirable.

J. R. Voll 231-14801	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, unattached	Transport Supervisor, Grade 3 \$7275- 7566, Fourth Division, Transport Section, Brisbane (No. 84)
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Duties: Night Duty Officer. 'After hours' control of Passenger Transport Depot.

Qualifications: Experience in the operation of a passenger transport fleet and detailed knowledge of Brisbane Metropolitan Area desirable.

SOUTH AUSTRALIA

Security Branch

B. Ettridge 303-52648	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Woomera (No. 29)
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Duties: Issue and recover passes/permits. Maintain pass/permit records.

Stores and Transport Branch

B. D. Griffiths 219-37257	Traffic Officer \$7391-8003, Fourth Division, Woodville North	Transport Supervisor, Grade 4 \$8570- 8769, Fourth Division, City Depot (No. 179)
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Duties: Supervise and direct the staff and activities of the Movements Control Room and Repatriation Sub-Depot.

Qualifications: Experience in the operation of a large passenger transport fleet desirable.

A. W. Flaggotter 226-57724	Senior Stores Supervisor, Grade 1 \$7433- 7610, Fourth Division	Transport Supervisor, Grade 4 \$8570- 8769, Fourth Division, Pennington (No. 191)
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Duties: Supervise and direct the staff and activities of the Movements Control Room.

Qualifications: Experience in the operation of a large goods transport fleet desirable.

M. E. Roads 224-27355	Foreman (Services), Grade D \$6891- 7035, Fourth Division	Transport Supervisor, Grade 3 \$7275- 7566, Fourth Division, Woomera (No. 184)
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Duties: Control of vehicles and drivers operating in the Woomera area.

Qualifications: Experience in passenger and goods transport operations desirable.

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

Promoted from

Promoted to

DEPARTMENT OF MANUFACTURING INDUSTRY—continued

C. L. Varney 225-29343	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Transport Supervisor, Grade 3 \$7275- 7566, Fourth Division, Adelaide (No. 86)
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Duties: Allocate work to passenger transport drivers and contractors. Control operations of fleet equipped with two-way radio.

Qualifications: Experience in the operations of a passenger transport fleet and in two-way radio operation desirable.

K. P. Wilkins 229-95037	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Transport Supervisor, Grade 3 \$7275- 7566, Fourth Division, Adelaide (No. 85)
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Duties: Allocate work to passenger transport drivers and contractors. Control operations of fleet equipped with two-way radio.

Qualifications: Experience in the operations of a passenger transport fleet and in two-way radio operation desirable.

R. M. Dougall 300-25348	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Transport Supervisor, Grade 3 \$7275- 7566, Fourth Division, Adelaide (No. 87)
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Duties: Allocate work to passenger transport drivers and contractors. Control operations of fleet equipped with two-way radio.

Qualifications: Experience in the operations of a passenger transport fleet and in two-way radio operation desirable.

M. D. Schutze 219-37556	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Transport Supervisor, Grade 2 \$6891- 7035, Fourth Division, Salisbury (No. 93)
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Duties: Allocate passenger transport work to drivers. Operate two-way radio control. Receive bookings.

Qualifications: Experience in passenger transport operations desirable.

S. K. Evans 223-91401	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Transport Supervisor, Grade 2 \$6891- 7035, Fourth Division, Pennington (No. 81)
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Duties: Control of vehicles on weekly hire without driver.

Qualifications: Experience in controlling a large fleet of vehicles desirable.

J. M. Coppi 226-58022	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Transport Supervisor, Grade 1 \$6465- 6748, Fourth Division, Adelaide (No. 150)
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Duties: Maintain documentation and records for weekly hire of vehicles. Perform time-keeping duties for depot.

Qualifications: Transport operations and time-keeping experience desirable.

L. D. Power 303-53923	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Transport Supervisor, Grade 1 \$6465- 6748, Fourth Division, Woomera (No. 189)
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Duties: Receive bookings for transport and prepare transport orders.

Qualifications: Experience relevant to the duties desirable.

Weapons Research Establishment, Weapons Research and Development Wing, Propulsion and Marine Physics Division

K. E. Whittam 241-39058	Technical Assistant, Grade 1 \$2728- 6506, Fourth Division, Salisbury	Technical Officer (Science), Grade 1 \$7058-8832, Fourth Division, Marine Physics Group, Salisbury (No. 235)
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Duties: Under technical direction, develop and test electro-acoustic equipment for research in underwater detection and oceanology, and visual display equipment for acoustic data. Participate in trials for gathering data and for the evaluation of equipment.

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

Applied Physics Wing, Optics and Surveillance Division

R. E. Galbreath 225-28519	Senior Technical Officer (Science), Grade 2 \$10777-11386, Fourth Division, unattached	Senior Technical Officer (Science), Grade 3 \$11711-12035, Fourth Division, Mechanical and Optical Techniques Group, Salisbury (No. 189)
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Duties: Undertake the design and development of complete optical/mechanical systems. Examine new conceptual approaches to the solution of optical problems and prepare system design configuration based on these new concepts. Control staff engaged on the development of new optical systems and testing, calibration and adjustment of existing optical systems.

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

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

Promoted from

Promoted to

Engineering Wing, Engineering Services

K. J. Johnson 235-56642	Draftsman, Grade 1 Fourth Division, Salisbury	\$7058-8832.	Draftsman, Grade 2 Fourth Division, Drafting Services Group, Salisbury (No. 517)	\$9085-9639, Fourth
<i>Duties:</i> Under general direction, design and prepare drawings of engineering equipment, components and plant—including work of some complexity.				
S. Koziol 238-25398	Drafting Assistant, Grade 2 Third Division, Salisbury	\$6723-7427,	Draftsman, Grade 1 Third Division, Drafting Services Group, Salisbury (No. 579)	\$7058-8832, Third
K. M. Lanthois 235-62540	Drafting Assistant, Grade 2 Fourth Division, Salisbury	\$6723-7427,	Draftsman, Grade 1 Fourth Division, Drafting Services Group, Salisbury (No. 548)	\$7058-8832, Fourth
<i>Duties above two positions:</i> Under technical direction, undertake minor design and prepare drawings of components and elements of more complex equipment or works.				
<i>Qualifications above three positions:</i> An approved technical college certificate or other approved qualifications and requisite experience.				
C. B. Simpson 235-62559	Drafting Assistant, Grade 1 Fourth Division, Salisbury	\$2728-6506,	Drafting Assistant, Grade 2 Fourth Division, Drafting Services Group, Salisbury (No. 603)	\$6723-7427,
<i>Duties:</i> Under supervision perform drafting work requiring a good knowledge of drawing office procedures and technical knowledge and ability.				

Administrative Wing

P. N. Robinson 233-21202	Clerk \$3346-6671 (Class 1), Third Division, Salisbury		Clerk \$6887-7764 (Class 2/3), Third Division, Supply Section, Salisbury (No. 124)	
R. Zachariak 235-58330	Clerk \$3346-6671 (Class 1), Third Division, Salisbury		Clerk \$6887-7764 (Class 2/3), Third Division, Supply Section, Salisbury (No. 331)	
<i>Duties above two positions:</i> Investigate sources of supply and obtain competitive quotations for supply of goods and services. Prepare comparative statements of quotations received. Prepare purchase orders and liaise with Provisioning Clerks and user groups on matters concerning availability of materials, provision of substitutes, etc.				
J. Baker 233-25772	Clerk \$3346-6671 (Class 1), Third Division, Salisbury		Clerk \$6887-7764 (Class 2/3), Third Division, Supply Section, Salisbury (No. 150)	
<i>Duties:</i> For allocated Stores, examine and process all Inventory Control Reviews. Analyse and take appropriate action on Programmed and Special Provision Reviews and Shortage Forecasts and liaise with user groups and Equipment Spares Sub-section on these matters.				
G. R. Hook 233-18951	Clerical Assistant, Grade 2 Fourth Division, Salisbury	\$5446-5737,	Clerical Assistant, Grade 3 Fourth Division, Supply Section, Salisbury (No. 88)	\$5883-6324,
<i>Duties:</i> Post accounting vouchers to stock record cards and reconcile recorded balances with actual stock balances shown on accounting vouchers.				
F. J. Kelly 238-25718	Clerical Assistant, Grade 1 Fourth Division, Salisbury	\$2481-5349,	Clerical Assistant, Grade 2 Fourth Division, Supply Section, Salisbury (No. 99)	\$5446-5737,
<i>Duties:</i> Maintain the registers of supply vouchers and supervise the voucher registration and filing sub-section.				
J. D. Wood 238-22760	Clerical Assistant, Grade 1 Fourth Division, Salisbury	\$2481-5349,	Clerical Assistant, Grade 2 Fourth Division, Supply Section, Salisbury (No. 139)	\$5446-5737,
<i>Duties:</i> Receive, distribute and file all documentation associated with contracts and indents. Maintain registers of contracts and indent demands and assist in their progressing.				
S. K. Harris 235-58605	Clerical Assistant, Grade 1 Fourth Division, Salisbury	\$2481-5349,	Clerical Assistant, Grade 2 Fourth Division, Supply Section, Salisbury (No. 452)	\$5446-5737,
<i>Duties:</i> Sort accounting vouchers, computer input data forms, purchase orders, etc.; into ADP transaction types and process to ADP Section. Maintain appropriate files and registers.				
C. Krahge 238-26024	Clerical Assistant, Grade 1 Fourth Division, Salisbury	\$2481-5349,	Clerical Assistant, Grade 2 Fourth Division, Supply Section, Salisbury (No. 503)	\$5446-5737,
<i>Duties:</i> Register and process requisitions, Asset Discrepancy Reports and Return Vouchers and follow up vouchers not returned as complete.				

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

Promoted from

Promoted to

DEPARTMENT OF MANUFACTURING INDUSTRY—continued

- P. A. Borg** 235-58648 Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Salisbury Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Supply Section, Salisbury (No. 520)
Duties: Assist in the investigation of telephone and teletype inquiries concerning delivery of stores. Assume responsibility for requisitioning, receipt, issue and storage of accountable forms and records.
- B. A. Smith** 233-26521 Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Salisbury Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Supply Section, Salisbury (No. 673)
Duties: Receive, decollate and distribute Supply Group computer reports together with associated data forms and vouchers.
- S. J. Harris** 238-25769 Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Supply Section, Salisbury, vice G. R. Hook, prov. prom. 28.11.74 (No. 132)
Duties: Receive approved purchase orders, check and decollate copies for distribution. Refer acceptable trade names data to Supervisor.

WESTERN AUSTRALIA

Stores and Transport Branch

- C. D. Cribb** 219-44991 Senior Stores Supervisor, Grade 2 \$8178-8391, Fourth Division, Karrakatta Transport Supervisor, Grade 4 \$8570-8769, Fourth Division, Transport Section, Goods Transport Sub-section, Karrakatta (No. 34)
Duties: Control and direct the services provided by the Goods Transport Depot. Supervise Depot maintenance and allocate vehicles and jobs to drivers.
Qualifications: Experience in the operation of a goods transport fleet and proven supervisory ability desirable.
- B. W. Holmes** 228-75182 Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Perth, unattached Transport Supervisor, Grade 2 \$6891-7035, Fourth Division, Transport Section, Goods Transport Sub-section, Karrakatta (No. 58)
Duties: Receive requests for goods transport and prepare transport orders, check drivers documents and maintain records of fleet operations.
Qualifications: Experience in goods transport operations desirable.
- V. S. DeMouncey** 219-45003 Foreman (Services), Grade C \$7469-7823, Fourth Division, Perth, unattached Transport Supervisor, Grade 4 \$8570-8769, Fourth Division, Transport Section, Passenger Transport Sub-section, Perth (No. 36)
Duties: Control and direct the services provided by the Passenger Transport Depot. Supervise Depot maintenance and allocate vehicles and jobs to drivers.
Qualifications: Experience in the operation of a passenger transport fleet together with known supervisory ability desirable.
- J. T. Langridge** 226-68001 Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Perth, unattached Transport Supervisor, Grade 3 \$7275-7566, Fourth Division, Transport Section, Passenger Transport Sub-section, Perth (No. 57)
Duties: Radio Control Officer. Receive transport orders and allocate work through radio control.
Qualifications: Experience in the operations of a passenger transport fleet and in two-way radio operation desirable.
- M. V. Willing** 227-68360 Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Perth, unattached Transport Supervisor, Grade 1 \$6465-6748, Fourth Division, Transport Section, Passenger Transport Sub-section, Perth (No. 59)
Duties: Receive bookings and raise transport orders for passenger car transport. Maintain record of daily jobs and provide relief for Radio Control Officer.
Qualifications: Experience appropriate to the duties desirable.
- J. Delfs** 230-04418 Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Perth Transport Supervisor, Grade 1 \$6465-6748, Fourth Division, Transport Section, Passenger Transport Sub-section, Perth (No. 61)
Duties: Maintain register of weekly hire vehicles, receive car bookings and raise transport orders.
Qualifications: Experience appropriate to the duties desirable.

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

Promoted from

Promoted to

R. V. Wyatt 228-77743	Foreman (Services), Grade C \$7469-7823, Fourth Division, Karrakatta, unattached	Senior Stores Supervisor, Grade 2 \$7708-7921, Fourth Division, Stores Section, Karrakatta, vice C. D. Cribb, prov. prom. 28.11.74 (No. 72)
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Duties: Officer in charge of the storekeeping function of the Stores Depots and Sectional Stores.

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

TASMANIA

Stores and Transport Branch

D. H. Urquhart 222-36276	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Hobart	Transport Supervisor, Grade 3 \$7275-7566, Fourth Division, Hobart (No. 12)
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Duties: Receive telephone requests for transport and prepare transport orders; allocate work to drivers by two-way radio or to emergency contractor as required.

Qualifications: Experience in transport operations desirable.

DEPARTMENT OF THE MEDIA

CENTRAL OFFICE

Planning and Finance Branch, Planning and Research Section

J. A. Goozee 231-93407	Clerk \$9022-9777 (Class 5), Third Division	Project Officer \$10029-10704 (Class 6), Third Division, Planning and Research Section, North Sydney (No. 28)
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Duties: Undertake cost benefit studies of advertising media and submit reports and recommendations.

DEPARTMENT OF MINERALS AND ENERGY

AUSTRALIAN CAPITAL TERRITORY

Management Services Branch

G. E. Smith 236-08406	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Canberra	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Finance and General Services Section, Registry Sub-section, Canberra, vice W. Magutin, prov. prom. 24.10.74 (No. 89)
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Duties: Examine papers and files to ensure correct filing, attach papers to file and indicate mark-out and folio numbers on cover. Supervise and control attachment staff.

J. M. Walker 241-85898	Typist, Grade 2 \$5791-6101, Fourth Division, Office of the Public Service Board, Perth	Steno-secretary, Grade 1 \$6384-6741, Fourth Division, Finance and General Services Section, General Services Sub-section, Canberra (No. 64)
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Duties: Undertake stenographic and typing duties for Second Division officers.

Qualifications: Shorthand, 100 words per minute.

Bureau of Mineral Resources, Geology and Geophysics/Geophysical Branch

A. L. Millynn 305-09309	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Geophysical Services, Drafting Sub-section, Canberra (No. 669)
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Duties: Raise purchase order requests, dispatch, receive and check orders and write reproduction orders. Maintain store cards, replenish stocks, raise stock indent vouchers and requisitions, ascertain prices and issue stores as required.

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Management, Legislation and Planning Division, Establishments and ADP Branch

G. A. Jones 217-68190	Inspector \$11039-11714 (Class 7), Third Division	Inspector \$12218-12721 (Class 8), Third Division, Personnel and Services Section, Darwin (No. 11)
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Duties: Control the Recruitment and Statistics Section. Undertake large scale reviews into recruitment matters. Plan and implement major recruitment campaigns. Exercise delegated authority under the Public Service Act.

Qualifications: Wide experience in recruitment procedures and practices desirable.

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

Promoted from

Promoted to

DEPARTMENT OF THE NORTHERN TERRITORY—continued

P. G. Farrell 224-13427	Inspector \$11039-11714 (Class 7), Third Division	Inspector \$12218-12721 (Class 8), Third Division, Personnel and Services Section, Darwin (No. 10)
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Duties: Direct and control the activities of the Staff Services Section. Undertake the more complex investigations and prepare more important associated correspondence. Exercise delegations and authorities under the Public Service Act and Regulations, Audit Act, Northern Territory Public Service Ordinance and Employer's Compensation Act.

Qualifications: Sound knowledge of the various Acts and Regulations. Extensive experience in all phases of personnel work desirable.

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

International Trade Organisations Division, No. 1 Branch

J. A. Douglas 231-72155	Clerk \$11039-11714 (Class 7), Third Division, Canberra	Clerk \$12218-12721 (Class 8), Third Division, OECD Section, Canberra (No. 1193)
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Duties: Review implications of Australia's participation in the Organisation for 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.

L. P. Humphries 238-95935	Clerk \$9022-9777 (Class 5), Third Division, Canberra	Clerk \$10029-10704 (Class 6), Third Division, UN and General Section, Canberra, vice G. Keating, prov. prom. 1.8.74 (No. 739)
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Duties: Analyse and review information relating to Australia's participation in international trade organisations. Assist in the preparation of policy drafts and brief material for international conferences.

Qualifications: Knowledge of international trade. Ability for economic research in international trade policy field. Tertiary qualifications desirable.

P. F. Foo 236-00930	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, UN and General Section, Canberra, vice P. C. Lowday, prov. prom. 8.8.74 (No. 387)
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Duties: Assist with research on trade policy projects relevant to Australian activities in international organisations.

Qualifications: Knowledge of international organisations an advantage. Ability to collect and classify documentation and undertake preliminary research.

No. 2 Branch

G. E. Freeman 300-02875	Clerk \$3346-6671 (Class 1), Third Division, Australian Bureau of Statistics, Department of the Treasury, Canberra	Clerk \$10029-10704 (Class 6), Third Division, Commercial Policy Section, Canberra (No. 1397)
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Duties: Analyse and review information relating to Australia's trade with other countries. Prepare policy drafts and briefs.

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

NEW SOUTH WALES

Regional Office

T. T. Glover 218-17335	Clerk \$11039-11714 (Class 7), Third Division, Sydney	Officer-in-charge \$12218-12721 (Class 8), Third Division, Heavy Engineering and Metals Section, Sydney (No. 9)
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Duties: Direct and control the work of a section engaged on investigation, trade promotion and industry survey activities. Establish and maintain contact with executives in commerce and industry. Interview and make arrangements for overseas visitors.

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

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

Promoted from

Promoted to

POSTMASTER GENERAL'S DEPARTMENT

CENTRAL OFFICE

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

A. E. Gilderdale 236-28298	Engineer, Class 2 \$10653-11796, Third Division, Engineering Development Division	Engineer, Class 3 \$12455-13797, Third Division, Satellite Communications Section, Melbourne (No. 102)
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Duties: Performance of detailed studies on various aspects of satellite communications technology.

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

I. J. Moran 226-39606	Technical Officer (Engineering), Grade 2 \$7058-8832, Third Division, Engineering Planning and Research Division	Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Third Division, Advanced Techniques Branch, Computer Application and Techniques Section, Melbourne (No. 160)
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Duties: Undertake complex design and development of hardware and software for special purpose computer application. Prepare complex technical specifications for and oversight installation of, mini computer in the laboratories. Liaise with outside organisations and other sections on matters concerning computer equipment relevant to the Section's work.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive experience with computer programming, computer peripherals, and digital circuit design desirable.

D. S. Geldard 226-34979	Engineer, Class 3 \$12455-13797, Third Division, Engineering Planning and Research Division	Engineer, Class 4 \$14468-15373, Third Division, Standards and Laboratories Engineering Branch, Laboratory Design Section, Melbourne (No. 18)
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Duties: Planning, specifying and arranging accommodation of building services and facilities for the Research Laboratories in existing owned and leased buildings now approved. Responsible to the Branch Head for the management of the Section.

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

P. N. McMullen 229-51704	Fitter and Turner \$5298-5549, Fourth Division, Engineering Planning and Research Division	Senior Fitter and Turner \$5864-6024, Fourth Division, Standards and Laboratories Engineering Branch, Design (Special Projects) Section, Melbourne (No. 66)
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Duties: Install, test and maintain machine tools, mechanical plant and auxiliary services.

Qualifications: Tradesman qualifications in Fitting and Turning, preferably with extensive and current experience in the mechanical trades desirable.

Telegraphs and Data Equipment Branch

G. M. Brumhead 223-07898	Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Fourth Division, Engineering Development Division	Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Fourth Division, Operations and Service Section, Melbourne (No. 53)
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Duties: Under the direction of the Sectional Engineer, establish the performance standards for the data transmission and telegraph terminal and switching equipment used throughout Australia. Liaise with State Engineering Sections on the achievement of these standards and take corrective action as required.

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

Telephone Subscribers' Equipment Branch

R. W. Shepherd 232-68923	Engineer, Class 1 \$7204-10012, Third Division, Engineering Division, Victoria	Engineer, Class 2 \$10653-11796, Third Division, Installation Practices Section, Melbourne (No. 5)
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Duties: Under general direction perform professional engineering work and under technical supervision perform professional engineering work in relation to the activities 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.

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

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Engineering Support Services Division, Building Branch

J. F. Munro 228-39202	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Management Services Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Planning and Develop- ment Sub-branch, Buildings (Special Majors) Section, Melbourne (No. 65)
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Duties: Prepare statements of overtime for cleaning and watching staff and personnel duties for this group. Prepare, issue and maintain record of requisition for cleaning materials.

Postal Services Division, Post Offices Branch

A. A. Smith 224-12508	Clerk \$9022-9777 (Class 5), Third Divi- sion, Postal Services Division	Clerk \$10029-10704 (Class 6), Third Division, Staff Section, Melbourne (No. 20)
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Duties: Formulate standards and methods of training supervisory staff of the Branch and develop suitable training courses.

Qualifications: Some knowledge of the Branch's operations would be an advantage.

Telecommunications Division, Commercial Sub-division

C. A. Kousal 225-73846	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Postal Services Divi- sion	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Macro-Forecasting Techniques Section, Melbourne (No. 9)
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Duties: Collection of relevant statistical data from internal and external sources; examine and extract telecommunication and economic indication data from prime source and code onto computer coding forms. Prepare graphs.

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

Sales and Service Sub-division

I. S. McDuffie 222-71987	Clerk \$12218-12721 (Class 8), Third Division, Telecommunications Division	Clerk \$13224-13725 (Class 9), Third Division, Sales Branch, ADP User Co- ordination Section, Melbourne (No. 14)
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Duties: Co-ordinate the activities of Telecommunications Division Staff engaged in the specification, development testing and implementation of a group of related ADP projects.

Qualifications: Administrative ability, sound knowledge of the Telecommunications practices and procedures together with experience in ADP systems development desirable.

M. J. Westaway 228-76433	Clerk \$10029-10704 (Class 6), Third Division, Telecommunications Division	Clerk \$12218-12721 (Class 8), Third Division, Sales Branch, ADP User Co- ordination Section, Melbourne (No. 15)
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R. J. Ryan 226-09511	Clerk \$10029-10704 (Class 6), Third Division, Telecommunications Division	Clerk \$12218-12721 (Class 8), Third Division, Sales Branch, ADP User Co- ordination Section, Melbourne, vice I. S. McDuffie, prov. prom. 28.11.74 (No. 7)
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Duties above two positions: Ensure requirements of the Division are met in the development of ADP systems, produce instructions, design and perform acceptance tests and assist in implementation of systems.

Qualifications above two positions: Knowledge of the Division's policies, practices and procedures in Sales and Service together with experience in ADP systems design and development desirable.

V. K. Welch 223-71670	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Sales Branch, Con- tracts Section, Melbourne (No 11)
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Duties: Maintenance of statistical records relating to the development of subscribers telecommunications facilities throughout the Commonwealth. Computation of statistics as required.

NEW SOUTH WALES

Engineering Division, Administrative Branch

T. Parker 231-80091	Clerk \$3346-6671 (Class 1), Third Divi- sion, unattached	Clerk \$6887-7764 (Class 2/3), Third Division, Staff and Industrial Section, Sydney (No. 56)
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Duties: Collation of data and preparation of statistical returns.

Construction Branch

E. Alfris 231-86434	Engineer, Class 1 \$7275-10308, Third Division, Engineering Division, Sydney	Engineer, Class 2 \$10999-12234, Third Division, Country Installation No. 2 Section, Sydney (No. 24)
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Duties: Responsible to a controlling Engineer for particular projects or operational areas as required.

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

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

Promoted from

Promoted to

Metropolitan Operations Branch

M. R. Ferris 221-81826	Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Fourth Division, Engineering Division, Sydney	Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Fourth Division, City Operations Section, Sydney
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Duties: Officer in charge of a large sub-station installation depot (Central Exchange).

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

M. R. Finney 226-28503	Engineer, Class 1 \$7275-10308, Third Division, Engineering Division, Sydney	Engineer, Class 2 \$10999-12234, Third Division, Metropolitan Operations No. 1 Section, St Leonards (No. 100)
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Duties: 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.

Regional Operations Branch

S. G. Randall 222-07694	Lineman, Grade 2 \$6460-6637, Fourth Division, Engineering Division, Mudgee	Lines Supervisor, Grade 1 \$6710, Fourth Division, Western Section, Mudgee
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Duties: Party Leader.

Support Services Branch

J. R. T. Davoren 221-54342	Draftsman, Grade 2 \$9085-9639, Fourth Division, Engineering Division, Sydney	Senior Draftsman \$9918-10473, Fourth Division, Drafting Section, Sydney (No. 315)
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Duties: Advanced design and drafting work in the Metropolitan Equipment No. 3 Sub-section.

B. Dowling 221-54799	Draftsman, Grade 2 \$9085-9639, Fourth Division, Engineering Division, Sydney	Senior Draftsman \$9918-10473, Fourth Division, Drafting Section, Sydney (No. 15)
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Duties: Advanced design and drafting work in the Metropolitan Equipment No. 5 Sub-section.

R. G. Nance 221-87726	Draftsman, Grade 2 \$9085-9639, Fourth Division, Engineering Division, Sydney	Senior Draftsman \$9918-10473, Fourth Division, Drafting Section, Sydney (No. 8)
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Duties: Advanced design and drafting work in the Metropolitan Equipment No. 4 Sub-section.

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

R. A. Williams 233-89696	Clerk \$3346-6671 (Class 1), Third Division, Engineering Division, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Materials Section, Sydney (No. 19)
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Duties: Collate details of estimated requirements of Engineering material and equipment and prepare correspondence relating to the provision of same.

H. A. Dibden 228-99619	Wood Machinist (A Grade) \$6097-6348, Fourth Division, Engineering Division, Sydney	Saw Doctor \$6932-7179, Fourth Division, Workshops Section, St Peters (No. 191)
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Duties: Duties include maintenance of various power driven woodworking machinery and saws, and includes beating, tensioning and sharpening cutting blades.

Postal Services Division, Mail Exchange Branch

J. Saunders 221-18034	Clerk \$9022-9777 (Class 5), Third Division, Mail Exchange Branch, Redfern	Senior Training Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Administrative Section, Branch Services Sub-section, Redfern (No. 476)
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Duties: Branch training Officer. Determine branch training needs for both manual and coding areas. Develop training programmes to suit these needs. Oversight all branch training programmes. Construct and conduct training courses covering new, specialised and more difficult topics.

Post Offices Branch

B. J. Barry 222-28698	Postmaster, Grade 2 \$8150-8943, Third Division, Cremorne Junction	Postmaster, Grade 3 \$9231-10091, Third Division, Warilla
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K. L. Mills 221-44478	Postmaster, Grade 2 \$8150-8943, Third Division, Gerringong	Postmaster, Grade 3 \$9231-10091, Third Division, Albion Park
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V. J. Payne 221-46393	Senior Postal Clerk, Grade 2 \$7883-8413, Third Division, Parramatta	Postmaster, Grade 3 \$9231-10091, Third Division, Toongabbie
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N. K. Hector 220-99996	Senior Postal Clerk, Grade 2 \$7883-8413, Third Division, Baulkham Hills	Senior Postal Clerk, Grade 3 \$9231-10091, Third Division, Blacktown
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

M. Henclewski 226-21764	Senior Postal Clerk, Grade 1 \$7087-7651, Third Division, Hunters Hill	Senior Postal Clerk, Grade 2 \$7883-8413, Third Division, Artarmon
W. Whitton 236-97672 (26.4.72)	Assistant Postal Officer \$2598-5196, Fourth Division, Bingara	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Quirindi
N. R. McKeown 301-08514 (28.10.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Mittagong	Postman \$5310-5658, Fourth Division, Mittagong

Postal Engineering Branch

L. S. Langtry 236-55026	Clerk \$3346-6671 (Class 1), Third Division, unattached	Clerk \$6887-7764 (Class 2/3), Third Division, Redfern (No. 124)
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Duties: Staff Clerk. Duties involve the processing of all types of personnel work.

Telecommunications Division

P. J. Linden 236-80870	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Personnel and Industrial Relations Branch, Sydney	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Administration Section, Office Services Sub-section, Sydney (No. 180)
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Duties: Provide relief for Clerical Assistants, Grade 2 positions in the Telecommunications Division.

G. W. Schultz 239-62640	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Telecommunications Division, Sydney	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Administration Section, Training Sub-section, Sydney (No. 121)
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Duties: Maintain records in connection with the training of staff.

K. A. Millson 239-82289	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Administration Section, Office Services Sub-section, Sydney (No. 54)
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A. Quenette 239-77754	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Finance and Accounting Branch, Sydney	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Administration Section, Office Services Sub-section, Sydney (No. 156)
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Duties above two positions: Provide relief in the Telecommunications Division.

Country Region

I. Ferris 220-99347	Clerk \$9022-9777 (Class 5), Third Division, Telecommunications Division, Nowra	Clerk \$10029-10704 (Class 6), Third Division, Central and Head Office Section, Sydney (No. 3)
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Duties: Responsible to the Assistant Manager, Central and Head Office Section for supervising the application of sales advisory and contract policy matters and procedures in the Country Region.

M. B. Riggs 220-95872	Clerk \$8015-8770 (Class 4), Third Division, Telecommunications Division, Kempsey	Clerk \$9022-9777 (Class 5), Third Division, North Section, Kempsey District Telephone Office Sub-section, Kempsey (No. 117)
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Duties: Responsible to the District Telephone Manager for supervision and control of the Sales Section.

W. T. Bundock 220-90713	Clerk \$6887-7764 (Class 2/3), Third Division, Telecommunications Division, Gosford	Clerk \$8015-8770 (Class 4), Third Division, North Section, Gosford District Telephone Office Sub-section, Gosford (No. 553)
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Duties: Responsible to the Senior Sales Officer for the processing of applications for telephone services of the more complex type and supervision of the Sales Section.

F. A. Duncombe 225-45810	Clerk \$6887-7764 (Class 2/3), Third Division, Telecommunications Division, Wollongong	Clerk \$8015-8770 (Class 4), Third Division, South Section, Wollongong District Telephone Office Sub-section, Wollongong (No. 550)
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Duties: Responsible to the Senior Sales Officer for the processing of applications for telephone services of the more complex type and supervision of the Sales Section.

C. V. Hanbridge 221-41605	Clerk \$6887-7764 (Class 2/3), Third Division, Telecommunications Division, Wollongong	Clerk \$8015-8770 (Class 4), Third Division, South Section, Wollongong District Telephone Office Sub-section, Wollongong (No. 61)
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Duties: Service Officer. Supervise inspections and training in telephone and telegraph operational areas and investigate difficult service complaints. Evaluate staffing records.

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

Promoted from

Promoted to

A. P. Rathborne 229-29857	Telephonist \$2609-5575, Fourth Division, Telecommunications Division, Newcastle	Supervisor (Telephone), Grade 1 \$7707-8217, Fourth Division, North Section, Newcastle District Telephone Office Sub-section, Newcastle (No. 338)
<i>Duties:</i> Visit PMBX, PABX and Telex subscribers, advise management on most effective use of facilities and instruct switchboard and Telex operators.		
B. J. Hildebrandt 224-54329	Telegraphist \$5662-6824, Fourth Division, Telecommunications Division, Sydney	Supervisor (Telegraph) \$7327-7764, Fourth Division, South Section, Dubbo District Telephone Office Sub-section, Dubbo (No. 255)
L. L. Wood 65/23383W	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Telecommunications Division, Canberra	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Central and Head Office Section, Canberra District Telephone Office Sub-section, Canberra (No. 341)
<i>Duties:</i> Responsible to the Clerical Assistant, Grade 6. Inspections of complex Telecommunications equipment and outdoor extension lines at subscribers premises. Check records of subscribers equipment with Engineering Division and Finance and Accounting Branch records.		
Z. J. Myers 227-07760	Telephonist \$2609-5575, Fourth Division, Telecommunications Division, Wollongong	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, South Section, Wollongong District Telephone Office Sub-section, Wollongong (No. 551)
<i>Duties:</i> Mail receipts and dispatch, maintenance of office filing system and map records, periodical check of departmental records.		
M. M. Russell 230-64410	Telephonist \$2609-5575, Fourth Division, Telecommunications Division, Newcastle	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, North Section, Newcastle District Telephone Office Sub-section, Newcastle (No. 209)
<i>Duties:</i> Maintain exchange records, investigate disputed trunk line calls, perform miscellaneous duties as required.		

Metropolitan Region, Sales Branch

G. Linnen 220-94087	Clerk \$8015-8770 (Class 4), Third Division, Telecommunications Division, Sydney	Clerk \$9022-9777 (Class 5), Third Division, Contracts Section, Group 19, City South, Sydney (No. 454)
<i>Duties:</i> Officer-in-charge, Telephone Sales Office.		
J. C. Pearce 240-01526	Clerk \$8015-8770 (Class 4), Third Division, Telecommunications Division, Burwood	Clerk \$9022-9777 (Class 5), Third Division, Contracts Section, Group 6, Maroubra (No. 305)
<i>Duties:</i> Responsible for the activities of Suburban Sales Office.		
A. Bedelis 234-09300	Clerk \$3346-6671 (Class 1), Third Division, unattached	Clerk \$6887-7764 (Class 2/3), Third Division, Contracts Section, Group 14, Brookvale (No. 42)
<i>Duties:</i> Issue of telephone orders and clearance of debit notices to Assistant Chief Accountant.		

Service Branch

S. W. Piggott 221-02307	Clerk \$9022-9777 (Class 5), Third Division, Telecommunications Division, Sydney	Clerk \$10029-10704 (Class 6), Third Division, Service Standards Section, Metering Sub-section, Sydney (No. 455)
<i>Duties:</i> Responsible for the effective management and operation of the activities of a group of Metering teams.		
D. E. Biber 234-08949	Clerk \$3346-6671 (Class 1), Third Division, Telecommunications Division, Sydney	Clerk \$6887-7764 (Class 2/3), Third Division, Service Advisory Section, Sydney (No. 48)
<i>Duties:</i> Compile and check schedules of subscribers from Sales Branch records. Prepare and dispatch correspondence to subscribers affected by proposed number changes.		
D. M. Kennedy 240-09114	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Telecommunications Division, Sydney	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Service Advisory Section, Customer Services Sub-section, Sydney (No. 474)
<i>Duties:</i> Clerical duties associated with the activities of a group of Service Advisers.		

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

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

QUEENSLAND

Engineering Division, Administrative Branch

V. K. Hart 233-00452	Accounting Machinist, Grade 1 \$2638-5636, Fourth Division, Engineering Division	Accounting Machinist, Grade 2 \$6233, Fourth Division, Financial Services Section, Brisbane (No. 1271)
L. E. Taylor 230-75275	Accounting Machinist, Grade 1 \$2638-5636, Fourth Division, Engineering Division	Accounting Machinist, Grade 2 \$6233, Fourth Division, Financial Services Section, Brisbane (No. 127)
M. A. Thomson 233-01199	Accounting Machinist, Grade 1 \$2638-5636, Fourth Division, Engineering Division	Accounting Machinist, Grade 2 \$6233, Fourth Division, Financial Services Section, Brisbane (No. 1520)

Duties above three positions: Compile and reconcile Engineering Division expenditure abstracts.

Qualifications above three positions: Must have passed prescribed test.

Construction Branch

D. J. Ellis 227-38161	Engineer, Class 1 \$7204-10012, Third Division, unattached	Engineer, Class 2 \$10653-11796, Third Division, Country Installations No. 2 Section, Brisbane (No. 954)
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Duties: Responsible to Engineer, Class 4, for installation of radiocommunication equipment throughout the State.

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.

M. Penrose 221-46444	Telecommunications Technician \$7058-7818, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1 \$7818-8832, Fourth Division, Metropolitan Installations No. 2 Section, Brisbane
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Duties: Team Leader, controlling the installation of ARK equipment in transportable CAX and SCAX buildings. Responsible for field installation and commissioning of completed units.

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

D. D. Hill 226-90583	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Engineering Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Country Installations No. 2 Section, Brisbane (No. 14)
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Duties: Provide clerical and administrative assistance to office Senior Telecommunications Technical Officers.

Country Branch

H. M. Zirbel 226-49636	Clerk \$3346-6671 (Class 1), Third Division, Engineering Division	Clerk \$6887-7764 (Class 2/3), Third Division, South Western Section, Roma (No. 287)
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Duties: Assistant Personnel Officer.

J. E. Stokes 220-52901	Lines Supervisor, Grade 1 \$6710, Fourth Division, Engineering Division	Lines Supervisor, Grade 2 \$7312, Fourth Division, Wide Bay-Burnett Section, Gympie
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Duties: Party Leader.

A. B. Deem 220-45509	Plan Record Assistant, Grade 1 \$2963-6976, Fourth Division, Engineering Division	Cable Assigner \$7180, Fourth Division, Wide Bay-Burnett Section, Maryborough
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Support Services Branch

R. A. Pope 226-53619	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Engineering Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Automotive Plant Section, Brisbane (No. 520)
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Duties: Provide clerical assistance to the Supervisor, Mechanical Aids Workshop, Bulimba.

L. J. Dickens 227-36940	Sheet Metal Worker \$6567-6818, Fourth Division, Engineering Division	Drafting Assistant, Grade 2 \$7193-7897, Fourth Division, Drafting Section, Brisbane (No. 100)
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Duties: Less involved drafting work in the Telephone Equipment No. 2 Sub-section.

A. M. Watson 220-42957	Drafting Assistant, Grade 1 \$2963-6976, Fourth Division, Engineering Division	Drafting Assistant, Grade 2 \$7193-7897, Fourth Division, Drafting Section, Brisbane (No. 99)
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Duties: Less involved drafting work in the Mechanical and Structural No. 1 Sub-section.

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

Promoted from

Promoted to

Postal Services Division, Mail Exchange Branch

J. M. Blackwell 220-75716 <i>Duties:</i> Take control of	Senior Mail Officer \$6591-6824, Fourth Division, Postal Services Division sectional activities in Traffic Areas of Mail Exchange Branch. Shift work involved.	Senior Postal Officer, Grade 1 \$7087-7651, Fourth Division, Brisbane
P. T. Anklesaria 303-36402 (18.7.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division	Mail Officer \$5426-6343, Fourth Division, Brisbane

Post Offices Branch

L. K. Mitchell 238-19895	Postal Officer, Grade 2 \$5426-6343, Fourth Division, Sandgate	Postal Clerk (Relief) \$5662-6824, Fourth Division, Roma
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Telecommunications Division, Metropolitan Region

M. M. King 227-96270 <i>Duties:</i> Responsible to	Clerk \$6887-7764 (Class 2/3), Third Division, Telecommunications Division Senior Sales Officer for the control and direction of staff in a Sales Group.	Clerk \$8015-8770 (Class 4), Third Division, Sales Branch, Contracts Section, Woolloongabba (No. 13)
P. E. Lugg 237-96806 <i>Duties:</i> Processing of applications for new or altered telecommunications facilities.	Clerk \$3346-6671 (Class 1), Third Division, unattached	Clerk \$6887-7764 (Class 2/3), Third Division, Sales Branch, Contracts Section, Brisbane (No. 262)
J. R. Ball 235-39308 <i>Duties:</i> Sales Officer, Grade 2. Process requests for new or altered	Clerk \$3346-6671 (Class 1), Third Division, Telecommunications Division telephone facilities.	Clerk \$6887-7764 (Class 2/3), Third Division, Sales Branch, Contracts Section, Woolloongabba (No. 35)
D. A. Hall 220-83214 <i>Duties:</i> Editor—Process applications for entries in telephone directory.	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Sales Branch, Directory Sales and Meter Checks Section, Brisbane (No. 68)
H. J. Harris 220-80988 <i>Duties:</i> Control and co-ordinate the activities of a team of Survey	Survey Officer \$9022-9777 (Class 5), Third Division, Telecommunications Division Officers.	Senior Survey Officer \$10029-10704 (Class 6), Third Division, Sales Branch, Survey Section, Brisbane (No. 313)
J. M. Machin 220-85500	Assistant Survey Officer \$8015-8770 (Class 4), Third Division, Telecommunications Division	Survey Officer \$9022-9777 (Class 5), Third Division, Sales Branch, Survey Section, Brisbane (No. 314)
J. F. Street 220-82350 <i>Duties above two positions:</i> Undertake and supervise field surveys in all areas of the State and forecast subscribers' telephone and telegraph development. Duties involve absences from Headquarters on country assignments.	Assistant Survey Officer \$8015-8770 (Class 4), Third Division, Telecommunications Division	Survey Officer \$9022-9777 (Class 5), Third Division, Sales Branch, Survey Section, Brisbane, vice H. J. Harris, prov. prom. 28.11.74 (No. 10)

Finance and Accounting Branch

D. L. Davis 235-39455 <i>Duties:</i> Reconciling Officer. Reconcile uncertified expenditure vouchers and control reconciliations relating to inter-office remittances, Defence Service Homes transactions and Revenue collections.	Clerk \$3346-6671 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$6887-7764 (Class 2/3), Third Division, Post Offices Accounting Section, Brisbane (No. 140)
M. O'Farrell 238-04706 <i>Duties:</i> Sort and pair documents relating to Revenue collections and remittances, and assist in the reconciliation of the related ledger accounts.	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Post Offices Accounting Section, Brisbane (No. 105)
N. M. Browne 224-71495 <i>Duties:</i> Supervise and control the work of Accounting Machinists and assist with the reconciliation of telephone accounts. <i>Qualifications:</i> Must have passed prescribed test.	Accounting Machinist, Grade 2 \$6233, Fourth Division, Finance and Accounting Branch	Accounting Machinist Supervisor, Grade 1 \$6562-6741, Fourth Division, Revenue Section, Brisbane (No. 154)

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

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Supply Branch

A. G. Laycock 235-36537	Clerk \$3346-6671 (Class 1), Third Division, Supply Branch	Clerk \$6887-7764 (Class 2/3), Third Division, Procurement Section, Brisbane (No. 31)
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Duties: Examine and certify as correct for payment traders invoices relating to collective schedule contracts.

SOUTH AUSTRALIA

Engineering Division, Buildings Branch

G. C. Clark 226-54662	Technical Officer (Engineering), Grade 2 \$8832-9639, Third Division, unattached	Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Third Division, Engineering Services Section, Adelaide (No. 358)
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Duties: Investigate and recommend re economic application of electrical consumption and electrical tariffs for Australian Post Office premises in South Australia and Northern Territory.

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

E. E. Scroop 219-95836	Senior Technical Officer (Buildings), Grade 3 \$11711-12035, Third Division, Engineering Division	Chief Technical Officer (Buildings), Grade 1 \$12370-12712, Third Division, Functional Briefing Section, Adelaide (No. 1425)
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Duties: Control activities of functional briefing unit responsible for Post Office and miscellaneous buildings, liaise closely with Engineering Services re professional content and act as liaison officer for the Department to ensure that customer requirements and standards are met and that structures are efficiently and economically provided.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. High level of expertise and technical experience appropriate to the duties and a high order of management ability desirable.

M. J. Nottage 217-61298	Senior Technical Officer (Buildings), Grade 2 \$10777-11386, Third Division, Engineering Division	Senior Technical Officer (Buildings), Grade 3 \$11711-12035, Third Division, Functional Briefing Section, Adelaide (No. 546)
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A. F. D. Singlehurst 224-28622	Senior Technical Officer (Buildings), Grade 2 \$10777-11386, Third Division, Engineering Division	Senior Technical Officer (Buildings), Grade 3 \$11711-12035, Fourth Division, Functional Briefing Section, Adelaide, vice E. E. Scroop, prov. prom. 28.11.74 (No. 263)
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Duties above two positions: As Project Officer, undertake functional planning and preparation of building proposals for the provision of more complex building works, formulate design briefs and direct the preparation of briefing plans.

Qualifications above two positions: An approved technical college certificate or other prescribed qualifications and requisite experience. Demonstrated management ability and qualifications in building technology to certificate level desirable.

J. E. Blanche 219-99220	Senior Technical Officer (Buildings), Grade 1 \$9918-10473, Third Division, Engineering Division	Senior Technical Officer (Buildings), Grade 2 \$10777-11386, Third Division, Functional Briefing Section, Adelaide, vice M. J. Nottage, prov. prom. 28.11.74 (No. 543)
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P. T. Neville 219-82189	Senior Technical Officer (Buildings), Grade 1 \$9918-10473, Fourth Division, Engineering Division	Senior Technical Officer (Buildings), Grade 2 \$10777-11386, Fourth Division, Functional Briefing Section, Adelaide (No. 169)
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J. L. Smythe 220-21494	Senior Technical Officer (Buildings), Grade 1 \$9918-10473, Third Division, Engineering Division	Senior Technical Officer (Buildings), Grade 2 \$10777-11386, Third Division, Functional Briefing Section, Adelaide, vice A. F. D. Singlehurst, prov. prom. 28.11.74 (No. 545)
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Duties above three positions: As Project Officer, undertake functional planning and preparation of building proposals for the provision of complex building works; formulate design briefs and direct the preparation of briefing plans.

Qualifications above three positions: An approved technical college certificate or other approved qualifications and requisite experience. Qualifications in building technology to certificate level, or equivalent desirable.

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

Promoted from

Promoted to

B. J. Duggan 227-53126	Technical Officer (Buildings), Grade 2 \$8832-9639, Fourth Division, Engineer- ing Division	Senior Technical Officer (Buildings), Grade 1 \$9918-10473, Fourth Division, Functional Briefing Section, Adelaide, vice J. E. Blanche, prov. prom. 28.11.74 (No. 242)
W. Stephens 227-50961	Technical Officer (Buildings), Grade 2 \$8832-9639, Fourth Division, Engineer- ing Division	Senior Technical Officer (Buildings), Grade 1 \$9918-10473, Fourth Division, Functional Briefing Section, Adelaide, vice P. T. Neville, prov. prom. 28.11.74 (No. 255)

Duties above two positions: Undertake functional planning and prepare building proposals for the provision of routine building work, formulate design briefs and direct preparation of briefing plans.

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

R. N. Green 233-16905	Technical Officer (Buildings), Grade 1 \$7058-8832, Third Division, unattached	Technical Officer (Buildings), Grade 2 \$8832-9639, Third Division, Functional Briefing Section, Adelaide, vice B. J. Duggan, prov. prom. 28.11.74 (No. 1226)
D. L. Heylen 227-57020	Technical Officer (Buildings), Grade 1 \$7058-8832, Third Division, Engineering Division	Technical Officer (Buildings), Grade 2 \$8832-9639, Third Division, Minor Works Section, Adelaide, vice W. Stephens, prov. prom. 28.11.74 (No. 1228)

N. Seropian 233-15654	Technical Officer (Buildings), Grade 1 \$7058-8832, Fourth Division, Engineer- ing Division	Technical Officer (Buildings), Grade 2 \$8832-9639, Fourth Division, Functional Briefing Section, Adelaide (No. 1227)
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Duties above three positions: Undertake functional planning and prepare briefing proposals for the provision of routine building works; formulate design briefs and direct preparations of briefing plans.

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

J. F. Hooper 219-90525	Senior Technical Officer (Buildings), Grade 1 \$9918-10473, Fourth Division, unattached	Senior Technical Officer (Buildings), Grade 2 \$10777-11386, Fourth Division, Minor Works Section, Adelaide (No. 1225)
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Duties: Manage Minor Works Section. Collaborate with other sections of the Branch and with Customer Divisions/Branches in the preparation of minor works and repairs and maintenance programmes ensuring that policy and standards are applied and target dates are met.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. A high level of expertise in minor works and repairs and maintenance activities and proven management ability desirable.

H. M. Blythe 219-86390	Technical Officer (Engineering), Grade 2 \$8832-9639, Fourth Division, Engineer- ing Division	Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Fourth Division, Minor Works Section, Adelaide (No. 1256)
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Duties: Take charge of a team of Technical Officers (Engineering) and Field Officers engaged on co-ordination and oversighting of repairs and maintenance of Engineering Services in buildings and functional planning of minor engineering services building work.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Qualifications in Building Technology desirable.

F. L. Moore 233-19452	Technical Officer (Buildings), Grade 1 \$7058-8832, Fourth Division, Engineer- ing Division	Senior Technical Officer (Buildings), Grade 1 \$9918-10473, Fourth Division, Minor Works Section, Adelaide, vice J. L. Smythe, prov. prom. 28.11.74 (No. 1427)
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Duties: Take charge of a team comprising Technical Officers (Buildings) and a group of Field Officers engaged on co-ordination and oversighting of repairs and maintenance of buildings and functional planning of minor building works.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Qualifications in Building Technology and Building Trade qualifications desirable.

J. G. Hein 228-64619	Technical Officer (Engineering), Grade 1 \$7058-8832, Third Division, Department of Housing and Construction, Adelaide	Technical Officer (Engineering), Grade 2 \$8832-9639, Third Division, Minor Works Section, Adelaide, vice H. M. Blythe, prov. prom. 28.11.74 (No. 1429)
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Duties: Inspection and investigation of Engineering Services, repairs and maintenance projects. Functional planning and preparation of Engineering Services components of building proposals for minor building works.

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

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
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POSTMASTER-GENERAL'S DEPARTMENT—continued**Country Branch**

J. S. Gower 226-63825	Lines Supervisor, Grade 2 \$7312, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$8033, Fourth Division, Northern Section, Whyalla (No. 780)
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Duties: Estimating.

Support Services Branch

W. F. Bracken 219-99327	Clerk \$6887-7764 (Class 2/3), Third Division, Engineering Division	Clerk \$8015-8770 (Class 4), Third Division, Materials Section, Adelaide (No. 188)
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Duties: Sectional Administrative Officer. Provide administrative assistance to the Supervising Engineer in control of Sectional operations, particularly work programme planning, financial allocation, material supply, storage and accounting and staff disposition.

Qualifications: Sound knowledge of Engineering practices and procedures desirable.

J. H. Green 233-20664	Clerk \$3346-6671 (Class 1), Third Division, Engineering Division	Clerk \$6887-7764 (Class 2/3), Third Division, Workshops Section, Adelaide (No. 189)
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Duties: Staff Clerk. Exercise appropriate leave delegations and carry out other administrative action on personnel matters.

T. Cotsopoulos 235-62815	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, unattached	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Workshops Section, Adelaide (No. 350)
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Duties: Process job orders and check their progress, check time allowance claims and prepare orders for outside purchases.

Postal Services Division, Mail Exchange Branch

F. J. Fay 233-33297 (14.12.70)	Postman \$5310-5658, Fourth Division, Postal Services Division	Mail Officer \$5426-6343, Fourth Division, Traffic Section, Adelaide (No. 692)
K. J. Kelsall 238-38201 (24.4.72)	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division	Mail Officer \$5426-6343, Fourth Division, Traffic Section, Adelaide (No. 558)
H. Kilcoyne 303-55574 (9.7.74)	Labourer \$4650-4843, Fourth Division, Postal Services Division	Mail Officer \$5426-6343, Fourth Division, Traffic Section, Adelaide (No. 456)
J. F. King 226-65417 (26.11.65)	Postman \$5310-5658, Fourth Division, Postal Services Division	Mail Officer \$5426-6343, Fourth Division, Traffic Section, Adelaide (No. 620)
L. M. McNerney 228-72635 (12.5.67)	Postman \$5310-5658, Fourth Division, Postal Services Division	Mail Officer \$5426-6343, Fourth Division, Traffic Section, Adelaide (No. 501)
L. M. Panrucker 303-55582 (9.7.74)	Labourer \$4650-4843, Fourth Division, Postal Services Division	Mail Officer \$5426-6343, Fourth Division, Traffic Section, Adelaide (No. 356)
S. J. Pryor 303-53851 (22.5.74)	Cleaner \$4650-4843, Fourth Division, Postal Services Division	Mail Officer \$5426-6343, Fourth Division, Traffic Section, Adelaide (No. 562)
A. A. Row 233-30803 (11.5.70)	Postman \$5310-5658, Fourth Division, Postal Services Division	Mail Officer \$5426-6343, Fourth Division, Traffic Section, Adelaide (No. 468)
B. L. Schilling 235-66963 (22.2.71)	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division	Mail Officer \$5426-6343, Fourth Division, Traffic Section, Adelaide (No. 552)
H. G. Skipper 235-57709 (4.2.71)	Cleaner \$4650-4843, Fourth Division, Personnel and Industrial Relations Branch	Mail Officer \$5426-6343, Fourth Division, Traffic Section, Adelaide (No. 690)
M. Stubbs 235-70575 (15.12.71)	Assistant, Grade 1 \$2481-5349, Fourth Division, Telecommunications Division	Mail Officer \$5426-6343, Fourth Division, Traffic Section, Adelaide (No. 493)
R. Wilson 227-61054 (21.6.66)	Postman \$5310-5658, Fourth Division, Postal Services Division	Mail Officer \$5426-6343, Fourth Division, Traffic Section, Adelaide (No. 668)
P. R. Wiltshire 227-61521 (20.7.66)	Postman \$5310-5658, Fourth Division, Postal Services Division	Mail Officer \$5426-6343, Fourth Division, Traffic Section, Adelaide (No. 241)

Qualifications above thirteen positions: Occupant must be qualified in accordance with conditions as notified in Gazette No. 9 of 30.1.73.

Telecommunications Division, Country Region

J. W. Splatt 229-95387	Clerk \$3346-6671 (Class 1), Third Division, Telecommunications Division	Clerk \$6887-7764 (Class 2/3), Third Division, District Telephone Office Section, Mount Gambier Sub-section, Mount Gambier (No. 124)
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Duties: Staff and general clerical duties.

Qualifications: A good knowledge of staffing practices and procedures, and of Personnel Instructions desirable.

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

Promoted from

Promoted to

N. D. Woolford 241-40614	Clerk \$3346-6671 (Class 1), Third Division, Telecommunications Division	Clerk \$6887-7764 (Class 2/3), Third Division, District Telephone Office Section, Murray Bridge Sub-section, Murray Bridge (No. 47)
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Duties: Sales Officer. Process applications for telephone facilities.

Qualifications: Knowledge of Telecommunications facilities, tariffs and sales practices and procedures desirable.

Personnel and Industrial Relations Branch

M. P. Walker 229-98342	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Personnel and Industrial Relations Branch	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Staffing and General Services Section, Adelaide (No. 110)
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Duties: Provide clerical assistance in the examinations area.

NORTHERN TERRITORY

Engineering Division, Country Branch

S. L. Diplock 232-91509	Clerk \$3346-6671 (Class 1), Third Division, Engineering Division	Clerk \$6887-7764 (Class 2/3), Third Division, Northern Territory Section, Darwin (No. 1758)
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Duties: Assistant Personnel Officer, Radio Australia. Check pay sheets and allowances, leave approvals and perform other duties relating to staff work.

V. Siemionowa 235-61636	Clerk \$3346-6671 (Class 1), Third Division, unattached	Clerk \$6887-7764 (Class 2/3), Third Division, Northern Territory Section, Darwin (No. 330)
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Duties: Staff Movements Clerk. Responsible for transfer arrangements including associated allowances, removals, accommodation and higher duties.

D. W. Fiebig 220-11771	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division, South Australia	Lines Supervisor, Grade 2 \$7312, Fourth Division, Northern Territory Section, Tennant Creek (No. 762)
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Duties: Area Supervisor.

Telecommunications Division, Country Region

V. L. Budd 224-78574	Telecommunications Technician \$7058-7818, Third Division, South Australia, unattached	Clerk \$8015-8770 (Class 4), Third Division, District Telephone Office Section, Darwin Sub-section, Darwin (No. 103)
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Duties: Service Officer.

Qualifications: Sound knowledge of telecommunications service practices and procedures is desirable.

M. L. Jeffery 225-90881	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Telecommunications Division	Supervisor (Telephone), Grade 1 \$7707-8217, Fourth Division, Darwin (No. 115)
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Duties: Service Advisor. Inspect and attend cutovers of PBX, PABX and Telex.

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

WESTERN AUSTRALIA

Engineering Division, Country Branch

B. J. Weighell 222-68358	Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Fourth Division, Engineering Division	Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Fourth Division, North West Section, Karratha (No. 6967)
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Duties: In charge of Karratha Technician Station and District including ARK, ARM Exchanges; coaxial cable, long line equipment, TV, PABX and Telex equipment.

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

Accommodation: Married accommodation and single men's quarters available.

Support Services Branch

G. J. Browne 238-53137	Clerk \$3346-6671 (Class 1), Third Division, unattached	Clerk \$6887-7764 (Class 2/3), Third Division, Drafting Section, Perth (No. 4572)
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Duties: Staff Clerk.

J. J. McBride 222-62503	Plan Records Officer \$7058-8832, Fourth Division, Engineering Division	Draftsman, Grade 2 \$9085-9639, Fourth Division, Drafting Section, Perth, vice C. P. Hogan, proy. prom. 28.11.74 (No. 4630)
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Duties: Carry out design and drafting work in the Cables and Conduits No. 3 Group.

Qualifications: An approved certificate from a technical college or institute of technology or its equivalent, or such other qualifications as the Board considers appropriate together with appropriate experience.

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

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

R. J. Moiler 230-03597	Draftsman, Grade 1 \$7058-8832, Third Division, Engineering Division	Draftsman, Grade 2 \$9085-9639, Third Division, Drafting Section, Perth (No. 4667)
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Duties: Design and drafting work in the Trunk Cables Group.

Qualifications: An approved certificate from a technical college or institute of technology or its equivalent, or such other qualifications as the Board considers appropriate together with appropriate experience.

J. R. Dingle 222-55944	Draftsman, Grade 1 \$7058-8832, Fourth Division, Engineering Division	Draftsman, Grade 2 \$9085-9639, Fourth Division, Drafting Section, Perth (No. 4671)
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Duties: Design and drafting work in the Trunk and Telegraph Lines, Planning and Building Group.

Qualifications: An approved certificate from a technical college or institute of technology or its equivalent, or such other qualifications as the Board considers appropriate together with appropriate experience.

N. C. L. Giles 222-57579	Plans Records Officer \$7058-8832, Fourth Division, Engineering Division	Draftsman, Grade 2 \$9085-9639, Fourth Division, Drafting Section, Perth (No. 7827)
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Duties: Design and drafting work in the Cables and Conduits No. 3 Group.

Qualifications: An approved certificate from a technical college or institute of technology or its equivalent, or such other qualifications as the Board considers appropriate together with appropriate experience.

C. P. Hogan 221-57324	Draftsman, Grade 2 \$9085-9639, Fourth Division, Engineering Division	Supervising Draftsman \$10777-11386, Fourth Division, Drafting Section, Perth (No. 4552)
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Duties: Control, co-ordinate and check the work of the Survey No. 2 Sub-section.

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

Postal Services Division, Post Offices Branch

R. M. Heelan 304-25712 (4.10.74)	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division	Postal Officer, Grade 1 \$5310-5658, Fourth Division, Geraldton
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Finance and Accounting Branch

K. E. Pinker 222-64111	Clerk \$6887-7764 (Class 2/3), Third Division, Finance and Accounting Branch	Clerk \$8015-8770 (Class 4), Third Divi- sion, Revenue Section, Perth (No. 8951)
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Duties: Officer in charge of an Accounting Ledger Team.

Qualifications: Thorough knowledge of Telephone Accounting procedures. Ability to control staff and plan work programmes desirable.

J. P. M. Hurney 228-77444	Clerk \$6887-7764 (Class 2/3), Third Division, Finance and Accounting Branch	Clerk \$8015-8770 (Class 4), Third Divi- sion, Revenue Section, Perth (No. 8952)
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Duties: Officer in charge of an Accounting Ledger Team.

Qualifications: Thorough knowledge of Telephone Accounting procedures. Ability to control staff and plan work programmes desirable.

Personnel and Industrial Relations Branch

P. D. Latham 304-22036 (15.5.74)	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Staffing and General Services Section, Perth (No. 336)
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Duties: Perform messengerial duties in the Central Registry.

R. M. True 304-21711 (23.4.74)	Assistant Postal Officer \$2598-5196, Fourth Division, unattached	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Staffing and General Services Section, Perth (No. 345)
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Duties: Perform messengerial duties in the Staff Registry.

D. H. Bird 227-66867	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Industrial Rela- tions Branch	Clerk \$8015-8770 (Class 4), Third Divi- sion, Industrial Relations Section, Perth (No. 419)
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M. R. Colleran 222-42086	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Industrial Rela- tions Branch	Clerk \$8015-8770 (Class 4), Third Divi- sion, Industrial Relations Section, Perth (No. 421)
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Duties above two positions: Industrial Assessor. Assess and approve allowance payments, increments, salary and superannuation variations, leave and furlough entitlements.

Qualifications above two positions: Sound knowledge of the Public Service Act and Regulations, General Orders, Personnel Instructions.

G. B. Randell 241-71605 (2.10.73)	Assistant Postal Officer \$2598-5196, Fourth Division, Postal Services Division	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Staffing and General Services Section, Perth (No. 440)
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Duties: Provide clerical assistance in the staff Registry.

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

Promoted from

Promoted to

Supply Branch

A. M. Dwyer 222-43097	Clerk \$6887-7764 (Class 2/3), Third Division, Supply Branch	Clerk \$8015-8770 (Class 4), Third Division, Stores Accounting and Warehousing Section, Perth (No. 515)
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Duties: Assistant Stock Controller.

Qualifications: Experience in Supply Branch procedures desirable.

TASMANIA

Engineering Division

D. A. Beattie 227-69486	Clerk \$6887-7764 (Class 2/3), Third Division, Engineering Division	Clerk \$8015-8770 (Class 4), Third Division, Administrative Branch, Hobart (No. 57)
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Duties: Under direction of Staff Engineer create graphical indicators showing trends in regard to resources required to meet engineering construction and plant maintenance programme and preparation of correspondence.

Qualifications: A capacity for research and statistical analysis and a good knowledge of engineering practices and procedures desirable.

M. W. Verrier 222-36460	Senior Technical Officer (Engineering), Grade 3 \$11711-12035, Third Division, Engineering Division	Principal Technical Officer (Engineering) \$12370-12712, Third Division, Southern Operations Section, Hobart (No. 887)
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Duties: Make high level technical contributions to management of exchange maintenance and country operations activities. Control districts.

R. A. Brown 223-77837	Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Fourth Division, Engineering Division	Senior Technical Officer (Engineering), Grade 3 \$11711-12035, Fourth Division, Southern Operations Section, Hobart (No. 888)
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Duties: Make high level contributions to management of subscribers service activities. Control subscribers service internal and external plant installation and maintenance districts.

W. E. Grubb 223-77730	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Engineering Division	Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Fourth Division, Southern Operations Section, Hobart (No. 889)
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Duties: Control lines districts engaged on installation and maintenance of external plant, oversight of performance standards.

G. C. Felmingham 223-77132	Technical Officer (Engineering), Grade 2 \$9085-9639, Third Division, Engineering Division	Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Third Division, Southern Operations Section, Hobart (No. 891)
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Duties: Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.

R. N. Mann 223-75540	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Engineering Division	Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Fourth Division, Southern Operations Section, Hobart (No. 890)
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Duties: Control and co-ordinate external plant technical design work, undertake complex design projects.

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

R. B. Terrell 220-22315	Lineman, Grade 2 \$6460-6637, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$6710, Fourth Division, Southern Operations Section, Hobart
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Duties: In charge of a district line party performing both aerial and cable distribution work.

Qualifications: Qualified Lineman, Grade 1. Experience in aerial and cable distribution work. Driver's licence desirable.

K. D. Floyed 223-77255	Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Fourth Division, Engineering Division	Principal Technical Officer (Engineering), \$12370-12712, Fourth Division, Installation Section, Hobart (No. 895)
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Duties: Make high level technical contributions to the management of the Section. Control districts.

J. J. Forbes 223-77271	Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Fourth Division, Engineering Division	Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Fourth Division, Installation Section, Hobart (No. 897)
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Duties: Control and co-ordinate technical aspects of estimating, supply and allocation of equipment and material for the internal plant construction programme. Other high level technical duties as directed.

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

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

E. J. Smith 222-37578	Telecommunications Technical Officer, Grade 2 \$9085-9639, Third Division, Engineering Division	Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Third Division, Installation Section, Hobart (No. 896)
<i>Duties:</i> Responsible for technical aspects of resources co-ordination. Undertake related investigations.		
K. G. Rowlands 222-37244	Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Third Division, Engineering Division	Senior Technical Officer (Engineering), Grade 3 \$11711-12035, Third Division, Planning and Programming Section, Hobart, vice M. W. Verrier, prov prom. 28.11.74 (No. 54)
<i>Duties:</i> Control and co-ordinate the technical aspects of planning and programming functions, including the control of technical groups performing specialised functions in the area of programming, switching and facilities planning, traffic engineering, transmission and line planning, transmission measurements and power co-ordination. State trunk network co-ordinator.		
W. E. McGee 222-39776	Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Fourth Division, Engineering Division	Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Fourth Division, Regional Operations Section, Hobart (No. 899)
<i>Duties:</i> Make high level contributions to management of the telegraphs and data activities of the Section. Control districts.		
K. D. Parnell 222-38474	Technical Instructor, Grade 2 \$9085- 9639, Third Division, Engineering Divi- sion	Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Third Division, Regional Operations Section, Hobart (No. 898)
<i>Duties:</i> Make high level technical contributions to management of the radio and broadcasting activities section. Control districts.		
B. C. Smith 222-37535	Senior Telecommunications Technical Officer, Grade 1 \$9918-10473, Fourth Division, Engineering Division	Senior Technical Officer (Engineering), Grade 2 \$10777-11386, Fourth Division, Regional Operations Section, Hobart (No. 900)
<i>Duties:</i> Co-ordinate, develop and review standard methods and practices for the maintenance of telephone exchange and sub-section equipment.		
<i>Qualifications above seven positions:</i> An approved technical college certificate or other approved qualifications and requisite experience.		
M. P. Coleman 238-71511	Telecommunications Assistant \$3096- 6442, Fourth Division, Engineering Divi- sion	Telecommunications Technician \$7058- 7818, Fourth Division, Regional Opera- tions Section, Burnie
M. J. Jones 238-71394	Telecommunications Assistant \$3096- 6442, Fourth Division, unattached	Telecommunications Tradesman \$6695- 7447, Fourth Division, Regional Opera- tions Section, Burnie
<i>Qualifications above two positions:</i> Applicants should be qualified in accordance with conditions notified in Gazette No. 25 A of 22.3.74.		
J. W. Hepburn 223-76025	Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Fourth Division, Engineering Division, Darwin	Principal Technical Officer (Engineering) \$12370-12712, Fourth Division, Northern Operations Section, Launceston (No. 892)
<i>Duties:</i> Make high level technical contributions to management of the internal and subscribers equipment installation and maintenance activities of the Section. Control districts.		
G. E. Stott 222-37834	Senior Telecommunications Technical Officer, Grade 2 \$10777-11386, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 3 \$11711-12035, Fourth Division, Northern Operations Section, Burnie (No. 442)
<i>Duties:</i> Control of a group of districts responsible for internal equipment maintenance and subscribers installation and maintenance, including the expenditure of allocated funds.		
I. R. Casey 223-78127	Technical Officer (Engineering), Grade 2 \$9085-9639, Fourth Division, Engineering Division	Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Fourth Division, Northern Operations Section Launceston (No. 894)
<i>Duties:</i> Control and co-ordinate external plant technical design work; undertake complex design projects.		
G. D. Long 222-39530	Technical Officer (Engineering), Grade 1 \$7058-8578, Third Division, Engineering Division	Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Third Division, Northern Operations Section, Launceston (No. 893)
<i>Duties:</i> Participate in development and maintenance of information systems to oversight service performance and costs. Undertake related investigations.		
<i>Qualifications above four positions:</i> An approved technical college certificate or other approved qualifications and requisite experience.		

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

Promoted from

Promoted to

Telecommunications Division

P. C. Stubbs 223-38424	Telephonist \$2609-5575, Fourth Division, Telecommunications Division	Monitor \$6034-6381, Fourth Division, District Telephone Office, Launceston
<i>Duties:</i> Telephone traffic disposal. In charge of a group of Telephonists at a large Manual Assistance Centre.		
<i>Qualifications:</i> Applicants must be qualified for promotion or transfer as Monitor (Telephone).		

Personnel and Industrial Relations Branch

S. E. Potter 225-95949	Clerk \$8015-8770 (Class 4), Third Division, Personnel and Industrial Relations Branch	Clerk \$9022-9777 (Class 5), Third Division, Staffing and General Services Section, Hobart (No. 60)
<i>Duties:</i> Senior Clerk. Responsible for the management of the Personnel Services for the Branch. Prepare recommendations and reports under the punitive provisions of the Public Service Act in regard to disciplinary cases.		
<i>Qualifications:</i> Knowledge of the Public Service Act and Regulations, General Orders, Personnel Instructions and ability to direct and control staff desirable.		

DEPARTMENT OF THE PRIME MINISTER AND CABINET

CENTRAL OFFICE

Government Division

L. J. Mason 233-74443	Steno-secretary, Grade 1 \$6382-6741, Fourth Division	Steno-secretary, Grade 2 \$7099-7579, Fourth Division, Canberra (No. 64)
<i>Duties:</i> Provide steno-secretarial services for the First Assistant Secretary.		
<i>Qualifications:</i> Shorthand, at least 100 words per minute.		

Government Branch

R. W. Jennings 239-06825	Clerk \$11039-11714, (Class 7), Third Division	Clerk \$13224-13725, (Class 9), Third Division, Canberra (No. 68)
<i>Duties:</i> Prepare submissions and briefs for the Prime Minister and secretary and deal with the more important correspondence.		
<i>Qualifications:</i> Capacity for dealing with policy issues. Tertiary qualifications desirable.		

Operations Division, Services Branch

S. K. Verdon 304-56922	Typist, Grade 1 \$2638-5636, Fourth Division	Typist, Grade 2 \$5791-6101, Fourth Division, Office Services Sub-section, Canberra (No. 571)
<i>Duties:</i> Perform typing duties as directed.		
W. A. Townsend 241-80560	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Registry Sub-section, Canberra (No. 259)
<i>Duties:</i> Safe-hand messenger.		

OFFICE OF THE INTERIM COMMITTEE FOR THE CHILDREN'S COMMISSION

AUSTRALIAN CAPITAL TERRITORY

C. F. Bond 239-75388	Clerk \$5346-6671 (Class 1), Third Division, Department of Education	Clerk \$9022-9777 (Class 5), Third Division, Canberra (No. 780)
<i>Duties:</i> Act as minute secretary and provide administrative services to the Australian Pre-schools Committee and associated sub-committees. Prepare briefing and other material for these committees.		
<i>Qualifications:</i> Tertiary qualifications and administrative experience together with experience in Committee servicing desirable.		

THE OFFICE OF THE PUBLIC SERVICE BOARD

CENTRAL OFFICE

Employment Conditions Division, Employment Conditions Branch No. 2

C. E. Taylor 233-75382	Assistant Inspector \$11039-11714 (Class 7), Third Division, Canberra	Assistant Inspector \$12218-12721 (Class 8), Third Division, Conditions Development Section, Canberra (No. 577)
<i>Duties:</i> Investigate, analyse and report on significant changes and trends relevant to Australian Public Service conditions of employment.		
<i>Qualifications:</i> Applicants should state academic qualifications.		

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

Promoted from

Promoted to

DEPARTMENT OF THE PRIME MINISTER AND CABINET—continued

Development Division, Classification Development Branch

J. E. McGovern 219-10345	Inspector \$13224-13725 (Class 9), Third Division, Canberra	Director \$15236-15739 (Class 11), Third Division, Classification Standards Section, Canberra (No. 86)
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Duties: Direct and control a section responsible for the development of principles and policy relating to the identification and description of employment groups and their work levels, the provision of advice on the preparation of position classification standards and the publication of standards.

Qualifications: Tertiary qualifications to be stated. Experience in and ability for research and policy analysis desirable.

Planning Branch

G. Rothman 239-07879	Principal Research Officer \$13224-13725 (Class 9), Third Division, Canberra	Director \$15236-15739 (Class 11), Third Division, Manpower Planning and Analysis Section, Canberra (No. 309)
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Duties: Lead a section responsible for the development and application of quantitative analysis techniques in the formulation of manpower planning systems and associated manpower resources forecasting and monitoring methods. Develop a numerical analysis capability for use within the Board generally.

Qualifications: Considerable experience in systems design and the application of quantitative/statistical methods, preferably in the field of manpower planning and management systems desirable. Academic qualifications to be stated.

ADP Division, ADP General Development Branch

A. G. Auzins 228-96522	Assistant Inspector \$12218-12721 (Class 8), Third Division, Canberra	Inspector \$13224-13725 (Class 9), Third Division, Office Machines Section, Canberra (No. 237)
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Duties: Direct the operations of the Office Machines Section. Prepare submissions associated with policy matters relating to the work of the section. Examine and report on major departmental proposals for mechanisation of systems. Liaise with Australian Stores and Tender Board and Industry representatives.

Qualifications: Detailed knowledge of office systems with particular reference to mechanised procedures. Knowledge of interaction between Office Machines and ADP desirable.

VICTORIA

Personnel Services Branch

D. M. Coulthard 234-7192	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Melbourne	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Recruitment Section, Office Categories Recruitment Sub-section, Melbourne (No. 16)
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Duties: Process applications for permanent appointment. Arrange Selection Tests.

G. Di Trocchio 237-30890	Typist, Grade 1 \$2638-5636, Fourth Division, Melbourne	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Recruitment Section, Information Sub-section, Melbourne, vice M. A. Irving, prov. prom. (No. 42)
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Duties: Assist at public counter and in answering inquiries relating to all aspects of recruitment and employment.

D. R. Cleland 232-70644	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Training Section, Melbourne, vice G. M. Karczag, prov. prom. (No. 38)
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Duties: Assist with training courses, material and facilities. Responsible for library records. Assist in operation of training equipment.

C. Brown 237-72118	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Melbourne	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Recruitment Section, Office Categories Recruitment Sub-section, Melbourne, vice D. R. Cleland, prov. prom. (No. 74)
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Duties: Process applications for permanent appointment and assist with arrangements for Selection Tests.

Establishment Services Branch No. 1

M. A. Irving 232-34627	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Melbourne	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Melbourne (No. 67)
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Duties: Maintain establishment records, departmental position control numbers, register of positions and schedules for use by staff. Prepare minor correspondence.

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

Promoted from

Promoted to

Establishment Services Branch No. 2

G. M. Karczag 232-50221	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Melbourne	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Melbourne (No. 12)
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Duties: Maintain establishment records, departmental position control numbers, register of positions and schedules for use by staff. Prepare minor correspondence.

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

CENTRAL OFFICE

Project Division No. 1, Project Branch No. 3

A. J. McKenzie 228-99846	Clerk \$9022-9777 (Class 5), Third Division, Sydney	Clerk \$10029-10704 (Class 6), Third Division, Sydney (No. 363)
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Duties: As directed, assist in the preparation of material and drafting of submissions for use by the Commission in its inquiries.
Qualifications: Ability to collate and analyse information and prepare submissions, together with appropriate academic qualifications. Some knowledge of quantitative economics an advantage.

J. S. Stimler 239-69455	Clerk \$3346-6671 (Class 1), Third Division, Sydney	Clerk \$9022-9777 (Class 5), Third Division, Sydney (No. 275)
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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.

G. N. Day 236-66382	Clerk \$6887-7764 (Class 2/3), Third Division, Sydney	Clerk \$9022-9777 (Class 5), Third Division, Sydney, vice A. J. McKenzie, prov. prom. 28.11.74 (No. 276)
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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.

OFFICE OF THE PRICES JUSTIFICATION TRIBUNAL

NEW SOUTH WALES

Retail Industry Branch

J. P. Quinn 217-75147	Senior Investigation Officer \$12218-12721 (Class 8), Third Division, Australian Industrial Research and Development Grants Board, Sydney	Senior Project Officer \$13224-13725 (Class 9), Third Division, Sydney (No. 711)
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Duties: As a member of a team, undertake important investigations into pricing patterns in a wide cross section of industry sectors.
Qualifications: Tertiary qualifications in Economics, Commerce or Accounting, or their equivalent, and/or extensive experience in or knowledge of commercial operations particularly in regard to the factors affecting the selling prices of goods and services. Ability for critical analysis and an aptitude for report writing desirable.

VICTORIA

Secretary's Branch

P. J. Simmons 234-45942	Clerk \$6887-7764 (Class 2/3), Third Division, Services Branch	Clerk \$8015-8770 (Class 4), Third Division, Melbourne (No. 613)
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Duties: Assist with the preparation of notices and exemptions in implementation of the Tribunal's decisions as required.

AUDITOR-GENERAL'S OFFICE

CENTRAL OFFICE

M. X. Murphy 235-28983	Audit Inspector, Grade 1 \$9022-9777 (Class 5), Third Division, Canberra	Audit Inspector, Grade 3 \$11039-11714 (Class 7), Third Division, Canberra (No. 127)
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Qualifications: Accountancy qualifications or equivalent University qualifications should be stated.

G. T. F. Cook 218-65273	Audit Inspector, Grade 2 \$10029-10704 (Class 6), Third Division, Perth (No. 9)	Audit Inspector, Grade 3 \$11039-11714 (Class 7), Third Division, New York (No. 3)
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Qualifications: Accountancy qualifications or equivalent university qualifications should be stated.

WESTERN AUSTRALIA

G. T. Roscoe 222-65157	Audit Inspector, Grade 1 \$9022-9777 (Class 5), Third Division, Perth	Audit Inspector, Grade 2 \$10029-10704 (Class 6), Third Division, Perth, vice G. T. F. Cook, prov. prom. (No. 9)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF THE PRIME MINISTER AND CABINET—continued

C. E. Dermer 241-55146	Assistant Audit Inspector \$8015-8770 (Class 4), Third Division, Perth	Audit Inspector, Grade 1 \$9022-9777 (Class 5), Third Division, Perth, vice G. T. Roscoe, prov. prom. (No. 22)
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Qualifications above two positions: Accountancy qualifications or equivalent university qualifications should be stated.

NORTHERN TERRITORY

A. McIntyre 218-62195	Audit Inspector, Grade 1 \$9022-9777 (Class 5), Third Division, Brisbane	Audit Inspector, Grade 3 \$11039-11714 (Class 7), Third Division, Darwin (No. 7)
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Qualifications: Accountancy qualifications or equivalent university qualifications should be stated.

DEPARTMENT OF REPATRIATION AND COMPENSATION

CENTRAL OFFICE

Management Services Division

G. T. Miller 217-46557	Assistant Commissioner \$17776, Second Division	First Assistant Commissioner \$21417, Second Division (No. 1)
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Duties: Direct and control the Division.

Methods and Services Branch

L. Charalambous 241-85222	Accounting Machinist, Grade 1 \$2638- 5636, Fourth Division, Bureau of Agri- cultural Economics, Canberra	Accounting Machinist, Grade 2 \$6233, Fourth Division, Research and Statistics Section (No. 8)
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Duties: Under direction perform statistical calculations such as correlations, etc., on a programmable calculating machine.

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

J. A. Kean 223-25981	Assistant Inspector \$10029-10704 (Class 6), Third Division, Postmaster-General's Department, Melbourne	Inspector \$12218-12721 (Class 8), Third Division, Brisbane (No. 12)
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Duties: Team leader. Undertake clerical work measurement studies in selected areas of the Department, prepare reports and make recommendations for improved methods and appropriate standards.

Qualifications: Academic qualifications to be stated.

Treatment Services Division, General Treatment Branch

J. L. McRae 225-46119	Assistant Executive Officer \$11039-11714 (Class 7), Third Division	Executive Officer \$12218-12721 (Class 8), Third Division (No. 6)
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Duties: Responsible for the investigation and review of established policies, and for advice on procedural aspects in the general treatment area.

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

Compensation Policy Division

J. A. Costello 217-52965	Assistant Commissioner \$17776, Second Division	First Assistant Secretary \$21417, Second Division (No. 1)
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Duties: Direct and control the Division.

J. R. Barich 217-64333	Clerk \$15236-15739 (Class 11), Third Division, Department of the Prime Minister and Cabinet, Canberra	Assistant Secretary \$17776, Second Divi- sion (No. 2)
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Duties: Control a group responsible for the development of Australian Government policies on National Compensation. Where necessary, assess and advise on the impact of the Compensation Scheme on associated welfare schemes.

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

NEW SOUTH WALES

Branch Office

C. L. Tracey 218-50645	Assistant Deputy Commissioner \$14229- 14733 (Class 10), Third Division, unattached	Assistant Deputy Commissioner \$15236- 15739 (Class 11), Third Division, Execu- tive Section (No. 4)
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Duties: Responsible to the Deputy Commissioner for the top level management of the Benefits Sections in the Branch.

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

Promoted from

Promoted to

J. A. Alexander 226-07321	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Administrative Services Section, Out-patient Clinic, Sydney	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Treatment Section, Sydney (No. 31)
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J. M. A. Currey 229-08511	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Treatment Section, Sydney (No. 32)
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Duties above two positions: Counter Assistants, Interview members of the public regarding eligibility and availability of medical and para-medical treatment and assist claimants in the completion of forms and other documents. Issue surgical aids and travelling authorities and maintain attendance records and Daily Return of Absences for Treatment Section.

Qualifications above two positions: Knowledge of Appropriate Treatment Section procedures desirable.

M. Lynn 236-32940	Clerical Assistant, Grade 1 \$2599-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Registry Section, Syd- ney (No. 212)
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Duties: Carry out the more difficult file searching and attachment of papers to files within Treatment Section, Control Point.

Qualifications: Knowledge of appropriate Registry procedures desirable.

R. D. Ward 218-24690	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Accounts Section, Syd- ney (No. 22)
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Duties: Oversight storage and security of all paid vouchers. Issue vouchers as necessary to audit and other authorised staff. Maintain associated registers and records. Collect all paid accounts from Sub-Treasury, check for completeness and file.

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

VICTORIA

Branch Office

J. L. Cormack 227-20818	Clerk \$8015-8770 (Class 4), Third Division	Clerk \$9022-9777 (Class 5), Third Divi- sion, Accounts Section, South Melbourne (No. 7)
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Duties: Certifying Officer, in charge of Sustenance, Treatment and General Claims Sub-section.

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

T. R. Clark 229-39289	Clerk 6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Divi- sion, Accounts Section, South Melbourne (No. 87)
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Duties: Assistant Trust Officer.

R. J. Hamer 230-80066	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Divi- sion, Accounts Section, South Melbourne (No. 71)
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Duties: Supervisor, Institutional Accounts Sub-section.

S. A. Martin 227-20885	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Divi- sion, Accounts Section, South Melbourne (No. 14)
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Duties: Group Leader (General Claims). Supervise and direct Treatment and General Expenditure Group, Certifying Officer.

Qualifications: Ability to control staff and knowledge of Audit Act and Treasury Regulations.

V. W. Wilson 218-59316	Clerk \$9022-9777 (Class 5), Third Division	Clerk \$10029-10704 (Class 6), Third Division, Pensions Section, South Mel- bourne (No. 108)
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Duties: Determine, as delegate of the Repatriation Commission, applications for Service Pension, Supplementary Assistance and pension for student children; variation and cancellation of Means Test and/or War Pensions.

Out-Patient Clinic

K. M. Smith 240-58485	Typist, Grade 1 \$5275-5636, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Administration Section, South Melbourne (No. 37)
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Duties: Supervise clerical staff of X-ray sub-section. Attend to patients reporting for X-rays. Prepare statistical returns.

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

Promoted from

Promoted to

DEPARTMENT OF REPATRIATION AND COMPENSATION—continued

QUEENSLAND

Repatriation General Hospital

W. T. Donohue 218-31196	Cook, Grade 1 \$5135-5334, Fourth Division	Cook, Grade 2 \$5432-5725, Fourth Division, General Services (Miscellaneous), Greenslopes (No. 39)
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Duties: Shift Boss. Supervise and assist in cooking of meals. Ensure areas and equipment are maintained at required standard of cleanliness. Take charge of kitchen during any part of shift when Chef is not on duty.

R. J. Connolly 238-01898	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Administrative Services Section, Greenslopes (No. 4)
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Duties: Maintain personnel and policy file Registry system.

Branch Office

P. A. Mathieson 235-42718	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Pensions Section, Brisbane (No. 72)
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Duties: Service Pension Assistant.

SOUTH AUSTRALIA

Branch Office

H. R. Godlee 218-88707	Assistant Deputy Commissioner \$12218-12721 (Class 8), Third Division, unattached	Assistant Deputy Commissioner \$13224-13725 (Class 9), Third Division, Executive Section (No. 3)
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Duties: Top level assistance to the Deputy Commissioner on the general administration of the Branch.

WESTERN AUSTRALIA

Branch Office

A. W. Pedler 218-79907	Assistant Deputy Commissioner \$12218-12721 (Class 8), Third Division, unattached	Assistant Deputy Commissioner \$13224-13725 (Class 9), Third Division, Executive Section (No. 2)
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Duties: Top level assistance to the Deputy Commissioner on the general administration of the Branch.

TASMANIA

Branch Office

N. I. Gale 235-90349	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Accounts Section, Hobart (No. 9)
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Duties: Accounts Registration Clerk.

Qualifications: Knowledge of departmental and Treasury accounting procedures, and neatness and accuracy in figure work and hand writing, desirable.

L. A. Obergfell 304-44446	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Personnel and Office Services Section, Hobart (No. 14)
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Duties: Staff Clerk.

Qualifications: Knowledge of the ADP Salaries System, Public Service Act, Regulations, General Orders and Superannuation Act desirable.

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

Management Services Branch

P. B. Bryant 226-16076	Clerk \$8015-8770 (Class 4), Third Division, Department of Housing and Construction, Sydney	Senior Internal Auditor, Grade 1 \$10029-10704 (Class 6), Third Division, Internal Audit Section, Canberra (No. 111)
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Duties: Direct and supervise staff, participate in more difficult audits, modify and revise audit procedures. Some travel interstate will be involved.

Qualifications: Previous audit experience, accountancy qualifications or substantial progress in studies desirable. However, applicants with sufficient experience in the Management Services area will be considered.

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

Promoted from

Promoted to

BUREAU OF METEOROLOGY

HEAD OFFICE

Services Branch

P. J. Lloyd 228-35172	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division	Clerical Assistant, Grade 4 \$6471-6765, Operational and Information Services Section, Melbourne (No. 141)
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Duties: Prepare the more difficult rainfall intensity data for processing. Under direction, carry out quality control of the data. Supervise assisting staff.

DEPARTMENT OF SERVICES AND PROPERTY

QUEENSLAND

F. M. Armstrong 217-21501	Internal Auditor, Grade 1 \$8015-8770 (Class 4), Third Division	Internal Auditor, Grade 2 \$9022-9777 (Class 5), Third Division, Brisbane (No. 2218)
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Duties: Implement the Departmental Audit programme in Queensland. Direct and supervise the duties of the Internal Auditor, Grade 1.

Qualifications: Sound knowledge of the Public Service Act and Regulations, Audit Act, Treasury Regulations and Directions required. Accountancy qualifications desirable.

NORTHERN TERRITORY

Survey Branch

L. J. Pilton 231-43792	Draftsman, Grade 1 \$7058-8832, Third Division, Perth	Draftsman, Grade 2 \$8929-9443, Third Division, Darwin (No. 2106)
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Duties: Compile and fair draw maps for reproduction. Prepare maps for reports.

Qualifications: An approved certificate from a technical college or institute of technology or its equivalent, or such other qualifications as the Board considers appropriate, together with appropriate experience.

AUSTRALIAN ELECTORAL OFFICE

WESTERN AUSTRALIA

J. M. MacFarlane 304-01841	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Australian Electoral Office, Perth	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Australian Electoral Office, Perth (No. 54)
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Duties: Take action as directed on all input material associated with the upkeep of the Central Index of Electors including the checking and endorsement of documents in accordance with prescribed procedures.

DEPARTMENT OF SOCIAL SECURITY

CENTRAL OFFICE

Benefits Policy and Review Division, Planning and Research Branch

J. W. Cordiner 231-68631	Project Officer \$10029-10704 (Class 6), Third Division	Senior Project Officer \$12218-12721 (Class 8), Third Division, Research Sec- tion, Canberra (No. 269)
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Duties: Undertake specific major planning or research projects related to various aspects of the Australian Social Security System and prepare information papers.

M. F. Reid 229-00448	Inspector \$10029-10704 (Class 6), Third Division, Department of Customs and Excise	Senior Project Officer \$12218-12721 (Class 8), Third Division, Research Sec- tion, Canberra (No. 540)
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Duties: Undertake specific major planning or research projects related to the Commission of Inquiry into Poverty; act as liaison officer between the Commission and the Department and prepare information papers.

Medical Insurance Services Division, Practitioner Services Branch

M. McWilliam 225-77556	Typist, Grade 1 \$2638-5636, Fourth Divi- sion, Management Division	Steno-secretary, Grade 1 \$6382-6741, Fourth Division, Canberra (No. 775)
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Duties: Provide secretarial assistance to the Assistant Director-General.

Management Division, ADP Branch

M. F. Smith 228-64272	Programmer \$10029-10704 (Class 6), Third Division	Programmer \$12218-12721 (Class 8), Third Division, Applications Section, Canberra (No. 588)
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Duties: Undertake systems analysis, design, specifications, and programming tasks for the Department's ADP projects, either individually or as team leader of a group.

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

Promoted from

Promoted to

DEPARTMENT OF SOCIAL SECURITY—continued

J. A. Marshall 228-95546	Clerk \$9022-9777 (Class 5), Third Division	Clerk \$10029-10704 (Class 6), Third Division, Applications Section, Canberra (No. 169)
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Duties: Undertake systems development programming and relevant documentation for the Department's ADP projects, either individually or as a member of a group.

D. M. Watkin 241-43110	Assistant Programmer \$9022-9777 (Class 5), Third Division, unattached	Programmer \$10029-10704 (Class 6), Third Division, Applications Section, Canberra (No. 191)
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Duties: As a team leader, assist with the design, analysis, programming and testing of new ADP applications.

Secretariat and Information Branch

J. Mulqueen 242-15284	Assistant Library Officer \$3360-6299, Third Division	Library Officer, Grade 1 \$6532-7231, Third Division, Library Section, Canberra (No. 395)
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Duties: Undertake cataloguing of material of limited scope for the Central Library and Branch Libraries. Undertake post-cataloguing work including checking, filing of catalogue cards and amending files. Assist with provision of an SDI service.

Establishments and Finance Branch

A. B. Stevens 228-98210	Clerical Assistant, Grade 7 \$8194-8442, Fourth Division, Department of Defence	Clerical Assistant, Grade 8 \$8689-8937, Fourth Division, Personnel and Services Section, Canberra (No. 952)
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Duties: OIC Registry: Direct, supervise and control activities of the Central Office Registry.

T. D. Woodlock 226-75973	Clerk \$11039-11714 (Class 7), Third Division	Inspector \$12218-12721 (Class 8), Third Division, Finance Section, Canberra (No. 984)
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Duties: Control and direct the activities of the Supply and Accounting Sub-section relating to: (a) estimating of stock holdings for, and procurement of, all centrally procured forms and supplies for Central Office; (b) functions necessary for payment of accounts for Central Office, and pensions for overseas authorities. Act as Authorising Officer.

M. Cooper 241-08301	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Finance Section, Canberra (No. 989)
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Duties: Maintain register of accounts in accordance with Treasury Regulation 56 A. Prepare Treasury Forms 12 and undertake responsibility for the filing of paid accounts.

VICTORIA

Regional Offices

P. Magee 232-69846	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Regional Office, Ballarat (No. 276)
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Duties: Under the direction of the officer in charge, Registry, control registry and index procedures and the inward and outward mail operations of the office. Record the receipt of cash, cheques, and other valuables, registered and certified mail, bank passbooks and other returnable documents.

R. M. Lewis 229-33370	Examiner, Grade 3 \$8015-8770 (Class 4), Third Division, Regional Office, Bendigo	Pensions Officer \$9022-9777 (Class 5), Third Division, Regional Office, Ballarat (No. 261)
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Duties: Travelling Pensions Officer. Visit claimants for pensions in areas not within reasonable distance of the office, interview claimants and make recommendations for grant or rejection.

Qualifications: Sound knowledge of the Social Services Act, and possession of a motor driver's licence desirable.

J. D. G. Hammond 218-86138	Pensions Officer \$9022-9777 (Class 5), Third Division	Determining Officer \$10029-10704 (Class 6), Third Division, Regional Office, Ballarat (No. 262)
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Duties: Exercise delegated authority to determine claims for pensions and allowance and vary, suspend, restore or cancel any pension or allowance. Supervise the work of Pensions Officers and Examiners.

J. Nijam 232-75494	Clerk \$3346-6671 (Class 1), Third Division	Examiner, Grade 2 \$6887-7764 (Class 2/3), Third Division, Regional Office, Ballarat (No. 1495)
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Duties: Relief Examiner. Undertake relief duties as directed.

I. R. Tournier 228-26604	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, unattached	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Regional Office, Ballarat (No. 274)
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Duties: Counter Officer. Attend to persons seeking advice or information at the Departmental Counter in relation to the Social Services Act.

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

Promoted from

Promoted to

Management Branch

- | | | |
|---|---|---|
| G. A. Bottoni
240-60614 | Clerical Assistant, Grade 1 \$2481-5349,
Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,
Fourth Division, Operations Section,
Accounts Sub-section, Melbourne (No.
76) |
| <i>Duties:</i> Counter Officer. Attend to counter inquiries, and assist callers where possible in matters relating to the benefits paid by the section. | | |
| C. A. Beveridge
240-54847 | Clerical Assistant, Grade 1 \$2481-5349,
Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,
Fourth Division, Operations Section,
Accounts Sub-section, Melbourne (No.
40) |
| <i>Duties:</i> Assist with reconciliation of No. 1 Drawing Account. Maintain Department's accountable records in store and liaise with archives for storage facilities. | | |
| K. J. Allen
240-65204 | Clerical Assistant, Grade 1 \$2481-5349,
Fourth Division | Clerical Assistant, Grade 2 \$5446-5737,
Fourth Division, Operations Section,
Accounts Sub-section, Melbourne (No.
24) |
| <i>Duties:</i> Maintain register of cheques issued. Pre-stamp cheque serial numbers on Paymaster cash sheets, and maintain completed copies of Paymaster's cash sheets, in order of cheque serial number. | | |

Community and Social Welfare Branch

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| J. M. Miller
240-54265 | Clerk \$3346-6671 (Class 1), Third Division, unattached | Clerk \$6887-7764 (Class 2/3), Third Division, Community Liaison and Services Section, Subsidised Health Benefits Sub-section, Melbourne (No. 1561) |
| <i>Duties:</i> Examine claims for Subsidised Health Benefits lodged by applicants in low income groups, assess eligibility and make recommendations. Determine means as assessed where applications are of pension age and submit with recommendation. | | |
| M. Sarros
232-55436 | Clerk \$3346-6671 (Class 1), Third Division, Department of the Treasury, Melbourne | Clerk \$6887-7764 (Class 2/3), Third Division, Community Liaison and Services Section, Subsidised Health Benefits Sub-section, Melbourne (No. 1087) |
| <i>Duties:</i> Examine applications received for Subsidised Medical Services from claimants in the low income category and submit recommendation in accordance with the Social Services Act. | | |
| G. P. McInnes
240-32146 | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Community Liaison and Services Section, Subsidised Health Benefits Sub-section, Melbourne, vice C. R. Hartley, prov. prom. (No. 1085) |
| <i>Duties:</i> Subsidised Medical Service Examiner. Examine claims for SMS lodged by applicants in low income group, assess eligibility and prepare recommendation for submission to Senior Registrar. | | |
| <i>Qualifications:</i> Sound knowledge of Social Services Act desirable. | | |

QUEENSLAND

Regional Offices Branch

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| A. C. Smith
232-91138 | Internal Auditor, Grade 1 \$8015-8770 (Class 4), Third Division, Internal Audit Section, Management Branch, Brisbane | Clerk \$9022-9777 (Class 5), Third Division, West End Regional Office (No. 1028) |
| J. L. Edward
224-44542 | Assessor, Grade 2 \$6887-7764 (Class 2/3), Third Division, Unemployment and Sickness Benefits Section, Benefits Branch, Brisbane | Clerk \$9022-9777 (Class 5), Third Division, Alderley Regional Office (No. 1025) |
| R. W. Graham
232-91488 | Clerk \$8015-8770 (Class 4), Third Division, Recliffe Regional Office | Clerk \$9022-9777 (Class 5), Third Division, Wynnum Regional Office (No. 1031) |
| R. McGown
226-43533 | Internal Auditor, Grade 1 \$8015-8770 (Class 4), Third Division, Internal Audit Section, Management Branch, Brisbane | Clerk \$9022-9777 (Class 5), Third Division, Mt Gravatt Regional Office (No. 1029) |
| R. M. Newton
226-46881 | Internal Auditor, Grade 1 \$8015-8770 (Class 4), Third Division, Internal Audit Section, Management Branch, Brisbane | Clerk \$9022-9777 (Class 5), Third Division, Sandgate Regional Office (No. 1030) |
| <i>Duties above five positions:</i> Be responsible for the efficient functioning of the District Office and supervise and train staff. Exercise powers and authority conferred by the Social Services Act to take evidence from claimants in connection with pensions and allowances. Investigate and report on claims. | | |
| <i>Qualifications:</i> A sound knowledge of the Social Services Act. | | |

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

Promoted from

Promoted to

DEPARTMENT OF SOCIAL SECURITY—continued

SOUTH AUSTRALIA

Management Branch

V. Crossley 233-18118	Examiner, Grade 2 \$6887-7764 (Class 2/3), Third Division, Pensions Section, Benefits Branch	Clerk, \$8015-8770 (Class 4), Third Division, Establishments and Finance Section, Management Branch (No. 341)
<i>Duties:</i> Provide relief within Department.		
D. J. Marron 227-51227	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Establishments and Finance Section, Management Branch	Computer Operator, Grade 2 \$6977-7281, Fourth Division, Operations Section, Management Branch
<i>Duties:</i> Operate as directed the full range of peripheral equipment. Provide relief in the operation of the system panel and the console typewriter.		

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

National Collections Secretariat

S. G. Fettell 304-60606	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Canberra (No. 65)
<i>Duties:</i> Establish and maintain sub-registry and information services for documents and submissions placed before the Commission.		

Division No 1, Ministerial and Management Services Branch

J. V. Grundy 242-18928	Library Officer, Grade 1 \$6532-7231, Third Division, Department of Labor and Immigration, Canberra	Library Officer, Grade 2 \$7464-8163, Third Division, Services Section, Library Sub-section, Canberra (NP)
<i>Duties:</i> Provide reference, information and bibliographical services relating to the needs of the library users. Assist in the selection of new library materials and supervise the work of subordinate staff involved in the maintenance of loan records.		

Division No 2, General Branch

G. T. Byrnes 219-09782	Clerk \$11039-11714 (Class 7), Third Division	Clerk \$13224-13725 (Class 9), Third Division, Grants Commission and Special Projects Section, Canberra (No. 308)
<i>Duties:</i> Assist with the formulation of policy advice relating to the Grants Commission Act. Liaise with other Departments and with State and Local Government Authorities on the operations of the Grants Commission. Attend regional hearings, conduct field visits. Develop and conduct seminars, etc., on equalisation grants to local government.		
<i>Qualifications:</i> Experience with policy formulation. Capacity for liaison with external organisations and for arranging seminars, public meetings, etc.		

NATIONAL LIBRARY OF AUSTRALIA

AUSTRALIAN CAPITAL TERRITORY

Co-ordination and Policy Branch

J. H. P. Henry 242-00349	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Extension Services Section, Branch Libraries Sub-section, Canberra (No. 355)
<i>Duties:</i> Supervise the work of the Branch Library unit at Narrabundah. Provide reader services to users.		

AUSTRALIAN BUREAU OF STATISTICS

AUSTRALIAN CAPITAL TERRITORY

Computer Service Centre

G. L. Wright 228-49988	Assistant Programmer \$9022-9777 (Class 5), Third Division, Canberra	Programmer \$10029-10740 (Class 6), Third Division, Operations Techniques and Training Branch, Programming Systems Section, Canberra, vice D. Hathaway, prov. prom. 28.11.74 (No. 1343)
<i>Duties:</i> Under direction, develop and maintain specialised statistical software systems and advise applications programmers in the use of these systems.		
<i>Qualifications:</i> Appropriate programming training and experience in software and applications training and tertiary qualifications desirable.		

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

Promoted from

Promoted to

E. E. Turner 240-89302	Assistant Programmer \$9022-9777 (Class 5), Third Division, Canberra	Programmer \$10029-10704 (Class 6), Third Division, Applications Systems Branch, Canberra, vice M. Grzic, prov. prom. 28.11.84 (No. 1050)
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Duties: Design and program applications for statistical systems.

Qualifications: Appropriate programming training and experience in programming for medium and large scale computers. Tertiary qualifications desirable.

Applications Systems Branch

R. C. Johns 230-17841	Programmer \$10029-10704 (Class 6), Third Division, Canberra	Programmer \$12218-12721 (Class 8), Third Division, Canberra (No. 1009)
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D. R. Hathaway 233-04218	Programmer \$10029-10704 (Class 6), Third Division, Canberra	Programmer \$12218-12721 (Class 8), Third Division, Canberra (No. 1007)
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Duties above two positions: Responsible for systems analysis and design for statistical systems.

Qualifications above two positions: Appropriate programming training and considerable experience in computer applications. Tertiary qualifications desirable.

M. Grzic 230-20792	Programmer \$10029-10704 (Class 6), Third Division, Canberra	Programmer \$12218-12721 (Class 8), Third Division, Canberra, vice K. Bennett, prov. prom. 24.10.74 (No. 1340)
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Duties: Assist in the direction development in maintenance of special statistical software systems and advise application programmers in the use of these systems. Supervise and direct the work of programmers.

Qualifications: Considerable experience in computer operating systems and associated software and/or hardware, analytical ability and experience in computer techniques. Tertiary qualifications desirable.

A. L. Savage 230-97669	Programming Assistant, Grade 3 \$8015-8770 (Class 4), Third Division, Canberra	Assistant Programmer \$9022-9777 (Class 5), Third Division, Canberra (No. 1056)
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J. Van Buuren 236-09492	Programming Assistant, Grade 3 \$8015-8770 (Class 4), Third Division, Canberra	Assistant Programmer \$9022-9777 (Class 5), Third Division, Canberra (No. 1091)
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A. R. McLachlan 240-63655	Programming Assistant, Grade 3 \$8015-8770 (Class 4), Division, Canberra	Assistant Programmer \$9022-9777 (Class 5), Third Division, Canberra, vice F. Aitken, prov. prom. 28.11.74 (No. 1019)
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Duties above three positions: Prepare programs for computer applications of a statistical or administrative nature.

Qualifications above three positions: Appropriate programming training and practical ADP experience. Tertiary qualifications desirable.

A. Barbetti 233-75622	Assistant Programmer \$9022-9777 (Class 5), Third Division, Canberra	Programmer \$10029-10704 (Class 6), Third Division, Programming Systems Section, Canberra (No. 1334)
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Duties: Under direction, develop and maintain specialised statistical software systems and advise applications programmers in the use of these systems.

Qualifications: Appropriate programming training and experience in software and applications training. Tertiary qualifications desirable.

S. Benson 238-27905	Assistant Programmer \$9022-9777 (Class 5), Third Division, Canberra	Programmer \$10029-10704 (Class 6), Third Division, Computer Systems Section, Canberra (No. 1350)
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Duties: Under direction, develop and maintain software systems and advise applications programmers in the use of computing equipment.

Qualifications: Appropriate programming training and experience in software and applications programming. Tertiary qualification desirable.

N. R. Aitken 233-48456	Assistant Programmer \$9022-9777 (Class 5), Third Division, Canberra	Programmer \$10029-10704 (Class 6), Third Division, Canberra (No. 1049)
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M. E. Hicks 226-86058	Assistant Programmer \$9022-9777 (Class 5), Third Division, Canberra	Programmer \$10029-10704 (Class 6), Third Division, Canberra, vice T. J. Pinner, prov. prom. 24.10.74 (No. 1014)
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Duties above two positions: Design and program applications for statistical systems.

Qualifications above two positions: Appropriate programming training and experience in programming for medium and large-scale computers. Tertiary qualifications desirable.

Operations Techniques and Training Branch

P. L. Allmond 304-56367	Data Processing Operator, Grade 1 \$2638-5636, Fourth Division	Data Processing Operator, Grade 2 \$6233, Fourth Division, Hardware Systems Operations Section, Data Preparation Sub-section, Canberra (No. 1233)
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D. M. Wales 241-91286	Data Processing Operator, Grade 1 \$2638-5636, Fourth Division	Data Processing Operator, Grade 2 \$6233, Fourth Division, Hardware Systems and Operations Section, Data Preparation Sub-section, Canberra (No. 1242)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF THE SPECIAL MINISTER OF STATE—continued

M. Woodyer 242-22548	Data Processing Operator, Grade 1 \$2638-5636, Fourth Division	Data Processing Operator, Grade 2 \$6233, Fourth Division, Hardware Systems and Operations Section, Data Preparation Sub-section, Canberra (No. 1312)
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Duties above three positions: Undertake entering and verifying duties from simple and precoded documents involving a wide variety of procedures or, complex or variable documents involving interpretations and coding.

Qualifications: Successful completion of proficiency test for Data Processing Operator, Grade 1.

Demography, Social and Manpower Division, Employment and Labour Branch

A. F. Just 240-91368	Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Canberra	Senior Research Officer, Grade 2 \$11039-11714 (Class 7), Third Division, Labour Force Section, Labour Force Surveys Sub-section, Canberra (No. 147)
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Duties: Assist in the specifications of user recruitments and determinations of concepts, definitions and analysis and publication of results, relating to labour force aspects of the more complex supplementary surveys.

Qualifications: Appropriate university degree and extensive statistical or other appropriate research experience.

Demography and Social Branch

D. G. Gjurbuzovic 231-55670	Clerk \$9022-9777 (Class 5), Third Division, Canberra	Senior Compiler \$11039-11714 (Class 7), Third Division, Canberra, Demography and Social Section, Vital Statistics Sub-section, Canberra (No. 35)
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Duties: Direct the staff engaged in the compilation and development of vital statistics.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

Population Services Branch

V. L. C. Shillabeer 236-04237	Clerk \$8015-8770 (Class 4), Third Division, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Evaluation and User Service Section, User Contact and Dissemination Sub-section, Canberra (No. 221)
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Duties: Supervise preparation and checking of publications. Draft introductory comment and background notes in publications.

Qualifications: Previous statistical experience required. Completion or partial completion of academic qualifications desirable.

D. Pinter 305-06918	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Evaluation and User Service Section, User Contact and Dissemination Sub-section, Canberra (No. 1794)
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Duties: Store, retrieve and maintain Census tabulations and other processing records. Assist with location and extraction of data to meet users' requests.

N. H. H. Tang 303-99796	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Evaluation and User Service Section, Development and Evaluation Sub-section, Canberra (No. 227)
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Duties: Examine criteria and problems concerning urban boundaries. Attend to requests for information on geographic concepts and procedures used in the Bureau.

Qualifications: Appropriate tertiary qualifications and considerable statistical or research experience desirable.

J. Kunne 239-08142	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Evaluation and User Service Section, Development and Evaluation Sub-section, Canberra (No. 228)
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Duties: Assist with arrangements for and participate in pilot tests and other field studies. Extract data required for evaluation studies.

Qualifications: Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.

M. D. Clingan 305-06010	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Evaluation and User Service Section, User Contact and Dissemination Sub-section, Canberra (No. 1796)
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Duties: Maintain Branch Sub-registry, register correspondence and maintain reminder system.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
P. G. Blackney 230-35222	Senior Compiler \$11039-11714 (Class 7), Third Division, Canberra	Assistant Supervisor \$12218-12721 (Class 8), Third Division, Evaluation and User Service Section, Development and Evaluation Sub-section, Canberra (No. 177)
<i>Duties:</i> Direct the activities of the Co-ordination and Development Group with particular emphasis on geographic detail, costing and control systems. <i>Qualifications:</i> Extensive statistical experience required. Appropriate academic qualifications desirable.		
N. J. Swain 235-91413	Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Canberra	Clerk \$11039-11714 (Class 7), Third Division, Evaluation and User Service Section, Development and Evaluation Sub-section, Canberra (No. 231)
<i>Duties:</i> Investigate and recommend the appropriate geographic detail for the presentation of Census results. Prepare monographs based on Census data. <i>Qualifications:</i> Appropriate academic qualifications and considerable statistical experience desirable.		
M. R. Timpson 230-14229	Assistant Supervisor \$12218-12721 (Class 8), Third Division, Canberra	Supervisor \$13224-13725 (Class 9), Third Division, Evaluation and User Service Section, User Contact and Dissemination Sub-section, Canberra (No. 174)
<i>Duties:</i> Supervise the work of the Sub-section. Undertake the interpretation and analysis of statistics compiled and be responsible for statistics published. <i>Qualifications:</i> Extensive statistical experience required. Appropriate academic qualifications desirable.		
J. Speight 238-66353	Programmer \$10029-10704 (Class 6), Third Division, Canberra	Assistant Supervisor \$11039-11714 (Class 7), Third Division, Evaluation and User Service Section, User Contact and Dis- semination Sub-section, Canberra (No. 182)
<i>Duties:</i> Oversee the provision of information to users. Design complex statistical tables, prepare explanatory notes and textual material for inclusion in tabulations. <i>Qualifications:</i> Extensive statistical experience required. Appropriate academic qualifications desirable.		
Population Census Branch		
G. M. Carrington 218-10379	Senior Research Officer, Grade 1 \$10029- 10704 (Class 6), Third Division, Canberra	Senior Research Officer, Grade 2 \$11039- 11714 (Class 7), Third Division, Processing and Field Organisation Section, Pro- cessing Sub-section, Canberra (No. 180)
<i>Duties:</i> Oversee the work of the Operational Design and Processing Operations Group. Design and implement quality control and editing systems. Implement the approved review and development programme for the Sub-section. <i>Qualifications:</i> Appropriate university degree and considerable statistical or other appropriate research experience.		
B. A. Stanford 304-76325	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Senior Research Officer, Grade 1 \$10029- 10704 (Class 6), Third Division, Processing and Field Organisation Section, Pro- cessing Sub-section, Canberra (No. 191)
<i>Duties:</i> Undertake detailed research into the efficiency, adequacy and appropriateness of processing procedures used by the Branch. Supervise and assist with the testing of processing procedures. <i>Qualifications:</i> Appropriate university degree and considerable statistical or other appropriate research experience desirable.		
P. Trenka 242-16228	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Processing and Field Organisation Section, Processing Sub-section, Canberra (No. 197)
<i>Duties:</i> Under supervisor, prepare coding and test statements of medium complexity for inclusion in generalised program systems. Resolve the less complex queries arising from errors detected in output produced from generalised program systems. <i>Qualifications:</i> Previous statistical experience and appropriate tertiary study desirable. Experience in the use of Bureau's generalise program system desirable.		
G. T. P. Van Dooren 241-81096	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Clerk \$6887-7764 (Class 2/3), Third Divi- sion, Processing and Field Organisation Section, Processing Sub-section, Canberra (No. 198)
<i>Duties:</i> Examine critically population, census tabulations for accuracy, consistency and comparability. Correct census tabulations as necessary. Prepare the more simple coding and test statements for inclusion in generalised program systems. <i>Qualifications:</i> Previous statistical experience and/or appropriate tertiary studies an advantage.		

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

Promoted from

Promoted to

DEPARTMENT OF THE SPECIAL MINISTER OF STATE—continued

G. H. Spooner 304-80578	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Processing and Field Organisation Section, Field Organisa- tion Sub-section, Canberra (No. 175)
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Duties: As directed undertake research into population census field systems. Assist with the development testing and evaluation of these systems.

Qualifications: Appropriate university degree and statistical or other relevant research experience.

W. G. Bromhead 242-87172	Motor Driver \$4955-5130, Fourth Divi- sion, Canberra	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Processing and Field Organisation Section, Field Organisation Sub-section, Canberra (No. 1793)
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L. Esmonde-Morgan 242-01093	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Canberra	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Processing and Field Organisation Section, Field Organisation Sub-section, Canberra (No. 1789)
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Duties above two positions: Prepare as directed, manuscript for field forms, training documents and procedural manuals. Supervise and co-ordinate the work of staff involved in the supply and return of materials to all field staff.

Qualifications: Thorough knowledge of relevant census field operations. Ability to control and train staff.

P. Damceuski 242-12665	Clerk \$6887-7764 (Class 2/3), Third Divi- sion, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Processing and Field Organisation Section, Processing Sub-section, Canberra (No. 193)
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Duties: Assist research officers on operational design matters. Responsible for the preparation, accuracy and maintenance of all code lists indexes and reference material required for processing of data obtained from the Population Census.

Qualifications: Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.

J. E. Shuttleworth 238-73218	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Processing and Field Organisation Section, Processing Sub- section, Canberra (No. 1444)
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W. C. O'Brien 304-55663	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Processing and Field Organisation Section, Processing Sub- section, Canberra (No. 1792)
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Duties above two positions: Assist in the maintenance of registers of classifications and indexes used in the processing of the Population Census. Assist with manuscript preparation and arrange for typing, proof-reading and printing of material prepared in the Sub-section.

Economic Accounts Division, Prices, Quantum and Household Expenditure Branch

E. W. Saunders 233-81838	Assistant Supervisor \$12218-12721 (Class 8), Third Division, Canberra	Supervisor \$13224-13725 (Class 9), Third Division, Quantum Indexes and Pro- ductivity Section
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Duties: Supervise the work of the Sub-section. Responsible for the accuracy, comparability and standard of presentation of all statistics published by the Sub-section.

Qualifications: Appropriate academic qualifications and extensive statistical experience desirable.

National Accounts and Public Finance Branch

J. L. Billing 227-26400	Clerk \$11039-11714 (Class 7), Third Divi- sion, Department of Defence—Air Office, Canberra	Principal Research Officer \$12218-12721 (Class 8), Third Division, Public Finance and Taxation Section, Local Government Data Base Sub-section, Canberra (No. 606)
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Duties: Plan and undertake major research and investigations projects for the development and analysis of a local government data base.

Qualifications: Appropriate university degrees, extensive statistical or appropriate research experience.

Management Services Branch

R. C. Nicholas 235-26638	Training Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Department of Defence, Canberra	Senior Research Officer, Grade 1 \$10029- 10704 (Class 6), Third Division, Personnel, Management Section, Staff Development and Training Sub-section, Canberra (No. 1729)
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Duties: Undertake research into aspects of staff development schemes and report on policies and programmes to meet the needs of the Bureau. Analyse information from staff reports and other records and recommend corrective activities.

Qualifications: Appropriate academic qualifications and wide experience relevant to staff development desirable.

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

Promoted from

Promoted to

Overseas Transactions Division, Foreign Investment Branch

R. Z. Schlegel 228-91131	Clerk \$8015-8770 (Class 4), Third Division, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Overseas Participation Section, Canberra (No. 883)
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Duties: Undertake analysis and company structures and nominal transactions to determine extent of overseas ownership and control. Extract and analyse data from existing sources for use in studies of ownership and control.

Qualifications: Considerable statistical experience. Appropriate academic qualifications desirable.

P. J. Day 231-59196	Clerk \$8015-8770 (Class 4), Third Division, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Overseas Participation Section, Canberra (No. 877)
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Duties: Undertake implementation of and compile and analyse information from, new collections developed for use in studies of overseas ownership and control.

Qualifications: Considerable statistical experience. Appropriate academic qualifications desirable.

International Accounts and Trade Branch

A. D. O'Connor 231-60904	Clerk \$9022-9777 (Class 5), Third Division, Canberra	Clerk \$10029-10704 (Class 6), Third Division, Overseas Trade and Shipping Section, Overseas Trade Sub-section, Canberra (No. 972)
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Duties: Supervise investigations and prepare reports on proposals for overseas trade classification changes.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

B. G. H. McCurdy 220-32169	Clerk \$8015-8770 (Class 4), Third Division, Canberra	Clerk \$9022-9777 (Class 5), Third Division, Overseas Trade and Shipping Section, Overseas Trade Sub-section, Canberra (No. 973)
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Duties: Carry out detailed investigations and prepare reports concerning requests for changes in the classification of overseas trade commodities.

Qualifications: Previous statistical experience and completion or partial completion of appropriate qualifications desirable.

K. P. Yeadon 236-14478	Clerk \$6887-7764 (Class 2/3), Third Division, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Overseas Trade and Shipping Section, Overseas Trade Sub-section, Canberra, vice B. G. H. McCurdy, prov. prom. 5.12.74 (No. 966)
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Duties: Control the preparation, printing and dispatch of the import and export commodity classifications and maintain all associated records, indexes and mailing lists.

Qualifications: Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.

C. E. Bernau 239-07270	Clerk \$3346-6671 (Class 1), Third Division, Canberra	Clerk \$6887-7764 (Class 2/3), Third Division, Overseas Trade and Shipping Section, Overseas Trade Sub-section, Canberra, vice K. P. Yeadon, prov. prom. (No. 954)
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Duties: Prepare, check and dispatch non-computerised special periodical returns. Assist in the checking and dispatch of computer printed periodical special returns and maintain all necessary control records associated with periodical special returns.

Qualifications: Previous statistical experience and/or appropriate academic qualifications an advantage.

DEPARTMENT OF TRANSPORT

CENTRAL OFFICE

Bureau of Transport Economics, Economic Evaluation Branch

J. N. Toms 304-82653	Research Officer, Grade 1 \$7107-8770, Third Division	Research Officer, Grade 2 \$9022-9777 (Class 5), Third Division, Econometric Applications Section, Canberra (No. 111)
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Duties: Undertake relatively straight-forward investigations involving econometric analysis. Assist in the preparation of reports and publications.

Qualifications: Degree in Economics, Commerce or Arts (Economics) or postgraduate qualifications in economics or econometrics.

Transport Costs and Information Section

D. A. Russell 238-42622	Clerk \$9022-9777 (Class 5), Third Division, Department of Minerals and Energy	Senior Research Officer, Grade 1 \$10029-10704 (Class 6), Third Division, Information Section, Canberra (No. 28)
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Duties: Undertake research into questions relating to general factual data needs of the Bureau.

Qualifications: Appropriate university degree together with relevant experience. Some experience in the preparation of reports is desirable but not essential.

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

Promoted from

Promoted to

DEPARTMENT OF TRANSPORT—continued

AIR TRANSPORT GROUP

CENTRAL STAFF

Management Services Division, Personnel Development Branch

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|----------------------------|---|--|
| C. S. Holroyd
219-13001 | Clerk \$9022-9777 (Class 5), Third Division | Clerk \$10029-10704 (Class 6), Third Division, Melbourne (No. 224) |
|----------------------------|---|--|
- Duties:* Prepare draft material and final editing of all Departmental publications. Prepare layouts, illustrations and cover designs. Advise technical branches as to format, general policy, procedural changes, etc.
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| R. L. Seidel
226-29707 | Technical Instructor, Grade 2 \$9085-9639, Fourth Division, Victoria/Tasmania Region | Senior Technical Instructor, Grade 2 \$10841, Fourth Division, Melbourne (No. 95) |
|---------------------------|--|---|
- Duties:* Prepare and conduct special radio courses on new types of airways engineering equipment. Prepare training manuals and notes. Prepare and mark examination papers.
- Qualifications:* An approved technical college certificate or other approved qualifications and requisite experience, together with possession of appropriate teaching qualifications.

Civil Aviation Agency, Management Services Branch

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| A. Kafoa
240-64340 | Technical Instructor, Grade 2 \$9085-9639, Fourth Division | Senior Technical Instructor, Grade 1 \$9918-10473, Fourth Division, Training College Section, Port Moresby (No. 692) |
|-----------------------|--|--|
- Duties:* Plan, organise and direct the field training programme for trainees and apprentices. Liaise with supervisory engineering, drafting and technical staff to ensure aptitude placement of trainees and apprentices during field training. Supervise the progress of trainees and apprentices during field training including the assessment of practical field projects.
- Qualifications:* An approved technical college certificate or other approved qualifications, and requisite experience, together with possession of appropriate teaching qualifications.

Airports Branch

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|--------------------------|---|---|
| A. F. Gover
229-95619 | Senior Draftsman \$9918-10473, Third Division | Supervising Draftsman \$10777-11386, Third Division, Drafting Section, Port Moresby (No. 445) |
|--------------------------|---|---|
- Duties:* Direct, co-ordinate and supervise the activities of the Airports Drafting Section, determine work priorities, grade and allocate work, review staff performance and interview and participate in selection of staff.
- Qualifications:* An approved technical college certificate or other approved qualifications, and requisite experience.
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|------------------------------|---|--|
| J. C. Slaughter
303-43661 | Technical Officer (Engineering), Grade 2 \$9085-9636, Fourth Division | Senior Technical Officer (Engineering), Grade 1 \$9918-10473, Fourth Division, Airport Inspection and Maintenance Section, Lae (No. 393) |
|------------------------------|---|--|
- Duties:* Regularly inspect, technically assess the operational suitability of and report on, licensed aerodromes in the district. Advise on maintenance and development programmes.
- Qualifications:* An approved technical college certificate or other approved qualifications, and requisite experience.

VICTORIA AND TASMANIA

Melbourne Airport

- | | | |
|-----------------------|--|--|
| J. Creed
232-56316 | Clerical Assistant, Grade 1 \$2481-5349, Fourth Division | Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Melbourne (No. 36) |
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- Duties:* Provide clerical assistance to the Supervising Mechanic, Grade 3. Raise Stores Requisitions and initiate follow-up action as appropriate. Control the issue of tools and equipment held in the Depot. Attend to general inquiries and, in the absence of the Supervising Mechanic, initiate corrective action as appropriate in respect of breakdowns in equipment. Compile and register fault reports and record details.

QUEENSLAND REGION

Management Services Branch

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|-------------------------|---|---|
| D. B. Clay
225-78495 | Clerk \$3346-6671 (Class 1), Third Division | Clerk \$6887-7764 (Class 2/3), Third Division, Supply and Transport Section, Brisbane (No. 228) |
|-------------------------|---|---|
- Duties:* Determine Regional and main store requirements for stores and equipment in a defined group or groups.

Airports Branch

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|--------------------------|--|---|
| S. A. Plant
219-78534 | Senior Technical Officer (Buildings), Grade 3 \$11711-12035, Fourth Division | Chief Technical Officer (Buildings), Grade 1 \$12370-12712, Fourth Division, Buildings Section, Brisbane (No. 19) |
|--------------------------|--|---|
- Duties:* Direct, co-ordinate and supervise the activities of the Airports Buildings Section. Determine priorities, and allocate work within the approved regional buildings programme; ensure satisfactory maintenance of Departmental building assets is programmed and accomplished.
- Qualifications:* An approved technical college certificate or other approved qualifications, and requisite experience.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
F. Constable 229-97061	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division	Clerical Assistant, Grade 3 \$5883-6324, Fourth Division, Clerical Section, Brisbane (No. 4)
<i>Duties:</i> Attend to all Stores accounting duties and prepare and process movement requisitions and travel arrangements for members of the Branch.		
J. M. Buidan 237-95416	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Clerical Section, Brisbane (No. 494)
<i>Duties:</i> Distribute and maintain record of registry files in Branch. Assist in amending Departmental publications and manuals.		
G. F. Loth 240-99498	Clerical Assistant, Grade 1 \$2481-5349, Fourth Division	Clerical Assistant, Grade 2 \$5446-5737, Fourth Division, Clerical Section, Brisbane Airport (No. 495)
<i>Duties:</i> Record details of and distribute registry files in the Airports Branch at Brisbane Airport. Maintain filing system for plans.		

SOUTH AUSTRALIA/NORTHERN TERRITORY REGION

Management Services Branch

E. H. Smith 218-65206	Executive Officer \$12218-12721 (Class 8), Third Division, unattached	Assistant Regional Director \$13224-13725 (Class 9), Third Division, Adelaide (No. 1)
<i>Duties:</i> Direct, control and co-ordinate the activities of the Personnel and Establishments, Finance, Business and Property, Supply and Transport and Internal Audit Sections. Contribute positively towards the development of policies, practices and procedures in the functional areas controlled. Provide high level advice to the Regional Director and other Branch Heads on administrative management matters.		
D. J. Wauchope 218-46267	Superintendent \$10029-10704 (Class 6), Third Division, unattached	Superintendent \$11039-11714 (Class 7), Third Division, Personnel and Establishments Section, Adelaide (No. 3)
<i>Duties:</i> Direct and co-ordinate the work of the Personnel and Establishments Section comprising establishments, personnel, industrial, welfare, training and office services. Contribute positively to the development and implementation of regional policies, practices and procedures and provide high level advice to regional management on the functions for which the Section is responsible.		
J. E. Mason 218-45328	Superintendent \$10029-10704 (Class 6), Third Division, unattached	Superintendent \$11039-11714 (Class 7), Third Division, Supply and Transport Section, Adelaide (No. 64)
<i>Duties:</i> Direct and co-ordinate the work of the Regional Supply and Transport organisation comprising inventory, stores accounting, warehousing, contracts and purchasing, stores inspection, procedures and stocktaking and ground transport functions. Contribute positively to development and implementation of regional policies, practices and procedures in relation to supply and transport functions. Provide high level advice to management.		
L. G. Kennedy 218-45010	Accountant \$10029-10704 (Class 6), Third Division, unattached	Accountant \$11039-11714 (Class 7), Third Division, Finance Section, Adelaide (No. 42)
<i>Duties:</i> Direct and co-ordinate the work of the Finance Section comprising budgeting, costing, accounts examination, salary assessment and payment, receiver and debt recovery functions. Contribute positively to the development and implementation of regional policies, practices and procedures in relation to finance and accounting functions. Provide high level financial advice to management.		

WESTERN AUSTRALIA REGION

Airways Engineering Branch

G. J. Mellon 230-04549	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Clerical Section, Perth (No. 166)
<i>Duties:</i> Advise and assist engineering staff in relation to the planning, programming and financial control of the Airways Engineering Branch works programme. In consultation with engineers, technical and clerical staff review progress and advise Section Heads accordingly.		

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Land Transport Policy Division, Rail and Urban Transport Branch

G. D. Snelgrove 301-40629	Experimental Officer, Class 2 \$10796-12034, Third Division, Aeronautical Research Laboratory, Department of Manufacturing Industry, Melbourne	Engineer, Class 3 \$12945-14396, Third Division, AUPT Project Section, Technical Services Sub-section, Canberra (No. 57)
<i>Duties:</i> Examine and report on technical aspects of Federal and State passenger train systems both overseas and in Australia in relation to the development of the Australian Urban Passenger Train Project.		
<i>Qualifications:</i> Educational qualifications admitting to Grad.I.E.Aust., or such other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Experience in a related field desirable.		

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

Promoted from

Promoted to

DEPARTMENT OF TRANSPORT—continued

Road Transport Branch

B. J. McGlynn 233-82494	Clerk \$9022-9777 (Class 5), Third Division	Clerk \$10029-10704 (Class 6), Third Division, Secretariat Section, Canberra (No. 6)
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Duties: Undertake investigations, prepare submissions, reports and recommendations on matters relating to road transport matters generally.

Qualifications: Experience in policy work and appropriate academic qualifications desirable.

Sea Transport Policy Division, Shipping Systems Branch

J. L. Humphries 231-62061	Clerk \$8015-8770 (Class 4), Third Division	Clerk \$9022-9777 (Class 5), Third Division, Secretariat Section, Canberra, vice B. J. McGlynn, prov. prom. 28.11.74 (No. 7)
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Duties: Carry out detailed investigation and analysis of data concerned with policy aspects of sea transport. Prepare reports and correspondence.

R. N. Morphet 304-77109	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Secretariat Section, Canberra, vice J. L. Humphries, prov. prom. 28.11.74 (No. 8)
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Duties: Assist senior officers in the compilation and detailed investigation and analysis of data concerned with the policy aspects of sea transport. Draft reports and correspondence.

NEW SOUTH WALES

M. J. O'Connor 236-74219	Clerk \$3346-6671 (Class 1), Third Division	Clerk \$6887-7764 (Class 2/3), Third Division, Mercantile Marine Section, Port Kembla (No. 80)
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Duties: Engage and discharge seamen. Check accounts of wages of seamen, new and expired Articles of Agreement, expired and current log books, manning of ships and issues clearances. Advise masters, seamen and agents on Mercantile Marine Office functions.

VICTORIA

General Services Section

P. S. Stafford 229-54008	Stores Supervisor \$6317-6571, Fourth Division, Supply Sub-section, Melbourne	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division, Supply Sub-section, Melbourne (No. 74)
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Duties: Perform stocktakes and conduct Boards of Survey at headquarters and outstations.

Qualifications: Experience appropriate to the duties.

Note: Occupant will be required to spend approximately 3 months per annum on stocktakes at lightstations and aboard ship.

DEPARTMENT OF THE TREASURY

Social Security Division, Education, Science and General Branch

P. W. Hickey 230-32136	Senior Finance Officer, Grade 1 \$12218-12721 (Class 8), Third Division	Senior Finance Officer, Grade 2 \$13224-13725 (Class 9), Third Division, Education Section, Canberra (No. 1019)
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Duties: Responsible for the examination and evaluation of policy proposals relating to financial assistance to the States for education, educational services in the Territories, student allowances schemes, and grants to educational bodies.

Qualifications: Appropriate tertiary qualifications and experience in policy work desirable.

AUSTRALIAN GOVERNMENT RETIREMENT BENEFITS OFFICE

AUSTRALIAN CAPITAL TERRITORY

Operations Branch

K. W. Goodwin 219-53476	Clerk \$11039-11714 (Class 7), Third Division	Clerk \$12218-12721 (Class 8), Third Division, Superannuation Section, Advisings and Information Sub-section, Canberra (No. 501)
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Duties: Plan and implement publicity campaign throughout the Australian Government Service to educate staff clerks, personnel officers, administrative officers, etc., in Superannuation Board requirements. In conjunction with contributions and benefits staff, evaluate results. Develop and provide counselling facility for special contributor and pensioner problems.

R. P. Separovic 235-72896	Assistant Programmer \$9022-9777 (Class 5), Third Division	Programmer \$10029-10704 (Class 6), Third Division, ADP Section, DFRDB Sub-section, Canberra (No. 508)
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Duties: Participate in joint systems analysis; undertake less complex investigation, design and specification work. Liaise with Operational Sections regarding design and specification of new computer systems. Participate in preparation of systems and program manuals.

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

Promoted from

Promoted to

B. D. Livingstone 233-68844	Programming Assistant, Grade 3 \$8015-8770 (Class 4), Third Division	Assistant Programmer \$9022-9777 (Class 5), Third Division, ADP Section, Superannuation Sub-section, Canberra (No. 290)
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Duties: Prepare flow charts, code routines and programs from detailed specifications. Assist in the testing, proving and implementation of programs and/or systems and in the preparation of operating instructions and systems documentation.

OFFICE OF THE AUSTRALIAN TREASURY

WESTERN AUSTRALIA

M. C. Ewers 226-66583 <i>Duties:</i> Paymaster.	Clerk \$8015-8770 (Class 4), Third Division, Perth	Clerk \$9022-9777 (Class 5), Third Division, Paymasters Section, Perth (No. 5)
C. P. Murphy 231-44330 <i>Duties:</i> Receiver of Public Monies. <i>Qualifications above two positions:</i> Intensive knowledge of Audit Act, Treasury Regulations and Directions and ADP procedures. Qualifications desirable.	Clerk \$6887-7764 (Class 2/3), Third Division, Perth	Clerk \$8015-8770 (Class 4), Third Division, Paymasters Section, Perth (No. 6)
S. R. Taylor 233-35356 <i>Duties:</i> Officer in charge of ADP, Payroll Sub-section. <i>Qualifications:</i> Intensive knowledge of Audit Act, Treasury Regulations and Directions and ADP procedures. Qualifications desirable.	Clerk \$6887-7764 (Class 2/3), Third Division, Perth	Clerk \$8015-8770 (Class 4), Third Division, ADP Section, Payroll Sub-section, Perth (No. 15)

AUSTRALIAN TAXATION OFFICE

HEAD OFFICE

Management Division, ADP Branch

M. Giura 241-55736	Data Processing Operator, Grade 2 \$2638-6562, Fourth Division, Perth	Supervisor (Data Processing), Grade 1 \$6921-7100, Fourth Division, Computer Operations Section, Canberra (No. 172)
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Duties: Under supervision, operate a direct data entry computer and associated peripheral equipment. Train personnel in the operation of the direct entry computer and data entry keysets.

Policy and Legislation Division, General Legislation Branch

M. Bond 227-21298 <i>Duties:</i> Conduct research into and advise senior officers on the less difficult technical matters associated with legislation. Prepare ministerial correspondence and assist in preparation of papers relating to legislation. <i>Qualifications:</i> Completion of training in Accountancy or law recognised by the Public Service Board or compliance with other provisions of the Section 53 determination in <i>Gazette</i> No. 163 of 1.11.73.	Advising Officer, Grade 1 \$11039-11714 (Class 7), Third Division	Advising Officer, Grade 2 \$12218-12721 (Class 8), Third Division (No. 938)
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Income Tax Legislation Branch

M. C. Ahern 225-59884	Assessor Supervisor \$10029-10704 (Class 6), Third Division, Victoria	Advising Officer, Grade 2 \$12218-12721 (Class 8), Third Division (No. 330)
M. J. Carmody 229-34576 <i>Duties:</i> Conduct research into and advise senior officer on the less difficult technical matters associated with legislation. Prepare ministerial correspondence and assist in preparation of papers relating to legislation. <i>Qualifications above two positions:</i> Completion of training in Accountancy or Law recognised by the Public Service Board or compliance with other provisions of the Section 53 determination in <i>Gazette</i> No. 163 of 1.11.73.	Advising Officer, Grade 1 \$11039-11714 (Class 7), Third Division	Advising Officer, Grade 2 \$12218-12721 (Class 8), Third Division (No. 937)

SOUTH AUSTRALIA

Management Branch

P. C. Johnston 218-34557 <i>Duties:</i> Assistant Recovery Manager.	Clerk \$8015-8770 (Class 4), Third Division	Clerk \$9022-9777 (Class 5), Third Division, Enforcement Section, Adelaide (No. 778)
V. Lesiuk 219-68619 <i>Duties:</i> Team Leader—Supreme Court Composite Debts and Miscellaneous Taxes.	Clerk \$6887-7764 (Class 2/3), Third Division	Clerk \$8015-8770 (Class 4), Third Division, Enforcement Section, Adelaide, vice P. C. Johnston, prov. prom. 28.11.74 (No. 494)
P. M. Beatty 219-59843 <i>Duties:</i> Bankruptcy/Write-off clerk.	Clerk \$3346-6671 (Class 1), Third Division, Sales Tax and Pay-roll Tax Branch	Clerk \$6887-7764 (Class 2/3), Third Division, Enforcement Section, Adelaide (No. 488)

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

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY—continued

D. C. Batty 219-59819	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division	Clerical Assistant, Grade 6 \$7552-7946, Fourth Division, Accounting and Tax- payer Services Section, Adelaide (No. 608)
<i>Duties:</i> Supervise, train and check the work of a group of Clerical Assistants Grades 4 and 5 engaged in the extraction of statistical data.		
B. L. Hill 219-60908	Clerical Assistant, Grade 4 \$6471-6765, Fourth Division	Clerical Assistant, Grade 5 \$6962-7355, Fourth Division, Accounting and Tax- payer Services Section, Adelaide, vice D. C. Batty, prov. prom. 28.11.74 (No. 609)
<i>Duties:</i> Extract and record statistical data from company returns.		

Sales Tax and Pay-roll Tax Branch

A. R. Turner 219-62452	Investigation Officer, Grade 2 \$10029- 10704 (Class 6), Third Division	Investigation Officer, Grade 3 \$11039- 11714 (Class 7), Third Division, Adelaide (No. 325)
L. B. Ballestrin 219-37900	Investigation Officer, Grade 1 \$9022-9777 (Class 5), Third Division	Investigation Officer, Grade 2 \$10029- 10704 (Class 6), Third Division, Adelaide vice A. R. Turner, prov. prom. 28.11.74 (No. 320)
<i>Qualifications above two positions:</i> Completion of training in Accountancy or Law recognised by the Public Service Board; or compliance with other provisions of the Section 53 Determination published in <i>Gazette</i> No. 163 of 1.11.73.		
R. G. Gore 225-30571	Assessor, Grade 3 \$8015-8770 (Class 4), Third Division, Assessing Branch	Investigation Officer, Grade 1 \$9022-9777 (Class 5), Third Division, Adelaide, vice L. B. Ballestrin, prov. prom. 28.11.74 (No. 338)
<i>Qualifications:</i> Officer should preferably be pursuing qualifications in Accountancy, Economics, Commerce or Law.		

Income Tax Division, Assessing Branch

D. A. Steele 238-24344	Clerk \$3346-6671 (Class 1), Third Division, unattached	Assessor, Grade 2 \$6887-7764 (Class 2/3) Third Division, Section E & F, Adelaide (No. 137)
<i>Qualifications:</i> Officer should preferably be pursuing qualifications in Accountancy, Economics, Commerce or Law.		

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

AUSTRALIAN CAPITAL TERRITORY

Management Division

A. J. Strickland 304-73837	Project Officer \$12218-12721 (Class 8), Third Division	Senior Project Officer \$13224-13725 (Class 9), Third Division, Project Pool, Canberra (No. 318)
<i>Duties:</i> Responsible to a Director for the control, direction and management of a small project team engaged in the formulation of an integrated policy approach to the structure, functions and growth of Australian cities. These tasks involve forecasting of urban trends, examining the effects of existing plans and policies, formulating new policies, and research, in consultation with other Departments, State and local officials and professional, academic and community groups.		
<i>Qualifications:</i> Appropriate tertiary qualifications and experience in the fields of political economy, regional economics, urban geography, city and regional planning, urban sociology, operations, research and public administration, desirable. The ability to work effectively with multidisciplinary teams is essential.		

Information Service Branch

M. V. Sharp 304-72914	Clerk \$9022-9777 (Class 5), Third Division, Canberra	Executive Officer \$11039-11714 (Class 7), Publication and Research Services Section, Canberra (No. 302)
<i>Duties:</i> Under general direction perform tasks associated with the output of departmental material including research, writing and editing of material. Undertake research for special publications for professional and other audiences, and other reports of a specialised nature.		
<i>Qualifications:</i> Special technical skills and/or specialist subject knowledge and previous related experience highly desirable.		

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

Promoted from

Promoted to

J. A. Sainsbury 234-16738	Clerk \$11039-11714 (Class 7), Third Division, Department of the Media, Sydney	Executive Officer \$12218-12721 (Class 8), Third Division, Publication and Research Services Section, Canberra (No. 299)
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Duties: Under limited direction develop proposals for communication campaigns; including co-operation with departmental project officers on the definition and preparation of public education programs; designing and writing of booklets, manuals, brochures, leaflets, pamphlets, scripts and other similar items; preparation of oral presentations and visual display material for use in seminars, conferences or exhibitions. Liaise with external production services and preparation of visual roughs for briefing artists and printers.

Qualifications: Special technical skills and/or specialist subject knowledge and previous related experience highly desirable.

J. A. French 304-81722	Clerk \$3346-6671 (Class 1), Third Division, Department of Minerals and Energy, Canberra	Clerk \$8015-8770 (Class 4), Third Division, Community and Media Relations Section, Canberra (No. 304)
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Duties: Under direct supervision provide specific assistance with the activities of the Community services group including; compilation, organisation and continuous revision of information relating to particular groups; performance of secretarial duties and keeping records for conferences, seminars or meetings.

J. C. Womersley 242-09140	Clerk \$9022-9777 (Class 5), Third Division, Canberra	Executive Officer \$11039-11714 (Class 7), Third Division, Community and Media Relations Section, Canberra (No. 301)
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Duties: Under general direction responsible for the long-term public education concerning urban and environmental affairs including; collaboration with educational authorities whenever possible in Australia regarding the development of programs and materials to explain urban and regional problems. Visit educational institutions to demonstrate programs and materials and co-operate with relevant research groups to devise methods of evaluating the impact of education programs and materials. Liaise with other Departments and agencies with related interests.

Qualifications: Academic qualifications and experience relevant to the duties of the position desirable.

