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The date of publication of this *Gazette* is 20 June 1991. This date is to be used to determine prescribed days in relation to promotions and transfers notified in this issue of the *Gazette* and related appeal periods and dates of effect.

**IMPORTANT NOTICE—RECRUITMENT OFFICERS PLEASE READ
NEW FORMS**

OPEL, a new service for electronically transmitting your notices to the Gazette Office from your computer is NOW AVAILABLE.

If you have not enlisted this service and you wish to continue to submit paper forms WE WOULD LIKE TO ADVISE YOU THAT A NEW SERIES OF GAZETTE FORMS WILL SOON REPLACE THOSE CURRENTLY IN USE. These forms have been redesigned to restructure all PS Gazette information into a computer readable format.

THE VACANCY (PS2A) AND PROMOTION TO ADVERTISED VACANCY (PS3) FORMS HAVE ALREADY BEEN REPRINTED AND ARE CURRENTLY IN USE. The remaining gazette forms should be available for purchase from 16 June 1991. Please note that superseded forms cannot be accepted for gazettal after 23 June 1991.

Any inquiries regarding supply of forms please phone (06) 295 4660. To order the new forms please phone (06) 295 4614.

For further information about OPEL, OUR NEW ONLINE SERVICE, SEE THE INSIDE COVER OF THIS GAZETTE.



GAZETTE OFFICE

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OPEL

Official Publications Electronic Lodgment

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We are now offering a service of electronic transfer of forms, which enables you to type your notices into a database and send them via modem to the Gazette Office database.

SOME ADVANTAGES TO YOU AS USERS OF THE SYSTEM ARE:

- **Cheaper advertising rates**—You pay at least 10% less for copy electronically transmitted to the Gazette Office.
- **Shorter lead time**—Closing times for submission of electronic Gazette copy will be moved at least two days closer to the day of publication.
- **Automated copy checks and help screens**—A number of editorial checks and on-screen information are available to assist you in completing your notices accurately and more quickly.
- **Reduced keyboarding**—Repetitious details, such as department name, State, etc., remain on your database and therefore do not have to be rekeyed for each entry.
- **Permanent record of notices submitted**—You have a permanent record of your notices on your personal computer.
- **Minimal costs to transmit notices**—The cost to transmit notices directly to the Gazette Office is minimal and in most cases less than sending mail through the post.
- **No postal delays**—Notices from anywhere in Australia are received in the Gazette Office mailbox within seconds of the transmission being completed.
- **Notices are automatically receipted**—You automatically receive a receipt stating when your notice was read by the Gazette Office. (It is envisaged that in the near future we will send a further confirmation that your notice has been accepted, also stating the Gazette it will appear in.)

If you would like to save time and money, avoid typewriters and filling out tedious forms, please ring Helen Argenti at the Gazette Office on (06) 295 4660 for a demonstration and further information on how to enlist this service.

EFFECT ON GAZETTE NOTICES OF THE INTRODUCTION OF NEW CLASSIFICATIONS

As part of the implementation of the Structural Efficiency Principle (SEP) in the Australian Public Service, new classification groups for several employment categories have been introduced, or are in the process of being introduced. Transitional arrangements apply for the translation of relevant old classifications into the new classifications. These require that, during the transitional periods, some *Gazette* notifications of vacancies, promotions, transfers and related notices will continue to refer to both 'new' and 'old' classifications, and their associated salary rates, in accordance with SEP Implementation Circulars issued by the Department of Industrial Relations. When submitting *Gazette* copy, Departments should particularly note the cut-off dates specified in those circulars after which old classifications should not be used.

Additionally, salary rates shown against some new classifications in *Gazette* notices may not be applicable immediately to those classifications for which a 'phasing in' period is provided by the relevant pay Determination.

Further information on these or other matters relating to the restructuring process is available from departmental personnel areas.

ATTENTION RECRUITMENT OFFICERS NEW ADVERTISING RATES

With the adoption of new technology the *Gazette* Office has now introduced OPEL, a state-of-the-art system that facilitates online transmission of *Gazette* notices.

This new service streamlines the gazettal process for you as an advertiser, offering a more cost-effective, timely and efficient service for gazettal advertising and production.

As a result, the cost to advertise in the *Gazette* will be reduced for users of the online service. Advertisers will also benefit in a number of other ways (see notice on inside cover of this *Gazette*).

Even though hard copy forms can still be accepted, the system has been specifically designed to be compliant with technological standards (such as X400) and is most efficient when notices are transmitted online to the *Gazette* office. Therefore, notices submitted on hardcopy forms incur additional costs to process manually and will be charged at a higher rate.

As at 1 July the rates for *gazette* advertising will be as follows:

Submission notices on paper forms

Increased from \$0.55 to \$0.62 per word

OPEL—transmission of notices online

Reduced from \$0.55 to \$0.45 per word

IMPORTANT COPYRIGHT NOTICE

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This copyright requirement on reproduction or photo-copying also applies to the Australian Public Service.

NOTICES FOR PUBLICATION and related correspondence should be addressed to:

Official Publications, Australian Government Publishing Service, GPO Box 4007, Canberra ACT 2601 (tel. (06) 295 4661)

or lodged at Official Publications, Australian Government Publishing Service, Wentworth Avenue, Kingston.

Notices are accepted for publication in the next available issue, unless otherwise specified.

Except where a standard form is used, all notices for publication must have a covering instruction setting out requirements. A typewritten original is to be provided. Copy is to be confined to one side of the paper, sheets are to be of uniform size (preferably A4), numbered consecutively and fastened securely together. Dates, proper names and signatures particularly are to be shown clearly. Copy will be returned unpublished if not submitted in accordance with these requirements.

CLOSING TIMES. Notices for publication should be lodged at Service Publications, unless otherwise specified, by the following times (except at holiday periods, for which special advice of earlier closing times will be given).

Vacancies: Service Publications: Tuesday at 2.00 p.m. in the week prior to publication.

GENERAL INFORMATION

Public Service issues of the *Gazette* contain notices concerning administrative matters, including examinations, vacancies, transfers and promotions within the Australian Public Service and services of the Australian Postal Corporation. These issues are published weekly at 10.30 a.m. on Thursday, and sold at \$8.95 each or on subscription of \$395.00 (50 issues), \$206.00 (25 issues) or \$103.00 (12 issues).

Promotions: Wednesday at 2.00 p.m. in the week prior to publication.

Corrigenda, and section 50p(7) and other section 50 notices: Monday at 9.00 a.m. in the week of publication.

All other notices including Senior Executive Service and Transfers: Thursday at 2.00 p.m. in the week prior to publication.

RATE for publishing notices in the Public Service Gazette is \$0.555 per word.

Late copy/author's corrections may be accepted on payment of a surcharge. Gazette office staff must be advised prior to submitting notices for late inclusion in the Gazette. Acceptance of such copy is at the discretion of the Gazette officer.

SUBSCRIPTIONS are payable in advance and are accepted for a maximum period of one year. All subscriptions are on a firm basis and refunds for cancellation will not be given. Rates include surface postage in Australia and overseas. Other carriage rates are available on application.

AVAILABILITY. The Gazette may be purchased by mail from:

Mail Order Sales, Australian Government Publishing Service, GPO Box 84, Canberra ACT 2601

or over the counter from Commonwealth Government Bookshops at:

Adelaide: 55 Currie St tel. (08) 237 6955
Brisbane: 294 Adelaide St tel. (07) 229 6822
Canberra: 70 Alinga St tel. (06) 247 7211
Hobart: 112 Liverpool St tel. (002) 23 7151
Melbourne: 347 Swanston St tel. (03) 663 3010
Parramatta: Horwood Pl. tel. (02) 893 8466
Perth: 469 Wellington St tel. (09) 322 4737
Sydney: 120 Clarence St tel. (02) 29 6737

Commonwealth Acts and Statutory Rules, Australian Capital Territory Ordinances and Regulations, and other Commonwealth Government publications may also be purchased at these addresses.

The Gazette is available for perusal at Commonwealth Employment Service offices.

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

OTHER ISSUES OF THE GAZETTE

Government Notices issues containing 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, by-laws, Ordinances, Regulations), *Government departments* (i.e. notices not placed in other categories alphabetically listed under departments administering particular legislation or functions). These issues are published weekly at 10.30 a.m. on Wednesday and sold at \$5.95 each or on subscription of \$290.00 (50 issues), \$150.00 (25 issues). Annual subscription includes quarterly index issues.

Business issues contain *Notices under the Co-operative Companies and Securities Scheme, Bankruptcy Act and Private notices*. These issues are published each Tuesday and are sold at \$4.95 each or on subscription of \$220.00 (50 issues), \$116.00 (25 issues).

Special issues include notices which require urgent publication. All costs associated with producing Specials will be borne by the responsible department or authority. A limited number of Special Gazettes will be made available for sale from the Commonwealth Government Bookshop, Canberra, on the day of publication. General

distribution of these notices will be by their inclusion in the next published issue of the Government Notices Gazette or Business Gazette as well as in the next published issue of the series of the Gazette in which the notice would normally have been published.

Tariff concessions issues contain notices of tariff concessions proposed, granted or revoked in accordance with the provisions of Part XVA of the Customs Act 1901. These issues are published each Wednesday and are sold at \$2.95 or on subscription only at \$100.00 for 50 issues including surface postage.

Periodic issues contain lengthy notices of a non-urgent nature, including the following: certificates of Australian citizenship; registered tax agents; authorised celebrants; unclaimed deposits and moneys; Australian Public Service conditions of entry and advancement; appointments to the Australian Public Service; holders of import licences and tariff quotas. Issues are made at irregular intervals as required, at individual prices according to size. Advice of availability is given in 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 selected issues.

Purchasing and Disposals issues of the Gazette provide information on Commonwealth purchases and disposals and other matters of general interest to persons buying from or selling to the Commonwealth. These issues are published each Wednesday and sold at \$3.95 or on subscription of \$200.00 including postage for 50 issues.

Index issues contain references to entries in the Government Notices issues and entries in the Orders in Council, Notices under the Superannuation Act, Notices under the Public Service Act, and Determinations under the Public Service Act sections of the Public Service issues. Index issues are published quarterly and are available over the counter from Commonwealth Government Bookshops and are supplied without charge to annual subscribers to the Government Notices issues.

N.N.—9138971

Senior Executive Service

The Senior Executive Service (SES) was established by the *Public Service Reform Act 1984* in order to provide for a group of officers who:

- (i) may undertake higher level policy advice, managerial and professional responsibilities in departments; and
- (ii) may be deployed by Secretaries within departments so as best to promote the efficiency of the Australian Public Service (APS).

SES (Specialist) positions were introduced as part of the SES in June 1990 to enable departments to staff senior positions requiring very high levels of technical and/or professional expertise, with limited management and policy advising responsibilities, reflecting the different labour market in which they operate.

ADVERTISING

In general, vacancies are advertised in the *Commonwealth of Australia Gazette*, and, where appropriate, in the national press. All SES vacancies are open to people from outside the APS.

SELECTION AND ASSESSMENT

Candidates for SES vacancies are selected on the basis of their suitability (relative efficiency) for SES positions generally at the level of the vacancy; and on their suitability for performing the duties of the particular vacancy.

Candidates are assessed against a set of core selection criteria for SES positions. The core criteria identify management skills needed for successful performance in SES positions and include general ability to undertake higher level policy advice. Selection criteria for SES (Specialist) positions include modified core criteria and additional criteria which address the specific technical/professional requirements of the positions. Details of the selection criteria can be obtained from departments.

MOBILITY

Mobility is a key feature of the SES, enabling Secretaries to transfer SES officers within their departments and from other departments to their own department where there is agreement with the Secretary of the 'losing' department and the officer concerned. The Public Service Commissioner may transfer an officer to a vacant office in another department subject to consultation with each of the relevant Secretaries. When transferring SES officers, Secretaries and the Commissioner are required to take into account the effect the proposed transfer would have on the efficiency of the Service, the career development of the officer and the views of the officer.

Transfers can only occur where the salary is either identical in both positions, or where the salary of the position to which the officer is transferring is less than that of the officer's substantive position.

Transfers may be made either to a vacant position or to a position in which a vacancy is expected to occur. Relative efficiency is not an issue in transfers and an officer can be transferred to a vacancy at any time without the need for a merit competition.

Transfers between SES and SES (Specialist) positions are on the basis of merit, having regard to relevant selection criteria, and can only be made with the approval of the Commissioner. When making such recommendations to the Commissioner, Secretaries will need to be satisfied that the officer meets the selection criteria for the particular position.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The APS is an equal employment opportunity employer, and successful applicants for appointment to the SES will be expected to demonstrate a record of achievement in the application of EEO principles.

NON-APS APPLICANTS

Non-APS applicants may be appointed to the SES either as career public servants or as fixed-term appointees. In both cases, normal APS entry requirements apply. Appointments to the SES are subject to probation. The purpose of the probationary period (normally six months) is to ascertain whether the conduct and work performance of the appointee meet the standards expected of SES officers.

Fixed-term appointment may be negotiated, unless otherwise stated, when this would be convenient to both the department and the successful applicant. Fixed-term appointment is designed to enable talented senior executives to join the SES for a specified period not exceeding five years, in cases where career appointment is unattractive or inappropriate.

Fixed-term appointees will be offered a choice of: joining the Public Sector Superannuation Scheme; arranging personalised superannuation cover where the period is less than four years (subject to the prior approval of the Minister for Finance); continuing an existing employer sponsored superannuation arrangement (subject to the prior approval of the Minister for Finance); or no superannuation cover.

SALARY

The SES consists of a three Band structure. From 5 July 1990, the Band limits are:

Band 1	\$57679-64768pa
Band 2	\$69198-79955pa
Band 3	\$80727-96590pa

The exact salary point for an SES position is determined having regard to SES classification guidelines.

CONDITIONS

Conditions of service for SES officers include four weeks annual leave, cumulative sick leave and long service leave after ten years service. Assistance with fares and removal expenses to take up duty and a short-term accommodation allowance are payable in some circumstances.

APPEAL PROVISIONS

There are no appeal provisions governing promotion and appointment to the SES. The Public Service Commissioner has a representative on all SES selection advisory committees to ensure that the selection process is fair and equitable and that the claims of candidates are fully considered.

SECURITY

Conditions for security assessment of SES officers are as described in the Vacancies—Public Service General Information section of this *Gazette*.

APPLICATIONS

Applications for SES vacancies should be lodged within fourteen days after the notification of the vacancy in the *Gazette*.

SCRIBE SERVICE

To ease the burden on senior staff, agencies may engage the Public Service Commission's user-pays scribe service which assists the selection advisory committee by writing the selection report. Further information may be obtained by phoning (06) 272 3545.

N.N.—9138972

Vacancies

Treasurer

AUSTRALIAN BUREAU OF STATISTICS

ABS is an equal opportunity employer and encourages applications from women and members of the EEO designated groups.

So that selection committees may make appropriate interview arrangements, applicants who are Aboriginal/Torres Strait Islanders, come from non-English speaking backgrounds or have a disability may wish to indicate this on their application.

CENTRAL OFFICE

Coordination and Management Division, Resource Effectiveness and Coordination Branch

Senior Executive Band 1 \$64768, Canberra (No. 12)

Duties: Manage the branch responsible for resource effectiveness initiatives, and the planning, legislation and secretariat functions.

Job requirements: Proven management ability, resource management skills.

Contact officer: Fred von Reibnitz (06) 252 6052

Duty statements and selection criteria may be obtained from Bob O'Callaghan (06) 252 7024—Apply: ZB1

N.N.—9138974

Transfer to advertised vacancies

Treasurer

DEPARTMENT OF THE TREASURY CENTRAL OFFICE

T. K. O'Brien: 237-94712

From: Senior Executive Band 1, Office of National Assessments

To: Senior Executive Band 1, Canberra (No. 830) (PS 1, 10.1.91)

Note: This position was advertised as one of several vacancies.

N.N.—4345233

Promotions

Attorney-General

AUSTRALIAN SECURITIES COMMISSION VICTORIA

Regional Office Legal Division

D. Waters: 550-70743

From: Legal 2 \$53000-55500, National Crime Authority, Melbourne

To: Senior Executive Band 1 \$64768, Legal Division, Victoria (No. 1933) (PS 5, 7.2.91)

N.N.—9138975

NATIONAL CRIME AUTHORITY WESTERN AUSTRALIA

Operations Division, Perth Office

M. Cosgrave: 700-85265

From: Legal 2 \$53000-55500, National Crime Authority, Melbourne

To: Senior Executive Band 1 \$64768, Perth (No. 164) (PS 8, 28.2.91)

N.N.—4334892

Finance

FINANCE

CENTRAL OFFICE

Labour and Culture, Classification Management

K. H. Henry: 239-78992

From: Senior Officer Grade B \$45402-52100, Finance

To: Senior Executive Band 1 \$57679-64768, Canberra (No. 954) (PS 50, 20.12.90)

N.N.—4344985

Industrial Relations

DEPARTMENT OF INDUSTRIAL RELATIONS CENTRAL OFFICE

D. R. Peetz: 332-54445

From: Senior Officer Grade B \$45402-52100, Canberra, unattached

To: Assistant Secretary, Senior Executive Band 1 \$64768, Industrial Relations Policy Division, Labour Research and Economics Branch, Canberra (No. 11256) (PS 4, 31.1.91)

N.N.—9138976

VICTORIA

K. J. Heaney: 219-67739

From: Senior Officer Grade B \$45402-52100, Melbourne

To: Senior Specialist, Senior Executive Band 1 \$57679, Corporate Development Division, Advocacy Branch, Melbourne (No. 18671) (PS 9, 7.3.91)

N.N.—9138977

Prime Minister

DEPARTMENT OF THE PRIME MINISTER AND CABINET

CENTRAL OFFICE

Corporate Services Division, Ceremonial and Information Services Group

B. V. Cogan: 219-30063

From: Assistant Secretary, Senior Executive Band 1 \$64768, Canberra

To: Principal Adviser, Senior Executive Band 2 \$73012, Canberra (No. 983) (PS 6, 14.2.91)

N.N.—9138978

Appointments

Attorney-General

AUSTRALIAN SECURITIES COMMISSION VICTORIA

Bernard Joseph Mithen: 706-70261

Senior Executive Band 2 \$79955, Melbourne (No. 1013) Career appointment under Section 42 of the Public Service Act

N.N.—9138973

Acting appointment as Secretary

Public Service Act 1922

APPOINTMENT OF ACTING SECRETARY

Pursuant to Section 39 of the *Public Service Act 1922*, I hereby appoint Robert Lionel Marshman to act in the office of the Secretary of the Department of Industrial Relations during the absence of the Secretary from 31 May 1991 to 21 June 1991 inclusive.

Dated this 24th day of May 1991.

PETER COOK

Minister of State for Industrial Relations
for and on behalf of the Prime Minister
N.N.—9138979

Notices under the Public Service Act

Public Service Act 1922

NOTICE OF THE MAKING OF DETERMINATIONS UNDER SECTION 82D

NOTICE is hereby given that the following determinations have been made under section 82D of the *Public Service Act 1922*. Copies of the determinations can be obtained from the Overseas Conditions Branch, Department of Industrial Relations, Drake Centre, Canberra City ACT (06) 243 7609.

Number and year made	Description	Date
152 of 91	Adjustment of Overseas Allowances—Pay Period 23	17.5.91
156 of 91	Correction to Part B of OLA	15.5.91
157 of 91	Household Maintenance Assistance—Australian Public Service	20.5.91
160 of 91	Iran—Overseas Living Allowance	21.5.91
162 of 91	Travelling Allowance—Brazil	21.5.91

N.N.—9139153

Public Service Act 1922

NOTICE OF THE MAKING OF DETERMINATIONS UNDER SECTION 82D

NOTICE is hereby given that the following determinations have been made under section 82D of the *Public Service Act*. Copies of the determinations can be obtained from the Legislation Branch, Department of Industrial Relations, Jolimont Centre, Canberra City ACT ((06) 243 7877)

Number and year of Determination	Description of Determination	Date made
No. 18 of 1991	Benefit on Retirement—Cumming	10.4.91
No. 19 of 1991	Benefit on Retirement—Bissett	26.4.91
No. 24 of 1991	Amendment to Determination 1984/19—translates additional GSO etc. classifications	17.5.91
No. 46 of 1991	Amendment to Determination 1983/10 and 1984/46—varying travelling allowances	26.4.91
No. 47 of 1991	Amendment to Determination 1991/9—date of effect	30.4.91
No. 48 of 1991	Amendment to Determination 1984/24—personal rates for Christofis and Gibbons	6.5.91
No. 49 of 1991	Amendment to Determination 1984/24—personal rates for McDonald	6.5.91
No. 50 of 1991	Benefit on Retirement—Rowe	3.5.91
No. 51 of 1991	Amendment of Determination 1991/19—Bissett	30.4.91
No. 52 of 1991	Benefit on Retirement—Kennedy	9.5.91
No. 60 of 1991	Amendment of Determination 1983/10—Temporary accommodation allowances	10.5.91
No. 61 of 1991	Amendment of Determination 1984/24—Personal rates Visbord, Duthie and Freeland	7.5.91
No. 62 of 1991	Amendment to Determination 1984/19—New classification Integrated Rating MV Rig Seismic	8.5.91
No. 63 of 1991	Amendment of Determination 1983/10—Education costs allowance	9.5.91
No. 64 of 1991	Amendment of Determination 1984/19—deletion of obsolete CAA classifications	17.5.91
No. 65 of 1991	Amendment of Determination 1983/10—Isolated Establishment Allowance—Kooragang Island & Tomago	17.5.91
No. 66 of 1991	Amendment of Determination 1984/19—new classification structure and rates of pay for SBS journalists	17.5.91
No. 67 of 1991	Amendment of Determination 1984/19—new allowance for SBS journalists	17.5.91
No. 69 of 1991	Amendment to Determination 1984/19—new rates of pay for SBS broadcasters	23.5.91
No. 72 of 1991	Amendment to Determination 1984/24—personal rates for O'Brien, Owens, Branch, Foulkes and Tidemann	30.5.91

N.N.—9139154

Parliamentary departments

DEPARTMENT OF THE PARLIAMENTARY LIBRARY

Appointment on Probation

Susan Frances Williams as Parliamentary Officer Class 1 \$11981-22070, Information Resources Section (No. 39) (Instrument No. 1991/04)

Promotion

Jeannine Anne Hedley, Parliamentary Officer Class 1 \$11981-22070, to the position of Parliamentary Officer Class 2 \$22600-25060, Media Information, Current Awareness and Hansard (No. 180)
Patricia Janette Torres, Parliamentary Officer Class 1 \$11981-22070, to the position of Parliamentary Officer Class 2 \$22600-25060, Media Information, Current Awareness and Hansard (No. 79)
Judith Lorraine Jones, Parliamentary Officer Class 1 \$11981-22070, to the position of Parliamentary Officer Class 2 \$22600-25060, Media Information, Current Awareness and Hansard (No. 147) (Instrument No. 1991/05)

N.N.—9138980

ACT Public Service

The Senior Executive Service notices will now appear with the Commonwealth Government Senior Executive Service notices at the beginning of the *Gazette*.

Personnel development notices

The attention of staff is drawn to the personnel development notices which appear at the beginning of the *Gazette*, preceding Public Service vacancies. Staff employed within the Office of the ACT Public Service are eligible to participate in these personnel development programs. The Office of the ACT Public Service is an equal employment opportunity employer.

Vacancies

Applicants successful in obtaining one of the following vacancies should be aware that they will become officers in the branch of the Australian Public Service comprising the transitional staff established by subsection 21 (2) of the *A.C.T. Self-government (Consequential Provisions) Act 1988*. Transitional staff will continue to be appointed or employed under the *Public Service Act 1922* until the ACT establishes its own Public Service and enacts legislation for that purpose. The self-government legislation also requires consultation between the ACT, the Commonwealth and relevant unions concerning terms and conditions of employment that may be offered in the future by the Territory to its employees.

The ACT Government Service will continue to be staffed under the Public Service Act for the foreseeable future. All permanent officers of the Australian Public Service may apply for promotion or transfer to the following positions.

N.N.—9138930

ACT TREASURY

ACT Revenue Office

****Senior Officer Grade C \$40906-44435**, Compliance Section, Canberra (No. 3822) (expected vacancy)

Duties: Under limited direction, undertake a combination of management, supervision, administration, policy support tasks and complex inspections in relation to the activities of the section in administering the legislation covering Business Franchise, Payroll Tax, Stamp Duty, Financial Institutions Duty, Rates and Land Tax.

Contact officer: Mark Killer (06) 246 3288

Selection documentation may be obtained from contact officer—Apply: E1

N.N.—100012008

****Administrative Service Officer Class 6 \$34560-39700**, Compliance Section, Canberra (No. 1748)

Duties: As the team leader, assist with the more complex inspections in relation to Business Franchise, Stamp Duty, Rates and Land Tax, Financial Institutions Duty. Prepare reports relating to inspections and attend court as required.

Contact officer: Mark Killer (06) 246 3288

Selection documentation may be obtained from contact officer—Apply: E1

N.N.—100012009

Administrative Service Officer Class 6 \$34560-39700, Policy and Appeals Section, Canberra (No. 3421)

Duties: Under general direction, undertake in respect of ACT taxation matters, a variety of tasks involving policy and legislation research, policy development and implementation, reviews of taxation assessments, consideration of objections to assessments, submissions to assessments, submissions to the AAT and revenue statistical analysis.

Contact officer: Steven Venslovos (06) 246 3159

Selection documentation may be obtained from Carmela Spinelli (06) 246 2365—Apply: E1

N.N.—100012010

****Administrative Service Officer Class 2 \$22600-25060**, Policy and Appeals Section, Canberra (No. 3430)

Duties: Provide basic office management, handle inquiries and provide word processing facilities for the Commissioner for ACT Revenue. Prepare less complex letters and reports and conduct basic research into ACT taxes and administrative procedures.

Contact officer: John Casburn (06) 246 3017

Selection documentation may be obtained from contact officer—Apply: E1

N.N.—100012011

CHIEF MINISTER'S DEPARTMENT

ACT Institute of Technical and Further Education, Corporate Services Program

Administrative Service Officer Class 3 \$25740-27780, Support Services Subprogram, Services (Assets) Unit, Canberra (No. 4613)

Duties: Under general direction, organise, plan and conduct the physical stocktake of all Institute assets and investigate and prepare reports on assets discrepancy. Supervise and compile the stocktaking lists using a computerised database and liaise with the Assets Controller and Stores Holding Officers to coordinate the stocktake. Prepare correspondence concerning stocktakes and related matters.

Contact officer: W. Morgan (06) 245 1860

Selection documentation may be obtained from W. Morgan (06) 245 1860—Apply: HB4

N.N.—100012012

Administrative Service Officer Class 2 \$22600-25060, Support Services Subprogram, Services (Assets) Unit, Canberra (No. 4599)

Duties: Under general direction, conduct physical stocktakes of all Institute assets and compile stocktaking lists using a computerised database. Investigate asset discrepancies and conduct periodic checks on the correct stores holding procedures. Prepare routine correspondence concerning stocktakes and related matters.

Contact officer: W. Morgan (06) 245 1860

Selection documentation may be obtained from W. Morgan (06) 245 1860—Apply: HB4

N.N.—100012013

Economic Development Division

****Administrative Service Officer Class 3 \$25740-27780**, Administrative Support Unit, Canberra (Nos 313, 318)

Duties: Provide a full range of administrative office services including preparing and managing purchasing and expenditure functions, preparing and reconciling accounting records and assisting with the preparation and maintenance of various reports and information systems, both manual and computerised. Provide assistance to the division in areas of staffing, finance and general administrative services as and when required.

Contact officer: John Oberdorf (06) 274 3813

Selection documentation may be obtained from John Oberdorf (06) 274 3813—Apply: E1

N.N.—100012014

Office of Public Sector Management, Review and Evaluation Branch

****Administrative Service Officer Class 4 \$28690-31150, Investigations Unit, Canberra (No. 5336)**

Duties: Under general direction, perform minor investigations into allegations of fraud, malpractice and corruption. Assist in strategic analysis duties. Assist in the preparation and presentation of fraud-awareness training courses.

Eligibility/other requirements: Demonstrated capacity to conduct investigations into breaches of the law and to research and analyse commercial activities which may reveal patterns of fraud, corruption or other malpractice.

Contact officer: A. Hermes (06) 275 8469

Selection documentation may be obtained from contact officer—Apply: E1

N.N.—100012015

DEPARTMENT OF THE ENVIRONMENT, LAND AND PLANNING

Land Division, Land Development Branch

Administrative Service Officer Class 3 \$25740-27780, Accounts Section, Canberra (No. 1379)

Duties: Control workflows and ensure that debit raising programs are met. Check and sign certificates of indebtedness and correspondence prepared by ledger-keeping staff, ensure prompt handling of inquiries and correspondence. Check and authorise journals prepared in respect of the above accounts, ensure action is taken to clear suspense accounts.

Contact officer: Steve Wallace (06) 246 8438

Selection documentation may be obtained from Katherine Gillies (06) 246 8225—Apply: E1

N.N.—100012018

Land Information Office

Administrative Service Officer Class 4 \$28690-31150, Cartography, Canberra (No. 13323)

Duties: Under general direction, provide the following administrative support tasks to the unit: point of contact for clients and public; supervise allocated staff; provide specialist tasks; develop appropriate systems for controlling workflow. Provide operational support to the unit. Carry out research and analysis relevant to the unit. Produce minor correspondence and drafts on major or minor complex issues.

Eligibility/other requirements: Knowledge and experience in typesetting and desktop publishing an advantage.

Contact officer: Mike Steele (06) 246 8713

Selection documentation may be obtained from Mike Steele (06) 246 8713—Apply: E1

N.N.—100012016

Administrative Service Officer Class 4 \$28690-31150, Cartography, Canberra (No. 13322)

Duties: Under general direction, undertake a range of administrative and operational clerical tasks. Perform specialised tasks necessary to the achievement of program outputs. Prepare papers, briefing notes, correspondence and attachments for reports. Undertake other duties as directed.

Eligibility/other requirements: Knowledge and experience in typesetting and desktop publishing an advantage.

Contact officer: Mike Steele (06) 246 8713

Selection documentation may be obtained from contact officer—Apply: E1

N.N.—100012017

MINISTRY FOR HEALTH, EDUCATION AND THE ARTS

ACT Board of Health, Community Health

****Administrative Service Officer Class 4 \$28690-31150, Migrant Health Unit, Canberra (No. 3801)**

Duties: Provide interpreting services in English and Spanish to health workers in ACT Board of Health Services areas for patients/clients with limited knowledge of English. Under direction, organise and participate in health education and information sessions and cross cultural communications workshops.

Eligibility/other requirements: NAATI accreditation at Level 3 important. Experience as a professional interpreter less important.

Note: Apply in triplicate with business contact number. Hours of duty: 50 hours per fortnight.

Contact officer: A. Milman (06) 279 3900

Selection documentation may be obtained from (06) 269 7224—Apply: M14A

N.N.—100012021

Royal Canberra Hospital, Biomedical Engineering Services Branch

****Trainee Technical Officer \$12937-24550, Biomechanical Services, Canberra (No. 1673)**

Duties: Duties will include manufacture of shielding devices and vacuum formed shells and fitting of the devices to patients and to perform general repairs and maintenance of mechanical biomedical equipment.

Eligibility/other requirements: Mandatory qualifications will apply.

Note: Apply in triplicate with business contact number.

Contact officer: J. Wards (06) 243 2664

Selection documentation may be obtained from (06) 269 7224—Apply: M14A

N.N.—100012022

ACT Board of Health, Royal Canberra Hospital, Clinical Services

Senior Professional Officer Grade C \$40906-44435, Occupational Therapy Section, Canberra (No. 5572)

Duties: Assist the Director of Occupational Therapy Services in the management of services in the acute hospital. Provide clinical services in one of the following areas: Paediatrics; Neurology; Neurosurgery; Orthopaedics; Cardiology; Burns; General Medicine; Surgery; Oncology; hand injuries.

Eligibility/other requirements: Mandatory qualifications apply.

Note: Apply in triplicate with business contact number.

Contact officer: R. Pender (06) 243 2190

Selection documentation may be obtained from (06) 269 7224—Apply: M14A

N.N.—100012023

Professional Officer Class 2 \$34560-38623, Nutrition Section, Canberra (No. 6450)

Duties: Organise, plan and supervise areas as allocated. Supervise nutrition staff and students. Assess and treat clients requiring specialised knowledge. Develop nutrition education and resource material. Develop and participate in food and nutrition education programs.

Eligibility/other requirements: Mandatory qualifications apply.

Note: Apply in triplicate with business contact number. Hours of duty: 40 hours per fortnight.

Contact officer: L. Brown (06) 244 2162

Selection documentation may be obtained from (06) 269 7224—Apply: M14A

N.N.—100012024

Professional Officer Class 1 \$24100-33810, Nutrition Section, Canberra (No. 5521)

Duties: Assess and evaluate nutritional status of clients, plan dietary analyses as required. Counsel clients and their families in nutrition and dietetic principles, food planning and food selection.

Eligibility/other requirements: Mandatory qualifications apply.

Note: Apply in triplicate with business contact number.

Contact officer: L. Brown (06) 244 2162

Selection documentation may be obtained from (06) 269 7224—Apply: M14A

N.N.—100012025

Corporate Services Division, Ministry Support Branch**Administrative Service Officer Class 2 \$22600-25060, Health Policy Section, Canberra (No. 7)**

Duties: Provide clerical and administrative duties for the section, including administration of budgets, estimates and expenditure control, preparation of minor correspondence, organisation of travel and arranging appointments. Perform general keyboard duties, such as word processing, financial spreadsheets and databases.

Contact officer: L. Croke (06) 245 4511

Selection documentation may be obtained from M. Kilgore (06) 293 7710—Apply: HB3

N.N.—100012026

Personnel Branch**Administrative Service Officer Class 4 \$28690-31150, Rehabilitation and Compensation Unit, Canberra (No. 15) (expected vacancy)**

Duties: Advise staff regarding provisions of the Comcare legislation and prepare more complex claims for forwarding to Comcare.

Contact officer: R. Tanzer (06) 293 7744

Selection documentation may be obtained from C. Corbin (06) 293 7712—Apply: HB3

N.N.—100012027

Education Division**Administrative Service Officer Class 6 \$34560-39700, Non-Government Schools Office, Canberra (No. 119)**

Duties: Liaise with non-government schools, other officers within the organisation and ACT Treasury on a daily basis. Administer programs of assistance to schools entailing making payments, budget control and ensuring the schools adhere to specific grant guidelines.

Contact officer: R. Cody (06) 293 7700

Selection documentation may be obtained from C. Corbin (06) 293 7712—Apply: HB3

N.N.—100012028

DEPARTMENT OF JUSTICE AND COMMUNITY SERVICES**Housing and Community Services Bureau, Community Welfare Branch****Administrative Service Officer Class 3 \$25740-27780, Policy and Coordination Section, Canberra (No. 11431)**

Duties: Under general direction: maintain branch computerised information systems and assist in the production of accurate management information reports; perform special administrative tasks such as preparation of instruments and appointments under relevant legislation and the maintenance of associated registers; prepare less complex correspondence, briefings and reports; conduct minor investigations and research; provide secretariat support in a range of forums; supervise and train allocated staff; liaise with government and non-government agencies.

Contact officer: Neva Kastelic (06) 245 4357

Selection documentation may be obtained from contact officer—Apply: E3

N.N.—100012020

DEPARTMENT OF URBAN SERVICES**ACT Public Works and Services Group, ACT Government Computing Services****Administrative Service Officer Class 4 \$28690-31150, Facilities Management, Canberra (several positions) (expected vacancies)**

Duties: Under general direction, operate computer consoles in accordance with standards and procedures. Oversee the operation of peripheral equipment. Maintain reports concerning malfunctions and breaches of operating instructions. Assist with strategic planning associated with the provision of computing facilities and their management. Assist with the design, development and implementation of policies, procedures and practices. Contribute to and/or deliver staff development programs.

Eligibility/other requirements: Shift-work as required.

Contact officer: Kevin Hoy (06) 272 3065

Selection documentation may be obtained from Jenny Willson (06) 279 3267—Apply: E3

N.N.—100012029

City Services Group, Roads and Transport**Administrative Service Officer Class 2 \$22600-25060, Stormwater, Canberra (No. 10815)**

Duties: Provide general administrative and financial management assistance, provide keyboard support services, handle inquiries and complaints from all sectors of the community. Assist with the provision of management information services. Undertake special tasks as required.

Contact officer: A. Falkland (06) 269 1516

Selection documentation may be obtained from G. Wellspring (06) 269 1516—Apply: E3

N.N.—100012030

Appointments**DEPARTMENT OF JUSTICE AND COMMUNITY SERVICES****Administrative Service Officer Class 6**

Jennifer Dawne Roberts: 705-35043, Section 42, 7.6.91

N.N.—9138981

Administrative Service Officer Class 3

Stephen John Polsen: 545-60249, Section 42, 4.6.91

Marilyn Kaye Banfield: 705-32096, Section 42, 4.6.91

N.N.—9138982

Administrative Service Officer Class 1 (part-time)

Craig Douglas Wilkin: 701-46910, Section 42, 7.6.91

N.N.—9138983

MINISTRY FOR HEALTH, EDUCATION AND THE ARTS**Professional Officer Class 1**

Craig Wisdom: 261-25346, Section 42, 7.6.91

N.N.—9138984

Administrative Service Officer Class 1

Karen Walshe: 261-24546, Section 42A, 7.6.91

N.N.—9138985

DEPARTMENT OF URBAN SERVICES**Administrative Service Officer Class 5**

Joan Ellen Williams: 705-35107, Section 42, 3.6.91

N.N.—9138986

Promotions

CHIEF MINISTER'S DEPARTMENT

ACT Institute of Technical and Further Education,
Corporate Services Program

D. L. Metcalfe: 539-95806

From: Administrative Service Officer Class 1 \$11981-22070, Chief Minister's Department, Australian Capital Territory

To: Administrative Service Officer Class 2 \$22600-25060, Resource Management and Review Subprogram, Personnel Management Unit, Personnel and Recruitment Department, Canberra (No. 4081) (PS7, 21.2.91)

N.N.—100012191

DEPARTMENT OF THE ENVIRONMENT, LAND AND PLANNING

Environment and Conservation Bureau, ACT Parks and Conservation Service

J. E. Garbode: 503-28784

From: Administrative Service Officer Class 3 \$25740-27780, Department of the Environment, Land and Planning, Australian Capital Territory

To: Administrative Service Officer Class 5 \$32000-33930, Cultural and Recreational Services, Canberra (No. 13235) (PS50, 20.12.90)

N.N.—100012192

MINISTRY FOR HEALTH, EDUCATION AND THE ARTS

ACT Board of Health, Clinical Services

S. D. Chicchio: 311-96034

From: Senior Professional Officer Grade C \$40906-44435, Ministry for Health, Education and the Arts, Australian Capital Territory

To: Senior Professional Officer Grade B \$45402-52100, Medical Records, Canberra (No. 8983) (PS25, 27.6.91)

N.N.—100012200

L. Dunster: 261-23922

From: Administrative Service Officer Class 1 \$19437-22070, Ministry for Health, Education and the Arts, Australian Capital Territory

To: Administrative Service Officer Class 2 \$22600-25060, Medical Records, Canberra (No. 5115) (PS8, 28.2.91)

N.N.—100012202

F. Yanni: 325-66877

From: Administrative Service Officer Class 1 \$19437-22070, Ministry for Health, Education and the Arts, Australian Capital Territory

To: Administrative Service Officer Class 2 \$22600-25060, Medical Records, Canberra (No. 5114) (PS8, 28.2.91)

N.N.—100012203

Clinical Services Branch

C. A. Reid: 260-84695

From: Professional Officer Class 1 \$24100-33810, Ministry for Health, Education and the Arts, Australian Capital Territory

To: Professional Officer Class 2 \$34560-38623, Pharmacy Section, located at Royal Canberra Hospital South, Canberra (No. 6208) (PS43, 1.11.90)

Note: Position was advertised as (No. 6207).

N.N.—100012201

Executive

S. H. Hall: 543-15040

From: Administrative Service Officer Class 2 \$22600-25060, Ministry for Health, Education and the Arts, Australian Capital Territory

To: Administrative Service Officer Class 4 \$28690-31150, Executive, Canberra (No. 7152) (PS49, 13.12.90)

N.N.—100012204

DEPARTMENT OF JUSTICE AND COMMUNITY SERVICES

Government Law Office, ACT Government Solicitor's Office

D. Kacic-Bartulovic: 545-61268

From: Administrative Service Officer Class 1 \$11981-22070, Department of Justice and Community Services, Australian Capital Territory

To: Administrative Service Officer Class 2 \$22600-25060, Claims Section, Canberra (No. 5600) (PS17, 2.5.91)

N.N.—100012193

Constitutional and Law Reform Branch

F. H. Brown: 507-07653

From: Administrative Service Officer Class 6 \$34560-39700, Department of Justice and Community Services, Australian Capital Territory

To: Legal 1 \$26520-40906, Human Rights and Community Law Section, Canberra (No. 5806) (PS7, 21.2.91)

N.N.—100012194

Housing and Community Services Bureau

H. Tilley: 702-84539

From: Administrative Service Officer Class 1 \$11981-22070, Department of Industry, Technology and Commerce, Australian Capital Territory

To: Administrative Service Officer Class 2 \$22600-25060, Office of the Director of Rental Bonds, Canberra (No. 11851) (PS7, 21.2.91)

N.N.—100012195

ACT Housing Trust

B. A. Albrighton: 506-38336

From: Custodial Officer Grade 2 \$25285-27663, Department of Justice and Community Services, Australian Capital Territory

To: Administrative Service Officer Class 3 \$25740-27780, Assets Maintenance Section, Canberra (No. 11831) (PS3, 24.1.91)

N.N.—100012196

L. M. Kendal: 517-73695

From: Administrative Service Officer Class 2 \$22600-25060, Department of Justice and Community Services, Australian Capital Territory

To: Administrative Service Officer Class 3 \$25740-27780, Assets Maintenance Section, Canberra (No. 11832) (PS3, 24.1.91)

N.N.—100012197

M. J. O'Brien: 527-86105

From: Administrative Service Officer Class 2 \$22600-25060, Department of Urban Services, Australian Capital Territory

To: Administrative Service Officer Class 3 \$25740-27780, Assets Maintenance Section, Canberra (No. 11830) (PS3, 24.1.91)

N.N.—100012198

P. Coulton: 545-55909

From: Administrative Service Officer Class 2 \$22600-25060, Department of Justice and Community Services, Australian Capital Territory

To: Administrative Service Officer Class 3 \$25740-27780, Assets Maintenance Section, Canberra (No. 11829) (PS3, 24.1.91)

N.N.—100012199

DEPARTMENT OF URBAN SERVICES
ACTION, Public Services Branch

L. D. De Smet: 543-42284

From: Administrative Service Officer Class 1 \$11981-22070, Department of Urban Services, Australian Capital Territory

To: Administrative Service Officer Class 2 \$22600-25060, Operations Section, Canberra (No. 1046) (PS7, 21.2.91)

N.N.—100012205

City Services Group, Roads and Transport

M. J. Hart: 539-01427

From: Administrative Service Officer Class 1 \$11981-22070, Department of Defence, Australian Capital Territory

To: Administrative Service Officer Class 3 \$25740-27780, Motor Vehicle Regulation Section, Canberra (No. 1340) (PS10, 14.3.91)

N.N.—100012206

J. Deans: 545-06111

From: Administrative Service Officer Class 1 \$11981-22070

To: Administrative Service Officer Class 2 \$22600-25060, Motor Vehicle Regulation Section, Canberra (No. 4791) (PS7, 21.2.91)

N.N.—100012207

Government Services Group, Organisation Development Service

L. A. McLeish: 507-98911

From: Administrative Service Officer Class 3 \$25740-27780, Department of Urban Services, Australian Capital Territory

To: Administrative Service Officer Class 5 \$32000-33930, Canberra (No. 1992) (PS48, 6.12.90)

Note: This position was advertised as (several positions) in Organisation Development Service, Corporate Secretariat Branch.

N.N.—100012208

Transport Officer Grade 3

Donald Edward Cameron: 705-34868, Section 42, 5.6.91
Brian Patrick Quinn: 705-34841, Section 42, 5.6.91
N.N.—9138987

Transfer to advertised vacancies

MINISTRY FOR HEALTH, EDUCATION AND THE ARTS

J. Russell: 260-84740

From: Enrolled Nurse, Nursing Section, Royal Canberra Hospital—South, ACT Board of Health

To: Enrolled Nurse, Community Nursing Section, Community Health Branch, ACT Board of Health, Canberra (No. 5768) (PS 9, 7.3.91)

N.N.—9138988

S. M. Meggs: 261-15017

From: Professional Officer Class 1

To: Professional Officer Class 1, Hospital Services Division, Clinical Services Branch, Occupational Therapy Section, Royal Canberra Hospital North (No. 8683) (PS 24, 20.6.91)

N.N.—9138989

Retirements and dismissals

Section 76U Public Service Act: Maurice Raymond Tracey, Administrative Service Officer Class 1, 27.5.91
N.N.—9138990

CHIEF MINISTER'S DEPARTMENT

Section 76W Public Service Act: David Malcolm Meath-eringham, Inspector (Technical), 30.5.91
N.N.—9138991

Cancellations—section 50G (1)

DEPARTMENT OF JUSTICE AND COMMUNITY SERVICES

G. J. Hall, 23.5.91

N.N.—9138992

Vacancies—Public Service

General information

SUBMISSION OF APPLICATIONS

Applications are invited for appointment, promotion or transfer to the vacancies notified on the following pages. All vacancies are open:

- to officers of the Australian Public Service (APS);
- to officers and former officers of the APS who have coverage under the officers' mobility provisions contained in Part IV of the Public Service Act (see section below entitled Officers Employed at Statutory Authorities);
- to staff members of the Superannuation Fund Investment Trust and the Australian Trade Commission;
- to former officers of the APS who, on 1 April 1987 were on leave without pay to work in the Northern Territory Public Service, and who resigned prior to 1 April 1988 to continue employment in that Service, and have continued to be employed by that Service; and
- to former officers of the APS who resign on or after 2 August 1990 who satisfy the following conditions:
 - the resignation was for child rearing purposes and the person resigned after taking at least three months' maternity or parental leave; and
 - the resignation took place within two years of the date of birth of the child for which the period of maternity or parental leave was granted; and
 - the position for which the former officer is applying is advertised in the *Gazette* within six years from the date of birth of the child for which the maternity or parental leave was granted. The symbols * and ** denote vacancies for which applications for appointment will be considered from qualified persons who are not officers of the APS. These vacancies are also advertised in the press.

Closing dates

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 the departments in which the vacancies exist. The code shown below each vacancy notification refers to the index of departmental addresses which follows the vacancy notices in this *Gazette*.

Departments are not required to accept applications submitted after the closing date. An applicant whose late application is not accepted by a department will be advised that the application has been rejected. Applications by facsimile (which are contained in the Commonwealth Government Directory) will be accepted before the closing date but supporting details should follow within a reasonable period. Such applicants should not assume that a shortlisting exercise will be delayed until the supporting details are available.

Selection criteria

Selection for all vacancies in the APS is based on assessment of both officers and other applicants against specified selection criteria. Applicants should therefore ensure that in their applications they address their claims for the advertised vacancy in terms of the selection criteria.

Selection documents

Selection documents normally include

- selection criteria
- duty statement
- job description, and
- qualifications requirements

and may, in most cases, be obtained by ringing the telephone number provided for this purpose in the vacancy notification. If no telephone number is provided selection documents will be available from the relevant personnel section.

Where qualifications or other conditions are prescribed by the Public Service Commissioner under section 33A (1) of the Public Service Act as being required for appointment, promotion or transfer to particular classifications, the vacancy notification will include only the advice 'Mandatory qualifications apply.' Information concerning these qualifications will be available from departmental contact officers and will be specified in the selection documents.

APPLICATIONS FOR APPOINTMENT

To be eligible for appointment and/or confirmation of appointment to the APS, an applicant must:

- be of good character i.e. a fit and proper person to be an officer of the Service; and
- meet the required standard of health and physical fitness.

Most appointments to the APS are made on probation. The purpose of the probationary period is to ascertain whether an appointee's conduct and work performance meet the standards expected of officers of the APS and to ensure that an appointee satisfies the medical standard.

Applicants for appointment to the APS are generally required to be Australian citizens. However, persons who are not Australian citizens may be considered for appointment on probation where they are:

- permanent residents who have not yet satisfied the residential requirement for citizenship;
- permanent residents who have applied for, but have not yet been granted citizenship; or
- successful applicants for a position advertised overseas who need a firm job offer before immigration/citizenship matters can be progressed.

An officer's probationary appointment cannot be confirmed unless and until citizenship is granted, except in cases where a waiver of citizenship has been approved.

If a returned soldier (as defined in section 7 of the Public Service Act) and a person who is not a returned soldier are placed equal on an order of merit for appointment, the returned soldier will be offered appointment before the person who is not a returned soldier.

Salary on appointment

Normally, commencing salary is paid at the minimum salary point of the range for the relevant classification. However, in special circumstances such as where the applicant possesses special skills, qualifications or experience, or the department experiences considerable difficulty in recruiting appropriately qualified or experienced staff, salary above the minimum of the range may be offered.

Salary on appointment should be resolved prior to commencing work as it cannot be altered thereafter.

APPLICATIONS FOR PROMOTION OR TRANSFER

Officers who satisfy the educational qualifications and any other conditions notified under section 33A (1) of the Public Service Act for particular classifications may apply for promotion or transfer when individual vacancies in these classifications are advertised in the weekly *Gazette*.

Officers wishing to be considered for two or more vacancies should forward a separate application for each vacancy except where the positions applied for are of the same classification and have the same or like duties and selection criteria such that one application will suffice.

In addition to addressing claims for selection to the selection criteria, applicants in their applications should provide the following particulars:

- Full name (block letters)
- Classification
- Division/branch
- Department/bureau/office
- Australian Government Staff (AGS) number
- Work telephone contact number

An officer or former officer working at a statutory authority who is eligible to apply for promotion or transfer (see below) should include the following additional particulars:

- Name of authority
- Classification and salary scale with authority

Salary on promotion or transfer

Salary on promotion or transfer is determined in accordance with clauses 2.4.1-3 of Public Service Determination 1984/19. Inquiries about the salary payable to a minor should be addressed to the department notifying the vacancy.

JOINT SELECTION COMMITTEES

Under sections 50DA and 50DB of the Public Service Act, a Secretary may establish a Joint Selection Committee (JSC) to recommend officers for promotion or transfer to vacant positions. A JSC consists of nominees of the MPRA (Convenor), department, and principal relevant staff organisation. Principal relevant staff organisation is defined in the Public Service Regulations.

OFFICERS WHO HAVE BEEN NOTIFIED AS BEING EXCESS

Officers who have been notified under the provisions of the Australian Public Service Redeployment and Retirement (Redundancy) Award 1987 that they are excess to departmental requirements (excess officers) should actively seek redeployment by applying for transfer to gazetted vacancies for which they are qualified and the duties of which they consider they could perform efficiently either immediately or within a reasonable period.

Normally, excess officers will be considered for transfer in isolation from, and not in competition with, other applicants for promotion or transfer. Consideration of the claims of an excess officer is to be based on ability to perform the duties efficiently, either immediately or within a reasonable period. If more than one excess officer is considered efficient for the vacant position, the most efficient of these excess officers is to be selected.

Applications from excess officers are to be sent direct to the address nominated in the *Gazette* and should include a copy of the notice that they are excess. Applicants should ensure that they obtain the selection documents from the department. Applicants may find it helpful to discuss the work performed and other aspects of the work area with the appropriate department before submitting an application. Applicants should submit full applications including detailed curriculum vitae and work histories.

Applicants should send a copy of any application made for a gazetted vacancy to their own Personnel Section so that the department is aware of their efforts to seek redeployment.

In exceptional circumstances, Public Service Commission approval may be given for a department to consider for promotion, transfer or appointment other applicants for a particular vacancy notwithstanding that an efficient surplus officer is available.

OFFICERS EMPLOYED AT STATUTORY AUTHORITIES

Officers and former employees of the APS who are covered by the officers' mobility provisions contained in Part IV of the Public Service Act (whether in first tier or second tier) may apply for promotion or transfer to advertised positions, provided that they meet any mandatory qualifications. They are able to apply for all vacancies, not only those denoted with the symbols * and **.

Officers who are still covered by the provisions of the repealed Officers' Rights Declaration Act (because they have not elected to become covered by the above mobility provisions) may also apply for selection but if selected may wish to seek reappointment at a level determined by the Public Service Commissioner before returning to the APS.

An officer or former officer who is covered by either of the above categories should indicate which category in his/her application.

For the purposes of an application for promotion or transfer an applicant's APS or former APS classification will apply and not the level attained in the employment of the particular authority.

Staff members of the Australian Trade Commission and the Superannuation Fund Investment Trust may submit applications for vacancies notified in the *Gazette* as if they were APS officers.

CONDITIONS OF SERVICE

Fares and removal expenses may be paid by the employing department where it is necessary to move from one city or state to another to take up duty. Where positions are advertised only in Australia, and an overseas resident applies, fares and removal expenses from that country are not normally paid. An allowance to offset additional expenditure for temporary accommodation may also be payable in certain circumstances.

All persons appointed to the APS are required to make superannuation contributions under either the Superannuation Act 1976 or the Superannuation Act 1990, whichever is applicable. Leave provisions include a minimum of four weeks' annual leave (with a bonus payment), cumulative sick leave credits, maternity leave, study leave and three months long service leave after ten years service.

Permanent part-time working arrangements and flexible working hours may also be available.

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

SECURITY ASSESSMENT

The duties of some positions and the work performed in some areas of departments and in certain buildings occupied by some departments, involves staff in having access to material that is classified in the interests of national security.

Before staff can be employed in such positions and areas the department is required to determine suitability for access having regard to all relevant information, including any assessment provided by the Australian Security Intelligence Organisation. An adverse or qualified assessment is subject to appeal.

To facilitate inquiries in this regard applicants will be required to complete a Personal Particulars Form. Applicants short listed for some positions may be required to complete a Security Questionnaire. An applicant who declines to comply with a request to complete this questionnaire will be regarded as having withdrawn from the field of applicants for such a position.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The Australian Public Service is committed to implementing an Equal Employment Opportunity policy to ensure that fair consideration is given to all applicants.

N.N.—9138932

Administrative Services

DEPARTMENT OF ADMINISTRATIVE SERVICES CENTRAL OFFICE

Australian Surveying and Land Information Group, Corporate Affairs Branch

****Director, Marketing Support, Senior Officer Grade C \$40906-44435**, Marketing Section, Canberra (No. 15785)

Duties: Develop, implement and monitor a program of advertising promotions etc. and manage preparation of associated materials. Develop, implement and monitor a program of market research, including analysis of markets, clients, competitors and products.

Contact officer: Drew Clarke (06) 201 4263

Selection documentation may be obtained from (06) 201 4383—Apply: B3

N.N.—100011782

Overseas Property Group, Overseas Estate Branch

Administrative Service Officer Class 6 \$34560-39700, Estate Management A Section, Canberra (No. 13728)

Duties: Under limited control, assist in managing overseas property projects and/or the overseas property services for a number of posts. Undertake overseas property inspections as a team member on major inspections or individually on minor inspection visits. Participate in the review of programs, procedures, practices and policies. Prepare correspondence, submissions and briefings.

Contact officer: W. Okill (06) 275 3328

Selection documentation may be obtained from J. Murray (06) 275 3373—Apply: B5

N.N.—100011813

NEW SOUTH WALES

Operations Branch

****Administrative Service Officer Class 3 \$25740-27780**, Divisions of Berowra, Phillip and Wentworth, Hornsby, Randwick and Bondi Junction (Nos 74, 104, 101)

Duties: Divisional Clerk. Assist in the planning and conduct of selections and Referendums. Responsible for the preparation and maintenance of electoral rolls. Oversight operations of habitation reviews. Organise and conduct electoral education seminars.

Eligibility/other requirements: A current driver's licence would be an advantage.

Note: Contact officers: Berowra—D. Gallard (049) 26 1036; Phillip—T. Ross (02) 289 0316; Wentworth—G. Marles (02) 289 0315. Any person who is, and is seen to be, active in political or electoral affairs and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered. These positions were advertised in PS8, 28.2.91. Previous applicants need not reapply.

Contact officer: (see Note)

Selection documentation may be obtained from (02) 289 0377 (24 hour answering machine)—Apply: QB2

N.N.—100011738

Australian Property Group, Business Management

Administrative Service Officer Class 3 \$25740-27780, Chatswood (No. 10991)

Duties: Executive Support: Provide secretarial support to the State Manager and the Director, Business Management. Prepare routine correspondence. Secretariat: Secretariat function in relation to meetings and functions including collection/distribution of agenda items, booking of venues. Administration: Process movement requisitions and claims for travel allowance.

Code overtime claims for entry to MENTOR. Maintain register of correspondence. Other tasks as required.

Contact officer: Teena Kelly (02) 414 8104

Selection documentation may be obtained from Jason Etchells (02) 414 8146—Apply: B8

N.N.—100011852

Administrative Service Officer Class 2 \$22600-25060, Chatswood (No. 10836)

Duties: Provide a range of routine administrative support services to the Australian Property Group NSW including: monitoring use of office stationery and order supplies; arranging routine or emergency services of cars; maintenance of office machines; courier duties; distribution of mail including payslips, internal minutes and staff notices. Assist with arrangements of travel for APG Officers.

Contact officer: Teena Kelly (02) 414 8104

Selection documentation may be obtained from Jason Etchells (02) 414 8146—Apply: B8

N.N.—100011853

Protective Services, New South Wales Region

Senior Protective Service Officer \$28690-31150, Training, Sydney (No. 19029)

Duties: Coordinate and oversight all Regional Staff Development Programs including induction, refresher and on-the-job training. Liaise as necessary with Central Office. Conduct instructor development training for station OIC's and other senior officers as required. As appropriate, arrange for the attendance of officers at external training courses and activities.

Contact officer: G. Thompson (02) 281 7000

Selection documentation may be obtained from R. Templeton (02) 414 8162—Apply: B8

N.N.—100011734

Regional Coordinators Office, Personnel Services

****Administrative Service Officer Class 3 \$25740-27780**, Pay and Conditions, Chatswood (No. 2607)

Duties: Staff Clerk. Administer salaries, conditions of service and selection recruitment exercises. Interpret and implement relevant legislation. Exercise appropriate delegations. Undertake on-the-job training of subordinate staff.

Contact officer: C. Blair (02) 414 7782

Selection documentation may be obtained from R. Templeton (02) 414 8162—Apply: B8

N.N.—100011732

****Administrative Service Officer Class 4 \$28690-31150**, Industrial Relations, Chatswood (No. 3732)

Duties: Oversight salaries administration, conditions of service, recruitment and routine personnel casework undertaken within a team. Supervise subordinate staff, including monitor of workflow and workload. Prepare reports and statistics. Provide advice to clients and managers on technical matters.

Contact officer: C. Smith (02) 414 8153

Selection documentation may be obtained from R. Templeton (02) 414 8162—Apply: B8

N.N.—100011733

VICTORIA

Corporate Support Unit, Staff Development

Senior Officer Grade C \$40906-44435, Melbourne (No. 10580)

Duties: Manage the Staff Development Branch of the Corporate Support Unit. Identify and implement training and development packages that satisfy the requirements of DAS businesses, their program strategies and priorities.

Contact officer: John Dickenson (03) 649 4838

Selection documentation may be obtained from John Malloy (03) 652 8417—Apply: F4

N.N.—100011810

Property Services Program, Australian Construction Services, Project Services Subprogram

Project Services is one of two discrete businesses making up the Commonwealth Government's central design and construction agency. Project Services undertakes project management, design, documentation and construction supervision of new facilities on behalf of its wide range of clients and offers them many related professional advisory services.

N.N.—100012178

Administrative Service Officers Class 2 \$22600-25060 and Class 6 \$34560-39700, Melbourne (several positions)

Duties: Project Services is now seeking career-minded people for key roles in project administration, office management and financial management.

Note: Please quote Ref. Nos ASOC2—NP50012, ASOC6—NP50016.

Contact officer: John Farrell (03) 652 8590

Selection documentation may be obtained from John Malloy (03) 652 8417—Apply: F4

N.N.—100011846

****Administrative Service Officers Class 3 \$25740-27780, Class 4 \$28690-31150, Class 5 \$32000-33930, Melbourne (several positions)**

Duties: Project Services is now seeking career-minded people for key roles in project administration, office management and financial management.

Note: Please quote Ref. Nos ASOC3—NP50013, ASOC4—NP50014, ASOC5—NP50015.

Contact officer: John Farrell (03) 652 8590

Selection documentation may be obtained from John Malloy (03) 652 8417—Apply: F4

N.N.—100011847

Senior Officers Grade B \$45402-50670, Grade C \$40906-44435, Melbourne (Nos 8812 (B)—3030 (C))

Duties: Project Services is now seeking career-minded people for key roles in project administration, office management and financial management.

Contact officer: John Farrell (03) 652 8590

Selection documentation may be obtained from John Malloy (03) 652 8417—Apply: F4

N.N.—100011848

NORTHERN TERRITORY**Property Services Program, Project Management Branch****Senior Professional Officer Grade A \$55000, Darwin (No. 8014)**

Duties: Manage the operations of the Construction Management Project Group. Plan, coordinate and control the design and construction of major projects on behalf of Defence clients.

Eligibility/other requirements: Professional qualifications in Architecture, Engineering, Building or Quantity Surveying apply.

Contact officer: Mr A. Jacka (089) 80 0213

Selection documentation may be obtained from Lucille Taulelei (089) 46 0742—Apply: B14

N.N.—100011739

**AUSTRALIAN ELECTORAL COMMISSION
NEW SOUTH WALES****Operations****Administrative Service Officer Class 2 \$22600-25060, Division of Mitchell, Castle Hill (No. 130) (expected vacancy)**

Duties: Assist with the maintenance of Commonwealth Electoral Rolls and with electoral work generally. Receive and process claims for enrolment. Assist with the conduct of Habitation Reviews, arrangements for elections and with the maintenance of Divisional Office

accounts. Assist with investigations into cases of failure to enrol or vote.

Eligibility/other requirements: Typing/keyboard ability should be stated. A current driver's licence or preparedness to obtain one is highly desirable.

Note: Any person who is an active member in a political party and is seen to be active in political or electoral affairs and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.

Contact officer: Lee Jones (02) 680 3722

Selection documentation may be obtained from Recruitment Officer (02) 289 0377 (24 hour answering machine)—Apply: QB2

N.N.—100011722

**Arts, Sport, the Environment,
Tourism and Territories****DEPARTMENT OF THE ARTS, SPORT, THE
ENVIRONMENT, TOURISM AND TERRITORIES
CENTRAL OFFICE**

The Department of the Arts, Sport, the Environment, Tourism and Territories is an equal opportunity employer. So that interviewing committees may be appropriately structured, applicants who are Aboriginal, come from non-English speaking backgrounds or who have a disability may wish to indicate this in their application.

Selection for the vacancies notified below will be made on the basis of specified selection criteria. It is in the interest of candidates to obtain the selection criteria and frame their applications accordingly.

N.N.—100012124

**Corporate Management and Territories Division,
Corporate Operations Branch******Administrative Service Officer Class 3 \$25740-27780, Library Section, Canberra (No. 2181)**

Duties: Under general direction, be responsible for the provision of the inter-library loans service including: establishing/verifying bibliographic details; ensuring correct citation style; recommending locations; following up overdue.

Contact officer: M. Chilvers (06) 274 1213

Selection documentation may be obtained from contact officer—Apply: M15

N.N.—100011927

Territories Branch

The Territories Branch of the department provides advice to Government on the development, implementation and evaluation of Commonwealth policies and programs for Australia's Territories. These Territories include Christmas Island, the Cocos (Keeling) Islands, Norfolk Island, the Jervis Bay Territory, Ashmore and Cartier Islands and the Coral Sea Islands Territory. The program also has responsibility for matters affecting the Commonwealth's interests in relation to the NT and the ACT.

The territories Branch has a number of vacancies at the SOG B and SOG C levels. Applicants will be considered generally for duties at this level within the branch, but may indicate in their applications an interest in a particular area of the branch.

The work of the branch is challenging and diverse, and officers could be involved in the analysis of development proposals, formulation of local government strategies, tourism infrastructure development, associated environmental matters, and constitutional issues, all within the framework of the branch's operations.

N.N.—100012125

Senior Officer Grade B \$45402-52100, Canberra (several positions)

Duties: Direct and control the activities of the section. Formulate proposals and advice for the Minister, Secretary and senior officers on matters which are the responsibility of the section.

Contact officer: Gerard Early (06) 274 1702

Selection documentation may be obtained from contact officer—Apply: M15

N.N.—100011922

Senior Officer Grade C \$40906-44435, Canberra (several positions)

Duties: Under limited direction, assist in directing the work of a section and in particular, manage and direct a defined area of work related to the section's program and/or policy responsibilities. Provide policy, administrative or professional advice within a defined area of work.

Contact officer: Hugh Moore (06) 274 1761

Selection documentation may be obtained from contact officer—Apply: M15

N.N.—100011923

Environment Protection Division, Environment Quality Branch

****Administrative Service Officer Class 2 \$22600-25060**, Executive, Canberra (No. 1001)

Duties: Perform Executive Assistant duties for one or more senior officers such as: perform secretarial duties including keyboard and stenographic duties; receive and distribute incoming papers; prepare replies of a straightforward nature.

Contact officer: Mary Kiline-Cody (06) 274 1404

Selection documentation may be obtained from Joanna Wagner (06) 274 1499—Apply: M15

N.N.—100011926

Environment and Conservation Policy Division, Climate Change and Environment Liaison Branch

Administrative Service Officer Class 6 \$34560-39700, Climate Change Policy Section, International Subsection, Canberra (No. 2683) (expected vacancy)

Duties: Assist the formulation and implementation of policies and programs related to the functions of the section. Prepare position papers, briefing material and correspondence.

Contact officer: Marilyn Kimber (06) 274 1520

Selection documentation may be obtained from contact officer—Apply: M15

N.N.—100011929

Natural Environment Division, Natural Resources Branch

Administrative Service Officer Class 6 \$34560-39700, Land Section, Canberra (No. 937)

Duties: Assist with the formulation and implementation of environment and conservation policies, programs and legislation. Assist with the administration and technical work associated with environment and conservation policies and programs.

Contact officer: David Forsyth (06) 274 1474

Selection documentation may be obtained from contact officer—Apply: M15

N.N.—100011928

QUEENSLAND

Bureau of Meteorology, Queensland Region

Senior Professional Officer Grade C \$40906-44435, Hydrology Section, Brisbane (No. 9092)

Duties: Allocate work within the hydrological program as prepared by the Senior Professional Officer Grade B in Queensland. Directly supervise and provide technical guidance to the Professional Officer Class 2 and the subprofessional staff as directed. Review technical reports prepared by subordinate staff and keep up

to date instructions for flood forecasting operations within the office and to special flood warning observers. Act as a team leader during flood periods.

Eligibility/other requirements: Mandatory qualifications apply. Hydrological experience desirable.

Note: Applications to be submitted in triplicate.

Contact officer: P. Baddiley (07) 864 8768

Selection documentation may be obtained from Daryl Faber (07) 864 8743—Apply: WA5

N.N.—100011906

****Professional Officer Class 2 \$34560-38623**, Hydrology Section, Brisbane (No. 9093)

Duties: Under general direction, conduct hydrological investigations for the development and operation of flood forecasting and warning systems for Queensland river basins. Participate in flood forecasting and warning operations and take charge of a team on shift-work during flooding.

Eligibility/other requirements: Mandatory qualifications apply. Hydrological experience desirable.

Note: Applications to be submitted in triplicate. Previous applicants will be considered and need not reapply.

Contact officer: P. Baddiley (07) 864 8768

Selection documentation may be obtained from Daryl Faber (07) 864 8743—Apply: WA5

N.N.—100011907

AUSTRALIAN NATIONAL PARKS AND WILDLIFE SERVICE

CENTRAL OFFICE

Education, Research and Corporate Development

Administrative Service Officer Class 2 \$22600-25060, Cooperative Research and Conservation Section, Canberra (No. 280)

Duties: Provide clerical and administrative support to the section's programs, in particular, the Australian Biological Resources Study Participatory Program, including the maintenance of financial management records, correspondence and file systems and address lists. Maintain computer databases associated with the funding programs.

Eligibility/other requirements: Experience in general office procedures including the use of keyboards and an ability to communicate effectively with members of the public. Possession of a driver's licence would be an advantage.

Contact officer: Mr J. Henry (06) 250 0333

Selection documentation may be obtained from (06) 250 0265—Apply: W3

N.N.—100011919

Administrative Service Officer Class 2 \$22600-25060, Cooperative Research and Conservation Section, Canberra (No. 278)

Duties: Provide clerical and administrative support to the section's programs, in particular, the Save the Bush Program, including the maintenance of financial management records, correspondence and file systems and address lists. Maintain computer databases associated with the funding programs.

Eligibility/other requirements: Experience in general office procedures including the use of keyboards and an ability to communicate effectively with members of the public. Possession of a driver's licence would be an advantage.

Contact officer: Mr J. Henry (06) 250 0333

Selection documentation may be obtained from (06) 250 0265—Apply: W3

N.N.—100011920

2700 Vacancies—Public Service

Office of Wildlife Conservation

Administrative Service Officer Class 2 \$22600-25060, Wildlife Monitoring Section, Bird and Bat Banding, Canberra (No. 95)

Duties: Input scientific and administrative data into a computer database. Maintain and access a library of scientific records. Undertake error checking of data sheets, printouts and other documents. Provide technical and administrative support to the subsection.

Eligibility/other requirements: Data processing experience would be an advantage.

Contact officer: Mr J. Pook (06) 250 0321

Selection documentation may be obtained from (06) 250 0265—Apply: W3

N.N.—100011921

**GREAT BARRIER REEF MARINE PARK
AUTHORITY**

QUEENSLAND

Townsville, Aquarium

Administrative Service Officer Class 3/4 \$25740-31150, Aquarium, Aquarium Shop, Townsville (No. 118)

Duties: If you have demonstrated a high level of achievement in retail sales and merchandising and would like to take charge of a dynamic souvenir and gift shop, then we would like you to apply for this challenging position. This position requires substantial experience, innovative ability and motivation.

Contact officer: Michael Hunter (077) 81 8811

Selection documentation may be obtained from Michael Hunter (077) 81 8811—Apply: W4

N.N.—24271617

**NATIONAL CAPITAL PLANNING AUTHORITY
AUSTRALIAN CAPITAL TERRITORY**

Planning Division, Statutory Planning Branch

Senior Officer Grade C \$40906-44435, Canberra (No. 14)

Duties: Register and assess applications for works approval, sketch proposals, variations to policy and referrals for advice regarding the National Capital Plan. Grant works approvals within delegations. Preparation and implementation of Development Conditions and Guidelines for specific sites in designated areas. Monitor and maintain records of works approval and site selection applications, lease purpose changes, land use policy changes. Represent Authority at interdepartmental, agency and private sector meetings. Preparation of agents briefs, supervise agents engaged on in-house and site tasks.

Eligibility/other requirements: Tertiary qualifications related to Urban Planning or extensive research experience in a related field.

Contact officer: J. Bolton (06) 271 2843

Selection documentation may be obtained from J. McFarlane (06) 271 2802—Apply: M24

N.N.—100011812

Urban Design Branch

****Senior Professional Officer Grade C \$40906-44435**, Canberra (No. 15)

Duties: Provide landscape architecture planning, design and construction advice. Undertake, coordinate/participate in landscape architecture projects and other planning/design studies. As part of a multidisciplinary team, provide landscape architecture input into developing policy and design solutions for urban areas and National Capital Open Space Systems. Monitor and approve development proposals within designated areas.

Eligibility/other requirements: Prescribed eligibility requirements appropriate to Landscape Architect apply. Experience in planning, design, development of landscape architecture projects, preparation/management of design and planning briefs.

Contact officer: G. Williamson (06) 271 2842

Selection documentation may be obtained from J. McFarlane (06) 271 2802—Apply: M24

N.N.—100011811

Attorney-General

ATTORNEY-GENERAL'S DEPARTMENT

This department is an equal employment opportunity employer and encourages women and members of other designated groups to apply for vacancies.

A smoke free work environment is promoted.

N.N.—100012132

CENTRAL OFFICE

Business Affairs Division

****Administrative Service Officer Class 2 \$22600-25060**, Executive Support Section, Canberra (No. 3550) (expected vacancy)

Duties: Perform typing and secretarial duties for the senior executive. Maintain records including filing system, registers and reference material. Draft straightforward letters. Provide administrative support.

Eligibility/other requirements: Typing skills of a high order highly desirable.

Contact officer: Mr Keri Roberts (06) 250 6359

Selection documentation may be obtained from (06) 250 6864 (24 hour answering machine)—Apply: C1

N.N.—100011992

****Administrative Service Officer Class 2 \$22600-25060**, Administrative Section, Canberra (No. 1178)

Duties: Perform typing and secretarial duties for the senior executive. Maintain records including filing system, registers and reference material. Draft straightforward letters. Provide administrative support.

Eligibility/other requirements: Typing skills of a high order highly desirable.

Note: Previous applicants will be considered and need not reapply.

Contact officer: Mr Keri Roberts (06) 250 6359

Selection documentation may be obtained from (06) 250 6864 (24 hour answering machine)—Apply: C1

N.N.—100011993

****Senior Officer Grade B \$45402-52100**, Executive Support Section, Canberra (No. 797)

Duties: Control and coordinate the work of the section and provide a high-level budget and resource management advisory service and other administrative assistance to the Division Head.

Contact officer: David Edwards (06) 250 6318

Selection documentation may be obtained from (06) 250 6864 (24 hour answering machine)—Apply: C1

N.N.—100011994

****Administrative Service Officer Class 4 \$28690-31150**, ILSAC Secretariat Section, Canberra (No. 798)

Duties: Provide research and administrative assistance to the International Legal Services Advisory Committee. Develop and maintain an information holding/database and assist the Director in the servicing of the committee.

Eligibility/other requirements: Tertiary qualifications evidencing research ability are desirable.

Contact officer: John Tucker (06) 250 5666

Selection documentation may be obtained from (06) 250 6064 (24 hour answering machine)—Apply: C1

N.N.—100011995

NEW SOUTH WALES

Cash Transaction Reports Agency

****Administrative Service Officer Class 6 \$34560-39700,** Intelligence and Computing Section, Chatswood (No. 9273)

Duties: Provide specialist advice on technical matters relating to Cash Transaction Reports. Assist with the development, supervision and instrumentation of policies, strategies, systems and procedures to ensure the efficient and effective delivery of CTR and subsequent data. Participate in high-level negotiations and liaison with bodies providing or using CTR. Undertake education of staff of external and government bodies. This will involve the dissemination of information regarding the Agency's provision of analytical and intelligence services to users and requirements of providers of the Agency's data.

Eligibility/other requirements: Qualifications in Accountancy, Commerce or Law desirable.

Contact officer: Ms J. Stubbing (02) 414 6500

Selection documentation may be obtained from (02) 581 7946—Apply: C2

N.N.—100011731

VICTORIA

Insolvency and Trustee Service, Australia, Bankruptcy Division, Official Receiver's Office

Senior Officer Grade C \$40906-44435, Special Investigations Section, Melbourne (Nos 2505, 9083)

Duties: Direct a team undertaking special investigations and examinations of bankrupt estates resulting from referrals from the Director of Public Prosecutions or the Director of Legal Services.

Eligibility/other requirements: Accounting, financial investigations experience and extensive experience in all aspects of contemporary bankruptcy administration is essential.

Contact officer: Michael Mann (03) 612 3157

Selection documentation may be obtained from (03) 670 4390 (answering service)—Apply: C3

N.N.—100011897

NORTHERN TERRITORY

Commonwealth Reporting Service

****Court Reporting Supervisor, Administrative Service Officer Class 4 \$28690-31150,** Darwin (No. 2278)

Duties: Under general direction, supervise activities within one or more of the operations, production or support services functional areas. Engage and allocate staff, ensure that service delivery and production standards are maintained, arrange recruitment of staff and assess staff training needs. Develop training programs and conduct training and, as required, monitor and transcribe proceedings.

Eligibility/other requirements: Extensive experience in a production environment and supervisory experience desirable.

Contact officer: Dean Henderson (07) 226 5712

Selection documentation may be obtained from contact officer—Apply: C4

N.N.—100011902

AUSTRALIAN SECURITIES COMMISSION

NEW SOUTH WALES

Executive Support, Regional Office

Administrative Service Officer Class 5 \$32000-33930, Personnel, Sydney (GDS 53)

Duties: Lead and supervise a team providing services related to pay and conditions. Resolve more difficult pay/conditions matters and answer complex inquiries. Prepare reports and correspondence.

Contact officer: Colin Peisley (02) 390 3433

Selection documentation may be obtained from Ms Giselle Brasier (02) 390 3411—Apply: C28

N.N.—100011699

****Administrative Service Officer Class 2 \$22600-25060,** Finance, Sydney (GDS 61)

Duties: Examine register claims for payment. Certify less complex claims. Answer inquiries regarding claims processing activities.

Contact officer: P. Waller (02) 390 3411

Selection documentation may be obtained from Ms Giselle Brasier (02) 390 3411—Apply: C28

N.N.—100011700

****Administrative Service Officer 2 \$22600-25060,** Sydney (No. 11)

Duties: As receptionist, undertake an initial contact role, both face-to-face and by telephone with members of the public and private sectors. Respond to requests for information.

Contact officer: Ms Leslie England (02) 390 3442

Selection documentation may be obtained from Ms Giselle Brasier (02) 390 3411—Apply: C28

N.N.—100011701

Administrative Service Officer Class 4 \$28690-31150, Management Services, Sydney (GDS 20)

Duties: Manage the region's document registry, mail and courier services.

Contact officer: Steven Heath (02) 390 3411

Selection documentation may be obtained from Ms Giselle Brasier (02) 390 3411—Apply: C28

N.N.—100011702

TASMANIA

Regional Office, Executive Support Division

****Administrative Service Officer Class 3 \$25740-27780,** Hobart (No. 1109)

Duties: Provide administrative and secretarial support to the Regional Commissioner under limited direction on a range of matters including: undertaking keyboard duties; attending to inquiries; making appointments; organising meetings; arranging travel; maintaining files and records as required.

Eligibility/other requirements: Good keyboard/word processing skills. Oral and written communication skills.

Contact officer: P. Cranswick (002) 35 6821

Selection documentation may be obtained from A. Sully (002) 35 6814—Apply: A18

N.N.—100011807

DIRECTOR OF PUBLIC PROSECUTIONS

VICTORIA

Melbourne Office Division, Administrative Support Branch

Administrative Service Officer Class 6 \$34560-39700, Human Resource Management, Melbourne (No. 398)

Duties: Under limited direction, manage a unit responsible for providing a human resource management function for the Melbourne Office including: establishments; training and staff development; recruitment and staff selection; human resource budgeting; personnel management; policy and practice.

Contact officer: Terry Franklin (03) 605 4333

Selection documentation may be obtained from Roslynne Collins (03) 605 4359—Apply: C24

N.N.—100011716

Corporate Prosecutions Branch

Administrative Service Officer Class 3 \$25740-27780, LAO Pool Section, Melbourne (No. 3034)

Duties: Coordinate team support activities for a legal case team, provide legal administrative support and perform word and data processing tasks.

Contact officer: Ken Wiltshire (03) 605 4333

Selection documentation may be obtained from Roslynne Collins (03) 605 4359—Apply: C24

N.N.—100011715

**FAMILY COURT OF AUSTRALIA
NEW SOUTH WALES****Eastern Regional Office****Professional Officer Class 2 \$34560-38623**, Library, Sydney (No. 14094)

Duties: Under the functional control of the Network Librarian, provide a full range of library services to the Eastern Region of the Family Court. Undertake reference and research work, including database searching using advanced techniques. Provide a range of current awareness services as appropriate. Participate in the Court's Library and Information Network.

Eligibility/other requirements: Prescribed eligibility requirements apply.

Contact officer: Ms G. Davies (02) 581 7167

Selection documentation may be obtained from (02) 581 7946—Apply: C2

N.N.—100011917

Office of the Chief Executive**Senior Officer Grade B \$45402-52100**, Management Section, Sydney (No. 2738)

Duties: Direct and control the activities of the Office of the Chief Executive, Resources Unit, and provide high-level advice, recommendations and reports to the CEO and other senior management on resource management and related issues. In particular, significantly contribute to the development and implementation of resource management, policy and procedures.

Eligibility/other requirements: Accountancy qualifications desirable.

Contact officer: Mr B. Frankland (02) 299 2968

Selection documentation may be obtained from (02) 299 2974—Apply: C2

N.N.—100011914

Administrative Service Officer Class 6 \$34560-39700, Management Section, Sydney (No. 2739)

Duties: Direct and control the Personnel and Recruitment Group and assume responsibility for the development and review of Court policy, practices and procedures in respect of personnel management and recruitment matters in line with Family Court and APS guidelines. Provide a consultative service to the Family Court management and staff on a range of personnel and recruitment matters. Provide a counselling service to staff on a range of matters including discipline and grievances. Undertake a range of personnel management projects on behalf of the Chief Executive Officer in respect of more complex matters such as EEO, Industrial Democracy and Freedom of Information.

Contact officer: Mr B. Frankland (02) 299 2968

Selection documentation may be obtained from (02) 299 2974—Apply: C2

N.N.—100011915

Parramatta Registry**Professional Officer Class 2 \$34560-38623**, Counselling, Parramatta (Nos 1498, 1499, 9139)

Duties: Undertake a range of counselling activities within the provisions of the Family Law Act including: provisions of crisis and conciliation counselling; preparation of assessments and reports relating to the welfare of children; attendance at Court circuits may be required; performance of administrative duties as required.

Eligibility/other requirements: Prescribed eligibility requirements apply.

Note: Previously advertised in PS5,7.2.91. Applicants need not reapply. Video taped role play may be required as part of selection procedure.

Contact officer: M. Turner (02) 893 5666

Selection documentation may be obtained from C. Starling (02) 581 7946—Apply: C2

N.N.—100011884

Parramatta and Sydney Registries**Legal 2 \$53000-55500**, Legal Section, Parramatta and Sydney (several positions)

Duties: Carry out the functions of a Registrar, other than those of a ministerial nature, including exercising judicial powers under section 37A of the Act, conduct order 24, rule 1 conferences between parties, conduct order 24, rule 3 financial inquiries involving recommendations and reports to the Court.

Eligibility/other requirements: Prescribed eligibility requirements apply.

Note: These are temporary positions for six months, located at Parramatta and Sydney. A judicial allowance of \$6727 p.a. may also be payable.

Contact officer: D. Halligan (02) 893 5593 (Parramatta); S. Lee (02) 581 7332 (Sydney)

Selection documentation may be obtained from C. Starling (02) 581 7946—Apply: C2

N.N.—100011882

Legal 1 \$25060-48156, Legal Section, Parramatta and Sydney (several positions)

Duties: Provide high-level assistance to the Registrar, including: conducting order 24, rule 1 conferences between parties; performing other statutory functions of a Registrar of the Family Court of Australia as required; advising practitioners on more difficult questions of jurisdiction, practice and procedure.

Eligibility/other requirements: Prescribed eligibility requirements apply.

Note: These are temporary positions for six months, located at Parramatta and Sydney.

Contact officer: D. Halligan (02) 893 5593 (Parramatta); S. Lee (02) 581 7332 (Sydney)

Selection documentation may be obtained from C. Starling (02) 581 7946—Apply: C2

N.N.—100011883

Sydney Registry**Administrative Service Officer Class 5 \$32000-33930**, Administration, Sydney (No. 9190)

Duties: Assist the Registry Manager by controlling the day-to-day administration of the Registry. In particular, prepare reports for Registry management and the Regional Resource Manager on financial and personnel matters. Participate in developing human resource management plans and the utilisation of resources and co-ordinate staff recruitment.

Contact officer: J. Musgrave (02) 581 7357

Selection documentation may be obtained from C. Starling (02) 581 7944—Apply: C2

N.N.—100011705

VICTORIA**Southern Regional Office******Administrative Service Officer Class 2 \$22600-25060**, Executive, Melbourne (No. 14132)

Duties: Perform secretarial and clerical support for the Regional Director of Court Counselling. In particular, receive and distribute incoming papers and prepare replies of a straightforward nature. Manage relevant appointment diaries and schedule/arrange appointments and meetings. Perform word processing/computer entry tasks as required.

Contact officer: Ms K. Turner-Craig (03) 604 2030

Selection documentation may be obtained from (03) 670 4390 (answering machine)—Apply: C3

N.N.—100011916

Southern Region, Dandenong Registry**Administrative Service Officer Class 3 \$25740-27780**, Court Counselling Section, Dandenong (No. 14166)

Duties: Provide general administrative support to the Director of Court Counselling and counselling staff including assisting with preparation of budgets and mon-

itoring of expenditure against allocations, manage petty cash and travel allowances. Monitor counselling section's workload and collate statistic information. Assist with training and staff development.

Contact officer: Ms Rosemary Ithier (03) 793 5011

Selection documentation may be obtained from (03) 670 4390 (answering service)—Apply: C3

N.N.—100011898

QUEENSLAND

Townsville Registry

Administrative Service Officer Class 2 \$22600-25060, Information Liaison Unit, Townsville (No. 14070)

Duties: Attend to counter and telephone inquiries from the legal profession and public. Operate and attend to inquiries at the Registry switchboard. File court documents received by mail and received at reception desk. Assist with entering data on Blackstone computer system.

Contact officer: K. Joyce (077) 72 3633

Selection documentation may be obtained from K. Joyce (077) 72 3633—Apply: C4

N.N.—100011808

SOUTH AUSTRALIA

Adelaide Registry

****Administrative Service Officer Class 2 \$22600-25060**, Adelaide (No. 2300)

Duties: Supervise the activities of children left by clients of the Court in the children's playroom. Maintain toys and equipment in the children's playroom and arrange for the provision of suitable reading material in Court waiting rooms. Perform duties of a clerical or messengerial nature within the office.

Note: E.E.O. Contact Officer (08) 205 4214.

Contact officer: Mr R. Trevaskis (08) 216 9659

Selection documentation may be obtained from Ms S. Hunter (08) 205 4221—Apply: C5

N.N.—100011804

Administrative Service Officer Class 4 \$28690-31150, Adelaide (No. 14163)

Duties: Provide general administrative support to the Director of Court Counselling and counselling staff including the preparation of rosters for appointments, referrals, back-ups and circuits. Assist with preparation of budgets and monitoring of expenditure against allocations, manage petty cash and travel allowances. Assist with training and staff development.

Note: E.E.O. Contact Officer (08) 205 4214.

Contact officer: Mr R. Trevaskis (08) 216 9659

Selection documentation may be obtained from Miss S. Hunter (08) 205 4221—Apply: C5

N.N.—100011805

Administrative Service Officer Class 3 \$25740-27780, Adelaide (Nos 7670, 7671, 7688)

Duties: Provide general administrative and secretarial support to a Registrar or Deputy Registrar of the Court. In particular, attend a Registrar/Deputy Registrar during court sittings and examine and maintain files and file documents in court. Coordinate arrangements for Order 24 and pre-hearing conferences. Operate a computer terminal and tape recording equipment as required.

Note: E.E.O. Contact Officer (08) 205 4214.

Contact officer: Mr P. Francis (08) 216 9670

Selection documentation may be obtained from Miss S. Hunter (08) 205 4221—Apply: C5

N.N.—100011806

FEDERAL COURT OF AUSTRALIA

NEW SOUTH WALES

Federal Court of Australia, Principal Registry

****Senior Officer Grade C \$40906-44435**, Management Services, Sydney (No. 14517)

Duties: Under limited direction, develop, implement and review the Court's training and development programs, strategies and policy. In consultation with the Chief Justice and the Registrar, develop the Court's Education Program. Provide an advisory service to the Court on training/development issues. Monitor the Court's Training and Development Budget.

Contact officer: Mr R. Desiatnik (02) 230 8239

Selection documentation may be obtained from (02) 230 8276—Apply: C2A

N.N.—100011809

NATIONAL CRIME AUTHORITY

VICTORIA

Administration Division

Administrative Service Officer Class 2 \$22600-25060, Personnel and Recruitment, Melbourne (No. 46)

Duties: Provide general assistance within the personnel and recruitment section including arranging selection interviews and providing documents to selection committees. Assist with the maintenance of standard personnel records and prepare staff salary variations as directed. Record and process all applications for leave. Check receipt of leave against attendance records.

Note: Applications to be submitted in triplicate.

Contact officer: J Manassa (03) 412 1341

Selection documentation may be obtained from J Manassa (03) 412 1341—Apply: Q3

N.N.—24255252

OFFICE OF THE PARLIAMENTARY COUNSEL AUSTRALIAN CAPITAL TERRITORY

Professional Officer Class 2 \$34560-38623, Canberra (No. 5067)

Duties: Under general direction, coordinate the operations of the Office's library. Formulate, review and modify library policies. Develop and undertake an acquisitions program. Liaise and consult with other professional librarians, particularly those associated with law.

Eligibility/other requirements: Mandatory qualifications apply.

Note: This is a permanent part-time position.

Contact officer: John McKenzie (06) 250 6301

Selection documentation may be obtained from Lorna Burdon (06) 250 6382—Apply: C19

N.N.—100011946

TRADE PRACTICES COMMISSION

CENTRAL OFFICE

Enforcement and Legal Division, Corporate Planning and Resources Branch

Administrative Service Officer Class 6 \$34560-39700, Planning and Policy Section, Canberra (No. 63)

Duties: Under limited direction, undertake legal and related research, preparation of material related to internal procedures, practices and policy issues of importance to the Commission and preparation of material to keep the Commission abreast of Australian and international developments in restrictive trade practices and consumer affairs.

Eligibility/other requirements: Appropriate tertiary qualifications important.

Note: In lieu of vacancy notified in PS20, 23.5.91. Previous applicants will be considered.

Contact officer: Glen Barnsley (06) 264 2896

Selection documentation may be obtained from Kerri Godfrey (06) 264 2828—Apply: DA1

N.N.—100011924

Administrative Service Officer Class 3 \$25740-27780, Financial Management and Personnel Subsection, Canberra (No. 92)

Duties: Undertake a range of Personnel functions within the subsection including maintaining Standard Personnel Records, salaries processing, answering inquiries etc.

Eligibility/other requirements: Experience in using Department of Finance salaries system important.

Contact officer: Inspector Personnel (06) 264 2944

Selection documentation may be obtained from Kerri Godfrey (06) 264 2828—Apply: DAI

N.N.—100011925

Community Services and Health

DEPARTMENT OF COMMUNITY SERVICES AND HEALTH

The Department of Community Services and Health is actively implementing an Equal Employment Opportunity Program aimed at ensuring that the fairest possible consideration is given to all applicants. So that selection committees may be appropriately structured and adequately able to consider people from EEO designated groups in making interview arrangements, applicants who are Aboriginal, who come from non-English speaking backgrounds or who have a disability, may wish to indicate this in their application.

N.N.—100012129

CENTRAL OFFICE

Selection for the vacancies listed below will be on the basis of specified selection criteria. It is in the interest of candidates to obtain the selection criteria and frame their applications accordingly.

Hearing or speech impaired candidates may obtain duty statements and selection criteria by contacting the department's TTY number (06) 289 5945.

N.N.—100012130

Child Care Division, Strategic Planning Branch

****Senior Officer Grade C \$40906-44435**, Secretariat and Planning Section, Canberra (No. 10206)

Duties: Prepare broad policy option papers in conjunction with the Children's Services Advisory Council working groups. Coordinate secretariat support and develop needs-based planning strategies for child-care services.

Note: In lieu of notification in PS21, 30.5.91. Previous applicants will be considered and need not reapply.

Contact officer: Judy Blazow (06) 289 5185

Selection documentation may be obtained from (06) 289 5995 (24 hour answering machine service)—Apply: C9

N.N.—100012031

Corporate Services Division, Budget Management Branch

Administrative Service Officer Class 6 \$34560-39700, Financial Operations Section, Canberra (No. 3572)

Duties: Develop and write financial policy and, where required, present training courses on financial matters. Assist in implementing, monitoring and reviewing financial computer systems as required, in the context of preparing departmental financial statements.

Contact officer: Colin McDougall (06) 289 5708

Selection documentation may be obtained from contact officer—Apply: C9

N.N.—100011969

Ministerial Services and Information Branch

****Senior Officer Grade B \$45402-52100; Journalist Grade A4 \$54441**, Canberra (No. 1494)

Duties: Manage a large public affairs section. The job involves responsibility for planning and implementing publishing marketing strategies, significant resource management and heavy internal and external client liaison and overseeing the activities of the Multicultural Information Strategy Unit.

Eligibility/other requirements: For Journalist Grade A4, prescribed eligibility requirements apply. For Senior Officer Grade B, relevant tertiary qualifications and/or recognised qualifications or experience in public affairs desirable.

Contact officer: J. Okely (06) 289 7440

Selection documentation may be obtained from (06) 289 5995 (24 hour answering machine)—Apply: C9

N.N.—100011970

Disability Programs Division, Rehabilitation Branch

****Administrative Service Officer Class 6 \$34560-39700**, Program Development Section, Canberra (No. 1141)

Duties: Assist in the evaluation and analysis of programs relating to the delivery of rehabilitation services to people with disabilities. Prepare surveys and evaluation strategy as required.

Eligibility/other requirements: Tertiary qualifications in Social/Behavioural Sciences with emphasis on Research Methodology, including preferably, knowledge and understanding of tests and measurements. Experience in research and data analysis desirable.

Contact officer: W. F. Yik (06) 289 7103

Selection documentation may be obtained from contact officer—Apply: C9

N.N.—100011971

Health Care Access Division, Hospitals and Health Services

Administrative Service Officer Class 2 \$22600-25060, Projects and Statistics Section, Canberra (No. 515)

Duties: Provide routine clerical and administrative support to a Branch Head and other officers. Perform secretarial duties and assist with minor research and investigatory projects.

Eligibility/other requirements: Fifty words or more typing speed, highly desirable.

Contact officer: P. Aylen (06) 289 6835

Selection documentation may be obtained from contact officer—Apply: C9

N.N.—100011972

Therapeutic Goods Administration, General Administration Branch

****General Service Officer Level 3 \$19969-20750**, Stores and Purchasing, Canberra (No. 205)

Duties: Provide daily courier service for the TGA Laboratories, Library, ARTG, BMU including the Central Office. Be responsible for the regular cleaning of the vehicle and arranging regular servicing by DAS.

Eligibility/other requirements: Current ACT driver's licence.

Note: This position will transfer to the new TGA Laboratory office complex at Symonston ACT in late 1992.

Contact officer: Eva Hoskova (06) 289 7079

Selection documentation may be obtained from (06) 289 7496 (24 hour answering service)—Apply: C9

N.N.—100011973

AUSTRALIAN CAPITAL TERRITORY

ACT Office Division, Aged and Community Care Branch

Administrative Service Officer Class 3 \$25740-27780, Home and Community Care Section, Canberra (No. 1143)

Duties: Assist in the administration of the Aged and Community Care Program, including liaison and negotiation with community organisations and other government departments in relation to program objectives, monitoring of services and accountability requirements.

Contact officer: Anne Gray (06) 274 5122

Selection documentation may be obtained from (06) 274 5235 (24 hour answering machine)—Apply: C9
N.N.—100012002

NEW SOUTH WALES

Corporate Services Division, Corporate Services Branch

Administrative Service Officer Class 6 \$34560-39700, Human Resource Management Section, Recruitment and Planning Subsection, Sydney (No. 2612)

Duties: If you like managing a team, developing strategic management directions, work well with very limited direction, and have well developed consultancy skills—you want this job. You will work as a member of the Human Resource Management Team to develop, implement and evaluate a range of policies and programs on recruitment, workforce planning and internal consultancy. The position is located in the HRM Section of Corporate Services which is responsible for departmental recruitment, structures, pay, conditions, legislation within the service and the industrial, EEO and OH&S functions.

Note: This is a long term temporary vacancy until nominal occupant returns.

Contact officer: Jennifer Gavin (02) 225 3922

Selection documentation may be obtained from Maria Robinson (02) 225 3916—Apply: C10

N.N.—24256987

VICTORIA

Disability Services Branch

Senior Officer Grade B \$45402-52100, Melbourne (No. 923) (expected vacancy)

Duties: Direct, control and coordinate the work of the Disability Services Branch. Provide advice to State Executive and to national program managers.

Note: Applications should be submitted in duplicate.

Contact officer: Dr Harry Schwarz (03) 604 4207

Selection documentation may be obtained from the answering machine (03) 604 4503—Apply: C11

N.N.—24318871

Hearing Services Branch

Senior Professional Officer Grade C \$40906-44435, East, St Kilda Rd, Melbourne (No. 2727)

Duties: Coordinate and lead the activities of a team of audiologists, technicians and clinical staff at a large hearing centre. Provide direct clinical supervision of audiologists and act as a clinical referee.

Note: Applications should be submitted in duplicate.

Contact officer: Ian Tyson (03) 604 4281

Selection documentation may be obtained from the answering machine (03) 604 4503—Apply: C11

N.N.—24248969

Rehabilitation Services Branch

****Professional Officer, Class 2 (Occ. Ther., Physiotherapist or Speech Therapist.) \$34560-38623**, Mildura Unit, Swan Hill Subsection, Swan Hill (No. 460)

Duties: Manage a caseload and the substantial administrative work involved. Conduct assessments to determine client needs and develop appropriate individual rehabilitation plans.

Eligibility/other requirements: Prescribed eligibility requirements apply.

Note: Applications should be submitted in duplicate.

Contact officer: Michael Jobe (050) 21 1416

Selection documentation may be obtained from the answering machine (03) 604 4503—Apply: C11

N.N.—24321322

QUEENSLAND

Selection documentation for vacancies in the Queensland office of DCSH are now stored on the VAX computer. Local DCSH applicants should select the relevant shared folder as named in the Gazette notice. Interstate applicants should arrange for the contact officer to send job documentation by mail or electronically. All other applicants should refer to the contact officer or 24 hour answering service (07) 233 6905.

N.N.—100012119

Corporate Services Branch

Administrative Service Officer Class 2 \$22600-25060, Finance and Services Section, Finance Subsection, Brisbane (No. 9511)

Duties: Under supervision, process claims for payment of departmental accounts through a computerised accounts payment system. Certify claims for payment, raise debit notes and Department of Finance Forms 9i. Deal with other branches and creditors on accounts matters.

Note: Selection documentation is stored in shared folder [SFQCSER]FINSERV.

Contact officer: Terry McKeering (07) 233 6510

Selection documentation may be obtained from (07) 233 6905 (24 hour answering service)—Apply: C12

N.N.—24257613

NAL Hearing Services Branch

****Technical Officer Level 1 \$23370-24550**, NAL Hearing Centre, Cairns (No. 1971)

Duties: Carry out repairs, maintenance and calibrate hearing aids and electro-acoustic devices. Prepare hearing aids for issue, assist the Professional Officer and instruct clients in the insertion of ear moulds and in the general care of hearing devices.

Note: Selection documentation is stored in shared folder [SFQHEAR]CENTRES.

Contact officer: Kerrie Coombe (07) 864 9350

Selection documentation may be obtained from (07) 233 6905 (24 hour answering service)—Apply: C12

N.N.—24257627

WESTERN AUSTRALIA

Australian Government Health Services

Administrative Service Officer Class 2 \$22600-25060, Administration Subsection, Perth (No. 5112)

Duties: Medical Clerk. As part of an administrative support team, exercise relevant finance delegations. Liaise with other departments or authorities to arrange medical appointments and coordinate collection of information or papers. Attend to counter inquiries and perform general clerical tasks.

Contact officer: Jean Lea (09) 323 5877

Selection documentation may be obtained from Fernette Eakin (09) 426 3402—Apply: C13

N.N.—100012032

Corporate Services

Administrative Service Officer Class 4 \$28690-31150, Corporate Operations Section, Systems Subsection, Perth (No. 5103)

Duties: Provide administrative support to Systems Subsection. Operate the Help Desk. Advise and instruct staff in the use of new and existing systems. Assist in the less complex tasks associated with application development and/or computer system administration.

Contact officer: Shirley Tonkin (09) 426 3579

2706 Vacancies—Public Service

Selection documentation may be obtained from Fernette Eakin (09) 426 3402—Apply: C13
N.N.—100012033

SOUTH AUSTRALIA

Aged and Community Care

Administrative Service Officer Class 2 \$22600-25060, Residential Projects and Program Funding, Adelaide (No. 5282)

Duties: Provide secretarial and administrative support to the ASM (AandCC). Provide support services elsewhere in the Aged and Community Care Branch including stores, form and file maintenance, reception, keyboard and administrative assistance.

Contact officer: Barbara Boniwell (08) 210 9569

Selection documentation may be obtained from recruitment officer (08) 210 9710—Apply: C16
N.N.—24321469

Rehabilitation Services

Administrative Service Officer Class 6 \$34560-39700, Psychiatric Unit, Edwardstown (No. 5433)

Duties: Manage a Regional Psychiatric Rehabilitation Unit, including all resource planning and supervision of all staff. Oversight regional rehabilitation services.

Eligibility/other requirements: Specific psychiatric knowledge would be a distinct advantage.

Contact officer: Bruce Saul (08) 237 6126

Selection documentation may be obtained from recruitment officer (08) 210 9710—Apply: C16
N.N.—24321497

****Professional Officer Class 1 \$24100-33810**, Rehabilitation, Murray Bridge Rehabilitation Unit (No. 1011)

Duties: Provide a rehabilitation counselling service to clients of a regional unit. As a member of a regional rehabilitation team, arrange for the provision of rehabilitation programs to clients and oversight all aspects of the rehabilitation plan. Assist with on-going liaison with community organisations involved in rehabilitation for disabled people.

Eligibility/other requirements: Mandatory qualifications apply.

Note: This position is available for temporary transfer for 12 months.

Contact officer: Janine Koch (085) 31 0119

Selection documentation may be obtained from recruitment officer (08) 210 9704—Apply: C16
N.N.—24321507

****Professional Officer Class 2 \$34560-38623**, Rehabilitation, Whyalla (No. 366)

Duties: As case managers of a rehabilitation program, investigate the needs of people with disabilities in the region and design programs to meet these needs. Establish and maintain close links with community agencies, health and welfare agencies as relevant to addressing the needs of people with disabilities. Participate in the overall evaluation of programs and provide discipline input to client programs as required.

Eligibility/other requirements: Mandatory qualifications apply.

Contact officer: Linda Smith (086) 45 8911

Selection documentation may be obtained from recruitment officer (08) 210 9710—Apply: C16
N.N.—24321516

Defence

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

Applicants who are hearing or speech impaired may obtain copies of duty statements and selection criteria by calling the TTY phone on (06) 266 8444.

N.N.—100012133

Army Materiel Division, Directorate of Command and Control Procurement

****Information Technology Officer Grade 2 \$34560-39700**, Communications Section, Canberra (No. 609)

Duties: Conduct a technical review and comment on proposals for procurement of information systems, to provide technical advice during the evaluation of tenders and the development of acquisition strategies. Develop specifications for information systems procurement and the provision of technical advice during the installation and commissioning of these systems.

Eligibility/other requirements: Completion of appropriate tertiary level studies, or evidence of appropriate knowledge and ability to undertake the work.

Note: Applications must quote: E/ARMY MAT/609. Previously advertised in PS13, 4.4.91. Previous applicants will need to reapply.

Contact officer: A. Webster (06) 265 5565

Selection documentation may be obtained from C. Smith (06) 265 4333—Apply: G1A
N.N.—100011975

Capital Equipment Program Division, Resources Policy-Capital Procurement Branch

Administrative Service Officer Class 6 \$34560-39700, Project Management Systems Section, Canberra (No. 2638)

Duties: Advise on the use of cost/schedule control systems (C/SCS) and other project management systems for use in managing capital equipment programs. Participate in and provide advice on methods of monitoring contractor performance.

Eligibility/other requirements: Training and experience with C/SCS would be an advantage.

Note: Applications must quote E/CEP/2638.

Contact officer: D. Perry (06) 266 6943

Selection documentation may be obtained from contact officer—Apply: G1A
N.N.—100011976

Various Branches

Administrative Service Officer Class 2 \$22600-25060, Canberra (several positions) (expected vacancies)

Duties: Provide general administrative tasks for the branch including preparation of travel documents, bookings, claims for travel allowances. Maintenance of registers. Provide administrative support for an SES officer.

Note: Applicants must quote S/CEP/0001.

Contact officer: R. Richards (06) 265 5783

Selection documentation may be obtained from contact officer—Apply: G1A
N.N.—100011977

Defence Logistics Division, Defence Quality Assurance Branch

Senior Professional Officer Grade B \$45402-52100, Defence Quality Assurance Policy Section, Canberra (No. 8802)

Duties: Under broad policy control and direction, manage and control the activities of the Policy Development Unit. Develop and promulgate quality assurance policies and represent the department in national and international committees and working groups. Maintain an information exchange with organisations and a program for the enhancement of the corporate image.

Eligibility/other requirements: Mandatory qualifications apply.

Note: Applications must quote E/DLD/8802.

Contact officer: N. Birchall (06) 266 4091

Selection documentation may be obtained from contact officer—Apply: G1A
N.N.—100011978

Logistics Computer Centre

Senior Information Technology Officer Grade A \$54000, Various Sections, Canberra (several positions)

Duties: Direct and control a large team responsible for the operations system software or application systems of large scale computer systems within the Logistics Computer Centre.

Eligibility/other requirements: Completion of appropriate tertiary level studies, or evidence of appropriate knowledge and ability to undertake the work. Extensive experience in the management of the operation systems computer-based systems.

Note: Applications must quote S/DLD/16.

Contact officer: I. Brown (06) 220 6121

Selection documentation may be obtained from D. Low (06) 220 6135—Apply: G1A

N.N.—100011979

Facilities and Property Division, Air Force Facilities Branch

****Information Technology Officer Grade 2 \$34560-39700**, Policy and Administration Section, Canberra (No. 7273)

Duties: Develop custom software or commission and supervise external programmer(s) in the preparation of such software to meet specific Facilities Management requirements. Assist with the formulation of policies and procedures for the Air Force Facilities computing systems.

Eligibility/other requirements: Completion of appropriate tertiary level studies, or evidence of appropriate knowledge and ability to undertake the work.

Note: Applications must quote E/FP/7273.

Contact officer: O. Hammond (06) 265 2598

Selection documentation may be obtained from contact officer—Apply: G1A

N.N.—100011980

Headquarters Australian Defence Force, Operations Division, Command, Control and Communications Branch

Administrative Service Officer Class 4 \$28690-31150, Directorate of Command Support Systems, Canberra (No. 1045)

Duties: Coordinate Headquarters Australian Defence Force (HQADF) budgetary Five Year Defence Program processes. Manage HQADF Computing Program Management budgeting component. Develop and maintain Financial Bids for Command Support System projects, operating costs and applications Development/Consultancies. Maintain, process and record financial accounts in accordance with financial regulations.

Note: Applications must quote: E/HQADF/1045.

Contact officer: D. Fryer (06) 265 2908

Selection documentation may be obtained from contact officer—Apply: G1A

N.N.—100011981

Human Resources and Management Division

Senior Officer Grade B \$45402-52100, Divisional Support Group, Canberra (No. 382807)

Duties: Direct and control the activities of Divisional Support Group. Under Program Budgeting and Management, coordinate the activities of Personnel and Management and Regional Support Subprograms. Prepare high-level briefs.

Note: Applications must quote BUDGET&M/HRM/DSG/283.

Contact officer: J. Goldsmith (06) 266 8688

Selection documentation may be obtained from contact officer—Apply: G1A

N.N.—100011982

ACT Regional Administrative Support Branch

****Administrative Service Officer Class 3 \$25740-27780**, Departmental Publications Section, Canberra (No. 389226)

Duties: Supervise and administer a small offset printing facility and a cell responsible for receipt and dispatch of publications.

Note: Applications must quote HRM/ADMIN-SR/DEPT-PUB/278.

Contact officer: P. Smith (06) 266 8486

Selection documentation may be obtained from contact officer—Apply: G1A

N.N.—100011983

****Professional Officer Class 1 \$24100-33810**, Defence Central Library Section, Canberra (No. 381068)

Duties: Working under the direction of the librarian, assist with reference duties, library projects and indexing of journal articles and ministerial statements.

Eligibility/other requirements: Mandatory qualifications apply.

Note: Applications must quote HRM/ACTRAS/DCL/279.

Contact officer: J. Bowler (06) 265 4712

Selection documentation may be obtained from contact officer—Apply: G1A

N.N.—100011984

Personnel Policy Branch

Senior Officer Grade B \$45402-52100, Personnel Support Section, Canberra (No. 382080)

Duties: Direct the development and operation of computerised civilian Human Resource Management Information Systems and control and plan the activities of the section including maintenance and enhancement of existing departmental Standard Personnel and Establishments Control System and the Staffing Monitor System. Development and implementation of the replacement Civilian Personnel Records and Information System (CIVILPRISM).

Note: Applications must quote HRM/PP/PERS-SPT/281.

Contact officer: J. Goldsmith (06) 266 8688

Selection documentation may be obtained from contact officer—Apply: G1A

N.N.—100011985

Senior Officer Grade B \$45402-52100, Remuneration Development and Defence Force Compensation Section, Canberra (No. 389447)

Duties: Direct and coordinate activities relating to the formulation of a departmental position on proposals affecting Defence Force pay and conditions. Manage the unit responsible for Defence Force compensation.

Note: Applications must quote HRM/PP/RDDFC/282.

Contact officer: J. Goldsmith (06) 266 8688

Selection documentation may be obtained from contact officer—Apply: G1A

N.N.—100011986

Naval Materiel Division, Engineering Services Branch

Senior Professional Officer Grade B \$45402-52100, Electrical Engineering Section, Canberra (No. 701) (expected vacancy)

Duties: Under broad policy control and direction, manage an engineering subsection providing specialised electrical engineering services and advice, particularly related to electrical power generation and distribution, electrical machinery and power conversion equipment and lighting systems for naval applications.

Eligibility/other requirements: Mandatory qualifications apply.

Note: Applications must quote: E/N.MAT/701.

Contact officer: C. Diener (06) 266 2611

Selection documentation may be obtained from contact officer—Apply: G1A

N.N.—100011987

**Project Development and Communications Division,
Information Systems Branch******Administrative Service Officer Class 6 \$34560-39700,
DESINE Administration Section, Canberra (No. 7888)**

Duties: Assist in the administration of the Defence EDP Systems Integrated Network Environment (DESINE) Contract, including operation of the contract and provision of advice to users of contract services. Conduct research and formulate proposals for the supply of common-user maintenance and other computer-related services.

Eligibility/other requirements: In lieu of vacancy advertised in PS10, 14.3.91. Previous applicants will be considered and need not reapply. Applications must quote E/PDC/7888.

Contact officer: M. Ridout-Allen (06) 266 6206

Selection documentation may be obtained from contact officer—Apply: G1A

N.N.—100011989

Jindalee Project Office**Administrative Service Officer Class 2 \$22600-25060,
Canberra (No. 8372)**

Duties: Interpret and implement rules, regulations and guidelines in relation to Industrial Democracy and EEO requirements. Maintain a subregistry and update systems. Operate and maintain systems including keyboard equipment and prepare straight forward minutes and letters and compile reports.

Note: Applications must quote E/PDC/8372.

Contact officer: O. Hart (06) 266 6024

Selection documentation may be obtained from contact officer—Apply: G1A

N.N.—100011990

**Resources and Financial Programs Division, Accounting
Management Branch****Administrative Service Officer Class 3 \$25740-27780,
Financial Administration and Operations Section,
Canberra (No. 5458)**

Duties: Under general direction, carry out tasks associated with overseas travel entitlements, both short and long term duty, for civilian and service personnel. Train and supervise subordinate staff relative to overseas travel, together with the implementation of basic DEFMS procedures.

Note: Applications must quote E/RFP/5458.

Contact officer: S. Smith (06) 266 8844

Selection documentation may be obtained from contact officer—Apply: G1A

N.N.—100011991

CENTRAL—AUSTRALIAN CAPITAL TERRITORY

The Department of Defence, Central, Victoria, is an Equal Opportunity Employer. Applicants who are Aboriginal, come from a non-English speaking background or have a disability, may wish to indicate this on their application. Please note that those applicants who are selected for interview and who may require special interview arrangements, are encouraged to inform this department prior to interview so that special arrangements can be made.

Potential applicants should also note that these positions are Canberra based, however the successful applicants may be required to initially take up duty in Melbourne. Successful applicants may be entitled to Temporary Accommodation Allowance for this period.

Selections for vacancies listed below will be on the basis of specified selection criteria. It is in the interests of candidates to obtain these criteria and frame their applications accordingly.

In the interest of occupational health and safety, the Department of Defence, Central, has adopted a policy of a smoke free work environment.

N.N.—100012117

****General Service Officer Level 3 \$19969-20750,
Canberra (several positions) (expected vacancies)**

Duties: Under general supervision, perform tasks associated with the storage, receipt and issue of stores within a computer-based supply system. Process related documentation. Operate materials handling equipment. Deliver and collect stores within the metropolitan area.

Eligibility/other requirements: Licence to drive a vehicle in the ACT. Basic training in materials handling equipment desirable.

Note: Applicants must complete the general application form sent with the selection documentation. Applications should be forwarded in triplicate. Please note that this position is being readvertised.

Selection documentation may be obtained from (03) 282 5359—Apply: G14

N.N.—100011726

****General Service Officer Level 4 \$20750-21766,
Canberra (No. 8696) (expected vacancy)**

Duties: Under general supervision, perform and accept responsibility for the activities associated with the receipt, storage and issue of stores and associated documentation. Receive, check and acquit stores, resolve discrepancies where possible. Allocate tasks to subordinates and check their work performance.

Note: Applicants must complete the general application form obtainable with the selection documentation. Applications should be forwarded in triplicate. This position is being readvertised. Previous applicants will be considered.

Selection documentation may be obtained from (03) 282 5359—Apply: G14

N.N.—100011727

Defence Signals Directorate****Information Technology Officer Grade 1 \$27780-31765,
Canberra (several positions)**

Duties: Undertake elements of systems analysis design and programming associated with the development and maintenance of computer systems for a variety of Defence applications.

Eligibility/other requirements: Completion of appropriate tertiary level studies or evidence of appropriate knowledge and ability to undertake the work.

Note: Applicants must complete DSD's ITO application form obtainable with selection documentation.

Selection documentation may be obtained from (03) 282 5486—Apply: G23

N.N.—100011728

****Professional Officer Class 1 \$24100-33810, Canberra
(several positions)**

Duties: Under general direction, undertake professional engineering tasks in one or more of the electronic/communications fields of digital or analogue communications, microprocessor-based systems and signal processing.

Eligibility/other requirements: Mandatory qualifications apply.

Note: Applicants must complete DSD's PO application form obtainable with selection documentation.

Selection documentation may be obtained from (03) 282 5486—Apply: G23

N.N.—100011729

NEW SOUTH WALES**Naval Materiel Division, New Submarine Project****Administrative Service Officer Class 2 \$22600-25060,
Production Section, Canberra (No. 2053)**

Duties: As Office Administrator for the Sydney Integration Team located at Computer Sciences of Australia, St Leonards, perform general administrative tasks including travel and overtime procedures and maintenance.

nance of stores. Maintain the file and correspondence registers and undertake safehand procedures.

Note: Applications must quote E/N.MAT/2053. This is an ACT position located in New South Wales.

Contact officer: S. Tierney (02) 901 1231

Selection documentation may be obtained from contact officer—Apply: G1A

N.N.—100011988

Naval Support Command, Equipment Projects

****Information Technology Officer Grade 2 \$34560-39700,**
Destroyer/Utility Helicopter Project Section, Nowra
(No. 1586)

Duties: The Air Warfare Systems Centre is a modern facility located at HMAS Albatross, Nowra, to support the Navy's Seahawk helicopters. The position involves the challenge of programming the helicopter's avionics computers in Ada, using a clustered VAX/VMS environment with workstations and PCs. Tertiary qualifications in computing science or related discipline, or experience in Scientific/Mathematical programming.

Eligibility/other requirements: Prescribed eligibility requirements apply.

Note: Applicants must quote E/EPROJ/1586/G.

Contact officer: G. Bulluss (044) 21 1295

Selection documentation may be obtained from contact officer—Apply: G2

N.N.—100011871

HMAS *Nirimba*

Senior Technical Instructor Grade 1 \$33070-34540,
Training Department Section, Training Development
and Evaluation Subsection, Quakers Hill (No. 6387)

Duties: Analyse, design, redesign and develop craft (fitting and machining) course syllabi. Plan new course requirements. Develop and mark cognitive tests to meet examination schedules. Design and develop craft practical exercises modules and tests relevant to the course syllabus. Liaise with authorities and instructions on matters affecting civilian recognition of Naval Trade Training.

Eligibility/other requirements: Prescribed eligibility requirements apply.

Note: Applicants must quote E/NIRIMBA/6387/G. This position was previously incorrectly advertised as a Technical Officer Level 3. Applicants need not reapply.

Contact officer: M. Johnson (02) 626 4245

Selection documentation may be obtained from contact officer—Apply: G2

N.N.—100011874

Headquarters

Administrative Service Officer Class 2 \$22600-25060,
Administration Section, Registry Subsection, Sydney
(No. 2860)

Duties: Supervise Safehand Section and ensure observance of all safehand and related security procedures. Maintain registers of receipt, collection and distribution of safehand articles. Maintain schedule of safehand courier service. Liaise with user areas.

Note: Applicants must quote E/HQS/2860/G.

Contact officer: P. Christopher (02) 266 2521

Selection documentation may be obtained from contact officer—Apply: G2

N.N.—100011872

Administrative Service Officer Class 4 \$28690-31150,
Administration Section, Registry Subsection, Sydney
(No. 2848)

Duties: Supervise staff and activities of the Information Analysis Cell. Resolve complex analysis problems and provide guidance and assistance to information analysts on day-to-day tasks and the development of and additions to the database. Undertake the amalgam-

ation of files and approve the creation of temporary files.

Note: Applications must quote E/HQS/2848/G.

Contact officer: P. Christopher (02) 266 2521

Selection documentation may be obtained from contact officer—Apply: G2

N.N.—100011875

Administrative Service Officer Class 3 \$25740-27780,
Administration Section, Registry Subsection, Sydney
(several positions)

Duties: Examine and analyse more complex inwards correspondence. Identify appropriate file or raise a new file, register correspondence and file on the database and identify the appropriate action officer. Examine departmental files prior to resubmit or put away, to ensure that the subject of correspondence is in accordance with the file title and index terms and to confirm that departmental records and management policies are being observed.

Note: Applicants must quote S/HQS/0061/G.

Contact officer: P. Christopher (02) 266 2521

Selection documentation may be obtained from contact officer—Apply: G2

N.N.—100011876

Administrative Service Officer Class 2 \$22600-25060,
Administration Section, Registry Subsection, Sydney
(several positions)

Duties: Under direction, examine and analyse less complex correspondence, identify appropriate file, register correspondence and file on database, identify appropriate action officer. Examine departmental files to ensure that the subject of correspondence contained is in accordance with the file title and index terms and to confirm that departmental records, management policies are being observed.

Note: Applicants must quote S/HQS/0062/G.

Contact officer: S. Halasz (02) 266 2434

Selection documentation may be obtained from contact officer—Apply: G2

N.N.—100011877

Administrative Service Officer Class 2 \$22600-25060,
Administration Section, Registry Subsection, Sydney
(No. 2859)

Duties: Examine and attach correspondence to files from R/S and P/A to ensure that the subject of correspondence contained is in accordance with the file title. Supervise staff and the activities of the Distribution Subsection.

Note: Applicants must quote E/HQS/2859/G.

Contact officer: S. Halasz (02) 266 2434

Selection documentation may be obtained from contact officer—Apply: G2

N.N.—100011878

Logistics

****Technical Officer Level 3 \$29800-33810,** Engineering
Support Section, Aeronautical Engineering Subsection,
North Sydney (No. 1470)

Duties: Under limited direction, be responsible for performing technical work in the aircraft engineering field primarily associated with the maintenance, modification, defect investigations, repair and testing of Rolls Royce Gnome aero engines, Sea King aircraft transmission gearboxes, associated mechanical accessories, ancillaries and special to type tools.

Eligibility/other requirements: Prescribed eligibility requirements apply. Mechanical discipline.

Note: Applicants must quote E/AIRLOG/1470/G.

Contact officer: W. Ammann (02) 925 4404

Selection documentation may be obtained from contact officer—Apply: G2

N.N.—100011870

Technical Officer Level 3 \$29800-33810, Engineering Support Section, Guided Weapons Group Subsection, North Sydney (No. 1627)

Duties: Oversight and control staff engaged on periodical routine maintenance work associated with the overhaul and test of torpedoes, ensuring work is completed within acceptable limits of time, quality and cost and on the preparation for practice of torpedoes and subsequent post exercise routines.

Eligibility/other requirements: Prescribed eligibility requirements apply. Electronic discipline.

Note: Applicants must quote E/GWG/1627/G.

Contact officer: G. Bignall (02) 964 4269

Selection documentation may be obtained from contact officer—Apply: G2

N.N.—100011873

VICTORIA

Applicants for vacancies with G3, G21 and G22 codes must obtain an Applicant Record form which is to be attached as the cover sheet of an application. Applicant Record form, selection criteria and duty statement may be obtained by telephoning the contact officer. The TTY facility for hearing and speech impaired people is (03) 697 6796. Defence Victoria is an equal opportunity employer promoting a smoke free work environment.

N.N.—100012120

Soldier Career Management Agency

Administrative Service Officer Class 3 \$25740-27780, Personnel Management Group, Melbourne (No. 6726)

Duties: Manage Australian Army enlistment cell, ensuring all documentation received is accurate and appropriate. Enter enlistment details on database.

Note: Applicants must complete an applicant record form obtainable with selection documentation from the contact officer.

Contact officer: Capt. S. Cook (03) 282 6313

Selection documentation may be obtained from contact officer—Apply: G3

N.N.—100011803

Army Office, Engineering Development Establishment

Technical Officer Level 4 \$34560-38623, Laboratories and Services Section, Electrical Laboratories Subsection, Maribyrnong (No. 9441)

Duties: Working under limited guidance or as the leader of a small team, evaluate a wide range of electrical, electronic and communications equipments for compliance with military and civilian electromagnetic compatibility (EMC) standards. Propose and evaluate modifications designed to improve the EMC performance of equipments under test. Plan and perform complex tests in EMC and related fields. Study and develop new techniques and approaches to these tasks.

Eligibility/other requirements: Prescribed eligibility requirements apply.

Contact officer: Ms J. Micallef (03) 319 5431

Selection documentation may be obtained from contact officer—Apply: G16

N.N.—24281693

Technical Officer Level 3 \$29800-33810, Laboratories and Services Section, Developmental Investigations Laboratory, Maribyrnong (No. 3375) (expected vacancy)

Duties: Carry out dynamic measurements of stress, strain, shock and vibration on equipment under test in both laboratory and the field. Participate in the electronic design and development of specialised equipment to carry out novel and complex shock and vibration and fatigue tests.

Eligibility/other requirements: Prescribed eligibility requirements apply.

Contact officer: Ms J. Micallef (03) 319 5431

Selection documentation may be obtained from J. Micallef (03) 319 5431—Apply: G16

N.N.—24294609

Headquarters Logistic Command, Material Management Division

Administrative Service Officer Class 2 \$22600-25060, Armaments and Medical Group, Melbourne (No. 5150) (expected vacancy)

Duties: Maintain by manual accounting, ammunition bulk location records. Participate in ammunition stock management tasks including processing depot monthly ammunition statements, raise and progress issue orders and maintain dues in register.

Note: Applicants must complete an applicant record form obtainable with selection documentation from the contact officer.

Contact officer: K. Christensen (03) 282 6352

Selection documentation may be obtained from contact officer—Apply: G3

N.N.—100011802

QUEENSLAND

Headquarters, 1st Military District, Accommodation and Works

Administrative Service Officer Class 2 \$22600-25060, North Queensland Regional Works Section, Townsville (No. 7099)

Duties: Control and maintain all registers relating to financial work commitments (Army Funds).

Note: Applications must be submitted in duplicate.

Contact officer: Captain G. Meers (077) 71 7574

Selection documentation may be obtained from contact officer—Apply: G5

N.N.—100011889

WESTERN AUSTRALIA

Inspector General Division, Management Audit Branch

****Administrative Service Officer Class 5 \$32000-33930**, Management Audit Western Australia Section, Perth (No. 8048)

Duties: Undertake management audits and reviews under guidance of the relevant Director. The more complex audits would be undertaken at a higher level and in addition auditors at this level would be expected to lead reviews.

Eligibility/other requirements: Experience in an audit or review field together with tertiary qualifications in Commerce, Business Administration or related disciplines.

Contact officer: A. Campbell (09) 323 7299

Selection documentation may be obtained from Recruitment Section (09) 323 7225—Apply: G6

N.N.—100011736

Regional Office, Western Australia Division, Corporate Services Branch

Administrative Service Officer Class 3 \$25740-27780, Finance Operations Section, Accounting Subsection, Karrakatta (No. 1120)

Duties: Responsible for the operation of a one person cash office with an Imprest Account of \$200 000.00. Duties include: management of the Imprest Account, preparation of a weekly Imprest Return and reimbursement documentation; provision of cash payments of salaries and allowances; collection of public moneys.

Contact officer: Vic Riley (09) 323 7378

Selection documentation may be obtained from Recruitment Section (09) 323 7225—Apply: G6

N.N.—100011735

Personnel and Development Branch

Administrative Service Officer Class 2 \$22600-25060, Conditions of Service Section, Perth (No. 1220)

Duties: Duties include processing civilian compensation claims to COMCARE, maintain compensation records, monitoring expenditure, re-credit of sick leave credits, coordinating OH&S programs and payment of accounts, carrying out routine OH&S inspections, investigating routine industrial accidents, preparing reports on inspections, arranging meetings and preparing correspondence for meetings.

Contact officer: Shirley Maclean (09) 323 7260

Selection documentation may be obtained from Recruitment Section (09) 323 7225—Apply: G6

N.N.—100011893

SOUTH AUSTRALIA

Defence Science and Technology Organisation, Surveillance Research Laboratory

Professional Officer Class 2 \$34560-38623, Microwave Radar Division, Salisbury (Nos 5213, 5214, 5215) (expected vacancies)

Duties: Undertake professional engineering work in the areas of digital/analogous electronic systems, RF components and antennas and real-time computing systems associated with radar technology.

Eligibility/other requirements: Prescribed eligibility requirements apply.

Contact officer: Les Vencel (08) 259 6615 (No. 213); Brian Reed (08) 259 5271 (No. 5214); John Silby (08) 259 6771 (No. 5215)

Selection documentation may be obtained from (08) 259 6679—Apply: G10B

N.N.—100011869

DEFENCE HOUSING AUTHORITY

The Defence Housing Authority (DHA) was established in 1988 with the specific purpose of raising the standard of housing provided to Defence personnel and their families. The Authority manages the Australian Defence housing stock of 24 000 houses and conducts its business through a nation wide network of Housing Management Centres (HMCs).

DHA is an equal employment opportunity employer and has a policy of promoting a smoke free work environment.

N.N.—100012131

CENTRAL OFFICE

Office Services

****Administrative Service Officer Class 3 \$25740-27780**, Canberra (No. 251) (expected vacancy)

Duties: Administer a Records Management System including the categorisation, processing and movement of all records within the Authority. Provide support to Office Services including management of fleet services, desktop publishing, general typing and reception relief.

Contact officer: Mrs Sharon Poirrier (06) 270 6468

Selection documentation may be obtained from (06) 270 6436—Apply: G26

N.N.—100012007

AUSTRALIAN CAPITAL TERRITORY

Housing Management Centre

****Administrative Service Officer Class 6 \$34560-39700**, Canberra (No. 314)

Duties: Assist the Regional HMC Manager to develop and implement regional operational budgets and programs as required. This will include a range of activities encompassing the acquisition, construction, upgrading, leasing, disposal, maintenance and improvement of housing stock. Oversee work being performed by contractors and investigate and report on requests for variations to work orders.

Contact officer: Ms Lyn Stephens (06) 285 2040

Selection documentation may be obtained from (06) 285 2040—Apply: G26

N.N.—100012004

NEW SOUTH WALES

Housing Management Centre

Senior Officer Grade C \$40906-44435, Lindfield (No. 1400)

Duties: Manage the Sydney North Regional Housing Management Centre (HMC) or any other HMC determined by the Manager, Regional Operations. Implement regional and district operational objectives, strategies, budgets and programs within the parameters of Head Office policies and procedures.

Contact officer: Mike Hetherington (06) 270 6424

Selection documentation may be obtained from (06) 270 6486—Apply: G26

N.N.—100012006

VICTORIA

Housing Management Centre

Senior Officer Grade B \$45402-52100, Bandiana (No. 1300)

Duties: Manage the Riverina Regional Housing Management Centre (HMC) or any other HMC determined by the Manager, Regional Operations. Oversight and supervise the Wagga District Housing Management Centre. Implement regional and district operational objectives, strategies, budgets and programs within the parameters of Head Office policies and procedures.

Contact officer: Mike Hetherington (06) 270 6424

Selection documentation may be obtained from (06) 270 6486—Apply: G26

N.N.—100012005

Employment, Education and Training

DEPARTMENT OF EMPLOYMENT, EDUCATION AND TRAINING

CENTRAL OFFICE

Higher Education Division, Programs and Operations Branch

Administrative Service Officer Class 3 \$25740-27780, Divisional Coordination Section, Canberra (No. 4862)

Duties: Under general direction, process recruitment matters for the Division. Prepare entries for publication in the Commonwealth Gazette, press and department Staff Bulletin. Maintain and update manual and computer-based information systems. Process applications for studies assistance. Process requests for establishment variations.

Eligibility/other requirements: A good knowledge of the Public Service Act and Determinations and of Public Service recruitment procedures. Good keyboard skills and a knowledge of the NOMAD personnel system desirable.

Note: Applications should be submitted in triplicate.

Contact officer: Mark Devine (06) 276 7586

Selection documentation may be obtained from (06) 276 7586—Apply: H15

N.N.—100011953

International Division, Education Exports Branch

Administrative Service Officer Class 4 \$28690-31150, Industry Strategies Section, Canberra (No. 23666)

Duties: Provide administrative support in formulation of strategies for Australia's trade education and training services. Assist in contract administration, program and financial management related to public communication and the offshore program supporting education exports.

Eligibility/other requirements: Experience in preparing contracts and administering financial matters. Demonstrated sound administrative and liaison experience.

Contact officer: Bruce Hanford (06) 276 7788

Selection documentation may be obtained from Ms K. Britten (06) 276 7692—Apply: H10

N.N.—100012047

National Office of Overseas Skills Recognition

Administrative Service Officer Class 5 \$32000-33930, Competency Assessments Section, Canberra (No. 14627)

Duties: Duties relate to the organisation of venues, material and notices for NOOSR sponsored examinations which are conducted at examination centres throughout Australia and at overseas posts. The position also provides administrative support for the conduct of competency assessments.

Contact officer: Ms Michele Kingi (06) 276 7611

Selection documentation may be obtained from Ms A. Reynolds (06) 276 7638—Apply: H10

N.N.—100012046

Management, Risk Management and Communications

Administrative Service Officer Class 3 \$25740-27780, Management Services, Canberra (No. 23680)

Duties: Maintain Fleet Management computer system. Liaise with other government departments and other organisations. Order, allocate, deliver and return vehicles. Obtain and issue fuel credit cards. Arrange payment of fuel invoices. Allocate parking places, travel codes, hirer codes and line numbers. Provide help-desk advice.

Note: The department is an equal opportunity employer and has a policy of a smoke-free work environment.

Contact officer: Norma Smith (06) 276 8086

Selection documentation may be obtained from contact officer—Apply: H1

N.N.—100011965

Administrative Service Officer Class 3 \$25740-27780, Management Services, Canberra (No. 3510)

Duties: Action building maintenance complaints, issue keys for emergency/after hours access etc. Arrange installation of new locks and building signs. Provide assistance with financial monitoring function. Run Central Office help-desk facility for advice on building maintenance, parking and use of departmental vehicles. Good oral and written communication skills. Ability to use relevant data processing packages. Proven ability to meet deadlines and work accurately. Current driver's licence.

Note: The department is an equal opportunity employer and has a policy of a smoke-free work environment.

Contact officer: Norma Smith (06) 276 8086

Selection documentation may be obtained from contact officer—Apply: H1

N.N.—100011966

Administrative Service Officer Class 6 \$34560-39700, Management Services, Canberra (No. 23686)

Duties: Manage the department's Records Control System. Supervise and monitor the operation of despatch, Records Management and Archives. Coordinate the department's National Automated Registry System (NARS). Provide advice on records management and mail handling. Extensive knowledge of modern records management and archival procedures. Well developed oral and written communication skills. Understanding and appreciation of the computing environment associated with automated registry systems.

Note: The department is an equal opportunity employer and has a policy of a smoke-free work environment.

Contact officer: Gloria Jones (06) 276 8206

Selection documentation may be obtained from Gloria Jones (06) 276 8206—Apply: H1

N.N.—100011967

Policy Secretariat

Administrative Service Officer Class 6 \$34560-39700, Canberra (No. 20877) (expected vacancy)

Duties: Undertake project work in order to develop new or enhanced Information Technology Systems for Policy Secretariat. Advise on and implement office automation solutions. Implement personnel budgetary and financial management.

Eligibility/other requirements: A knowledge of computer systems and personnel and financial budgeting. Research, analytical, communication, liaison and negotiation skills of a high order are required.

Contact officer: S. Lewin (06) 276 8635

Selection documentation may be obtained from D. Morton (06) 276 8592—Apply: H1

N.N.—100011694

Programs Division

****Senior Officer Grade C \$40906-44435**, Aboriginal Coordination Unit, Canberra (No. 6961)

Duties: As a member of a small team, assist with the coordination of DEET's Aboriginal programs and related issues, provide support to the AEDP Task Force and undertake major projects and prepare briefings/reports on a range of Aboriginal issues.

Eligibility/other requirements: Tertiary qualifications desirable.

Note: Please submit applications in triplicate.

Contact officer: Quentin Perks (06) 276 8122

Selection documentation may be obtained from (06) 276 8760—Apply: H13

N.N.—100011963

Administrative Service Officer Class 4 \$28690-31150, Divisional Secretariat, Canberra (No. 13603)

Duties: Undertake the role of Divisional Training Coordinator. Responsible for Studybank, EEO and OH&S within the Division. Participate on the HRD committee.

Note: Applicants should submit applications in triplicate.

Contact officer: Barbara Wilton (06) 276 8816

Selection documentation may be obtained from (06) 276 8760—Apply: H13

N.N.—100011964

Schools and Curriculum Division, Schools and Curriculum Policy Branch

Administrative Service Officer Class 5 \$32000-33930, Policy Liaison and Coordination/PNS, Canberra (No. 14701)

Duties: Assist in the administration of Government funded programs. Liaise with departments, Commonwealth agencies, community organisations and education authorities. Draft Ministerial and other correspondence, submissions, briefings and reports. Monitor research projects, liaise with consultants and committees associated with projects.

Note: Please submit applications in triplicate. Previous applicants will be considered and need not reapply.

Contact officer: Mr Mark Kinsella (06) 276 7885

Selection documentation may be obtained from Ms Judy Rae (06) 276 7879—Apply: H11

N.N.—24321347

**Vocational Education and Training Division, Strategic,
Planning and Development Branch**

Administrative Service Officer Class 6 \$34560-39700, Various Sections, Canberra (Ref: VET 11) (several positions)

Duties: Individually, or as a team member, undertake policy formulation and/or management improvement projects. Research, analyse and evaluate vocational education and training policies and programs. Prepare high-level briefs, submissions and reports. Liaise and represent the department as required.

Eligibility/other requirements: Ability to undertake policy formulation and/or management improvement projects. Sound analytical, conceptual and research abilities. Highly developed interpersonal, communication and liaison skills.

Contact officer: Jon Wells (06) 276 9148

Selection documentation may be obtained from Sue Harber (06) 276 9156—Apply: H9

N.N.—100012003

Senior Officer Grade C \$40906-44435, Evaluation and Review Section, Canberra (No. 6659)

Duties: Individually, or as a team leader, undertake policy formulation and/or management improvement projects. Research, analyse and evaluate vocational education and training policies and programs. Prepare high-level briefs, submissions and reports. Liaise and represent the department as required.

Eligibility/other requirements: Demonstrated ability to undertake policy formulation and/or management improvement projects. Sound analytical, conceptual and research abilities. Highly developed interpersonal, communication and liaison skills.

Contact officer: Jon Wells (06) 276 9148

Selection documentation may be obtained from Sue Harber (06) 276 9156—Apply: H9

N.N.—100012048

NEW SOUTH WALES

Illawarra/Southern Area, Austudy

Administrative Service Officer Class 2 \$22600-25060, Austudy, Wollongong (Nos 14896, 13272)

Duties: Prepare Austudy applications and entry/verification of assessments. Process travel and other direct education assistance payments. Under direction, attend general inquiries. Maintenance of mis-directed credits. Direct and verify workflow for staff engaged in data entry, registration and filing.

Contact officer: D. Cholson (042) 24 2118

Selection documentation may be obtained from J. Collins (042) 21 1004—Apply: J3F

N.N.—100011952

Sydney South Western Area

****Administrative Service Officer Class 3 (Identified) \$25740-27780**, Job Centre, Campsie, Campbelltown, Ingleburn (Nos 17270, 17228, 17238) (expected vacancies)

Duties: Assist jobseekers to find employment, assist employers to fill vacancies, administer the activity test. Provide information and advice on government employment and training programs. Perform other duties as directed.

Eligibility/other requirements: An ability to communicate effectively with Aboriginals, a knowledge/understanding of Aboriginal culture and society. People of Aboriginal descent are encouraged to apply.

Note: Contact officers: Campsie—T. O'Flynn (02) 796 4333; Campbelltown and Ingleburn—L. Thomas (02) 827 5000.

Contact officer: (see Note)

Selection documentation may be obtained from F. Sheehan (02) 827 5000—Apply: J3C

N.N.—100011750

Liverpool Region

****Administrative Service Officer Class 2 (Identified) \$22600-25060**, Aboriginal Development Unit, Ingleburn (No. 6954)

Duties: Assist with less complex inquiries on Aboriginal programs and services. Provide administrative support, liaise with community organisation and educational institutions. Assist with planning and delivery of student seminars. Exercise formal delegations and operate keyboard equipment.

Eligibility/other requirements: An ability to communicate effectively with Aboriginals, a knowledge/understanding of Aboriginal culture and society. People of Aboriginal descent are encouraged to apply.

Contact officer: L. Thomas (02) 827 5000

Selection documentation may be obtained from F. Sheehan (02) 827 5000—Apply: J3C

N.N.—100011749

****Administrative Service Officer Class 4 (Identified) \$28690-31150**, Special Service Centre, Campbelltown, Liverpool (Nos 7236, 7229)

Duties: Interview, assess and counsel disadvantaged clients. Assess more complex cases implementing an action plan. Using a case management approach, review clients, evaluate progress. Assist in development of special initiatives for specific client groups. Undertake promotional activities, liaise with DEET staff and outside organisations. Conduct Labour Market Program administration. Exercise formal delegations.

Eligibility/other requirements: An ability to communicate effectively with Aboriginals, a knowledge/understanding of Aboriginal culture and society. People of Aboriginal descent are encouraged to apply.

Contact officer: L. Thomas (02) 827 5000

Selection documentation may be obtained from F. Sheehan (02) 827 5000—Apply: J3C

N.N.—100011751

VICTORIA

Area Country

****Identified Aboriginal Field Officer, Administrative Service Officer Class 5 \$32000-33930**, Aboriginal Employment and Education Development Unit, Shepparton (No. 21644)

Duties: Liaise with communities and coordinate with other relevant agencies to assist in the development, implementation, monitoring and evaluation of operational/strategic plans in response to Aboriginal self-determination and planning. Assist in the development of long-term community economic/educational planning and promotion. Supervise and act as a resource for staff.

Eligibility/other requirements: An ability to communicate effectively with Aboriginals; a knowledge/understanding of Aboriginal culture and society. People of Aboriginal descent are encouraged to apply.

Contact officer: Mr B. Anderson (054) 44 6804

Selection documentation may be obtained from Ms A. Kelly (054) 42 3133—Apply: J4

N.N.—100011747

Area North East

****Identified Manager Aboriginal Programs, Administrative Service Officer Class 6 \$34560-39700**, Aboriginal Employment and Education Development Unit, Northcote (No. 1492)

Duties: Within the Aboriginal Employment and Education Development Unit (AEEDU) under the direction of the Executive Officer, assist Aboriginal communities at the senior level in the development of strategic approaches to economic and educational issues consistent with the Aboriginal Employment Development Policy (AEDP) and the Aboriginal Education Policy (AEP).

2714 Vacancies—Public Service

Eligibility/other requirements: An ability to communicate effectively with Aboriginals, a knowledge/understanding of Aboriginal culture and society. People of Aboriginal descent are encouraged to apply.

Contact officer: Mr J. Evans (03) 485 8822

Selection documentation may be obtained from Mr D. Mills (03) 485 8800—Apply: J4

N.N.—100011746

QUEENSLAND

North Queensland Area

Administrative Service Officer Class 2 \$22600-25060, Townsville Student Assistance Centre (No. 12810)

Duties: Under supervision, participate in the assessment process for the less complex applications for assistance under the schemes administered by the department. Undertake simple on-line reassessment of applications. Participate in and supervise the data entry/verification aspects of student assistance processing. Attend to inquiries from applicants and other interested parties concerning assistance available under the schemes.

Note: Applications should be submitted in triplicate.

Contact officer: Kathy Zannes (077) 22 8462

Selection documentation may be obtained from (07) 226 9548 (24 hour answering machine)—Apply: J5

N.N.—100011719

NORTHERN TERRITORY

Area Office, Regional Office

****Administrative Service Officer Class 6 \$34560-39700,** Aboriginal Employment and Education Development Unit, Darwin (No. 15626)

Duties: Under the direction of the Regional Manager or Area Director, undertake program or policy functions in response to the government's AEDP or AEP. Complement and interact with normal field activities by working in conjunction with Field Officers to develop programs or projects, such as the development of enterprise proposals, develop long-term strategies/planning aimed at aiding self management, liaise with and assistance to Aboriginal community educational organisations and training advisory bodies. Provide advice to Field Officer's and communities so that they can better respond to labour market trends.

Eligibility/other requirements: An ability to communicate effectively with Aboriginals and a knowledge and understanding of Aboriginal culture and society.

Note: Applications should address the selection criteria.

Contact officer: Mike Harrison (089) 46 4803

Selection documentation may be obtained from Gabee Gonzadi (089) 46 4800—Apply: J9

N.N.—100011868

ABORIGINAL AND TORRES STRAIT ISLANDER COMMISSION

CENTRAL OFFICE

Corporate Services Division, Finance Branch

****Senior Officer Grade C \$40906-44435,** National Accounting Section, Canberra (No. 1146)

Duties: Provide advice to the Commission on financial accounting matters and ensure the effective performance of financial accounting functions within the Commission. Assist in the consolidation and preparation of annual financial statements and other reports as required.

Eligibility/other requirements: Possess demonstrated conceptual, analytical and creative skills.

Note: Advertised. Previous applicants will be considered.

Contact officer: Brian O'Keeffe (06) 289 8891

Selection documentation may be obtained from Brian O'Keeffe (06) 289 8891—Apply: A1

N.N.—100011961

Ministerial, Commission Services and Information Branch

***Administrative Service Officer Class 6 \$34560-39700,** Ministerial and Parliamentary Liaison Section, Canberra (No. 362) (expected vacancy)

Duties: Manage the operations of a discrete organisational element at subsection or section level. Provide administrative support to a particular program, activity or corporate support service. Undertake research tasks appropriate to specific projects or programs.

Eligibility/other requirements: Well developed oral and written communication skills. Experience in drafting and editing ministerial correspondence.

Contact officer: Ms Sue Paton (06) 289 3444

Selection documentation may be obtained from Noel Baxendell (06) 289 3038—Apply: A1

N.N.—100011960

ABORIGINAL HOSTELS LIMITED

CENTRAL OFFICE

Audit Section

****Administrative Service Officer Class 6 \$34560-39700,** Canberra (No. 959)

Duties: Undertake functional and financial audit reviews of company operations. Review and appraise internal audit systems. Examine financial statements as directed.

Eligibility/other requirements: An ability to communicate effectively with Aboriginals/Torres Strait Islanders. A knowledge/understanding of Aboriginal/Torres Strait Islander culture and society.

Note: People of Aboriginal/Torres Strait Islander descent are encouraged to apply.

Contact officer: Ms Paula Dewis (06) 289 3891

Selection documentation may be obtained from (06) 289 3891—Apply: A9

N.N.—100011947

NORTHERN TERRITORY

Regional Office

****Administrative Service Officer Class 5 \$32000-33930,** Alice Springs (No. 801)

Duties: As Regional Administrative Officer, undertake duties involving the administration of company policies and procedures at a regional level with emphasis on controls related to expenditure, income, staff, Community Support Hostels and supervision of regional office staff.

Eligibility/other requirements: An ability to communicate effectively with Aboriginals/Torres Strait Islanders. A knowledge/understanding of Aboriginal/Torres Strait Islanders culture and society.

Note: People of Aboriginal/Torres Strait Islander descent are encouraged to apply. In lieu of vacancy notified in PS15, 18.4.91. Previous applicants will be considered and need not reapply.

Contact officer: R. Hampton (089) 52 6544

Selection documentation may be obtained from R. Hampton (089) 52 6544—Apply: A17

N.N.—100012045

Finance

DEPARTMENT OF FINANCE

CENTRAL OFFICE

The Department of Finance is an equal opportunity employer and encourages women and other members of designated groups to apply for vacancies. To enable selection committees to make any necessary interview arrangements, applicants who are Aboriginal or Torres Strait Islanders, have a disability or who come from a

non-English speaking background, may wish to indicate this in their application.

To obtain selection documentation, applicants should telephone (06) 263 2317 (24 hour answering service).

Inquiries from hearing or speech impaired applicants should be directed to the department's TTY number (06) 263 2378. Regional offices in Sydney, Melbourne and Brisbane also list a TTY number to contact for interstate vacancies as they arise.

N.N.—100012134

Resource Policies and Management Branch

Administrative Service Officer Class 6 \$34560-39700, Information Resource Management Section, Corporate Systems Management Subsection, Canberra (No. 923) (expected vacancy)

Duties: Responsible for the administration and day-to-day operations of a local area network. This includes analysis and resolution of hardware and software problems, liaison with users and service providers.

Eligibility/other requirements: Broad experience in and knowledge of computer systems. Knowledge of systems administration highly desirable.

Contact officer: Ms Robyn Martin (06) 263 2408

Selection documentation may be obtained from (06) 263 2317—Apply: K1

N.N.—100012000

RETIREMENT BENEFITS OFFICE AUSTRALIAN CAPITAL TERRITORY

Resources Management Branch

****Administrative Service Officer Class 3 \$25740-27780**, Staff and Office Management Section, Office Management Subsection, Canberra (several positions) (expected vacancies)

Duties: Under limited supervision perform a range of clerical tasks to assist an officer of the Senior Executive Service including, production of final and draft correspondence, undertake the examination of correspondence and documentation bringing to the attention of senior staff matters of importance, perform meeting secretariat functions, utilise computer equipment to produce a range of management documentation using various software packages and perform minor research and assemble information.

Contact officer: Mrs Pat Granter (06) 252 5775

Selection documentation may be obtained from Carlos Amat (06) 252 7673—Apply: K9

N.N.—24321286

Superannuation Schemes Administration Branch

Administrative Service Officer Class 3 \$25740-27780, Superannuation Operations Section, Canberra (several positions)

Duties: Supervise, train, advise and guide staff, including discussion of work assessment and performance. Plan, coordinate, monitor and review the work of those supervised. Advise management on possible improvements to work processes. Operate keyboard equipment of various types.

Contact officer: Mark Horan (06) 252 6271

Selection documentation may be obtained from Carlos Amat (06) 252 7673—Apply: K9

N.N.—24319134

Administrative Service Officer Class 4 \$28690-31150, Superannuation Operations Section, Canberra (several positions)

Duties: Supervise, train, advise and guide staff, including discussion of work assessment and performance. Monitor work practices and workflow, and develop local procedures. Plan, prioritise, coordinate and manage the workflow in the area. Assess training needs for work area.

Contact officer: Mark Horan (06) 252 6271

Selection documentation may be obtained from Carlos Amat (06) 252 7673—Apply: K9

N.N.—24321293

Foreign Affairs and Trade

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

CENTRAL OFFICE

International Organisations and Legal Division, Environment and Antarctic Branch

****Senior Officer Grade B \$45402-52100**, Australian Antarctic Foundation Secretariat, Hobart (No. 933)

Duties: Manage the office, programs and projects of the Secretariat of the Australian Antarctic Foundation. Propose policy and develop projects. Negotiate and consult with Federal and State Governments, business organisations, universities and educational institutions to achieve cooperation in the functioning of Foundation projects. Maintain contact with relevant foreign organisations.

Eligibility/other requirements: Superior ability to analyse policy and administrative issues directly relevant to the establishment and implementation of a program for the Foundation and to make appropriate recommendations in relation to that program. An understanding of the government's objectives in its Antarctic policies, including Australia's role in the region and Antarctica's role in the global environment. A good knowledge of the workings of the Antarctic Treaty System. Superior ability to manage human and financial resources. Ability to lead and motivate.

Note: The position will be filled on a temporary transfer or fixed term contract basis.

Contact officer: Mr M. McKeown (06) 261 2588

Selection documentation may be obtained from (06) 261 2548 (24 hour answer service). For hearing and/or speech impaired people TTY (06) 261 2795 (business hours)—Apply: L1

N.N.—100011962

****Administrative Service Officer Class 4 \$28690-31150**, Australian Antarctic Foundation Secretariat, Hobart (No. 433)

Duties: Undertake projects as determined by the Board of the Antarctic Foundation. Liaise with departmental, governmental and non-governmental bodies on the development and implementation of projects. Undertake less complex research, prepare drafts and submissions. Maintain confidential management information systems. Answer inquiries and provide information on the Foundation's activities.

Eligibility/other requirements: Ability to contribute to the development of projects related to broadening understanding of international issues related to Antarctica. Interest in and knowledge relevant to Australia's role in the Antarctic region and the significance of Antarctica in the context of the global environment. Interpersonal skills. Flexibility and adaptability. Familiarity with computer-based information systems.

Note: The position will be filled on a temporary transfer or fixed term contract basis.

Contact officer: Mr M. McKeown (06) 261 2588

Selection documentation may be obtained from (06) 261 2548 (24 hour answer service). For hearing and/or speech impaired people TTY (06) 261 2795 (business hours)—Apply: L1

N.N.—100011974

SOUTH AUSTRALIA

Systems, Programs and Consular Division, Adelaide Office

Administrative Service Officer Class 3 \$25740-27780, Passport Section, Adelaide (No. 1273)

Duties: Interview clients in person, making judgments as to acceptability of applications and supporting documents. As required, investigate, evaluate, present or receive information in accordance with appropriate legislation, policy and procedures. Day-to-day supervision of small team of passport officers.

Eligibility/other requirements: A sound knowledge of, or the ability to acquire a sound knowledge of, Passports Act and Regulations and ability to apply this knowledge effectively within departmental guidelines. Demonstrated interpersonal and communications skills and ability to work in a team environment. Capacity to supervise, including counselling and staff development.

Note: This is a rotating position.

Contact officer: L. Collyer (08) 237 6888

Selection documentation may be obtained from W. Gourlay (08) 237 6866—Apply: L8

N.N.—100011691

Immigration, Local Government and Ethnic Affairs

DEPARTMENT OF IMMIGRATION, LOCAL GOVERNMENT AND ETHNIC AFFAIRS VICTORIA

Preston, Client Services

Administrative Service Officer Class 3 \$25740-27780, Client Contact, Preston (several positions)

Duties: Deal with client inquiries. Make decisions on migration and citizenship applications based on relevant legislation. Collect public moneys. Ability to use computer based decision support systems.

Contact officer: Angela Smith (03) 486 3436

Selection documentation may be obtained from Angela Smith (03) 487 3442—Apply: N19

N.N.—24294915

Victorian Eastern Region, AMEP Resources and Property

Administrative Service Officer Class 5 \$32000-33930, Adult Migrant Education Program, Eastern Regional Office, Box Hill (No. 7133)

Duties: Assist in the administration of AMEP funds and expenditure including monitoring, analysing and reporting on expenditure against program allocations, participation in internal audits, the preparation and authorisation of payments and liaison with other government agencies and outside organisations. Assist in the supervision and training of subordinate staff.

Contact officer: Ivan Kitchell (03) 895 3798

Selection documentation may be obtained from Cathy Williamson (03) 895 3705—Apply: N20

N.N.—100011904

Industrial Relations

DEPARTMENT OF INDUSTRIAL RELATIONS

The Department of Industrial Relations is an equal opportunity employer. To enable selection committees to make necessary arrangements applicants who are Aboriginal or Torres Strait Islander, have a disability or are from a non-English speaking background may wish to indicate this in their application. Selection for

vacancies will be on the basis of merit as judged against specific selection criteria. It is in an applicant's interest to obtain the selection criteria and frame their application accordingly.

N.N.—100012122

CENTRAL OFFICE

Corporate Development Division, Portfolio and Public Relations Branch

Administrative Service Officer Class 4 \$28690-31150, Parliamentary and Ministerial Liaison Section, Canberra (No. 18030)

Duties: Under general direction, operate systems to enable transmissions of briefing material and correspondence to and from the Minister's office. Prepare responses to ministerial correspondence. Provide administrative support to branch and supervise staff.

Eligibility/other requirements: Ability to operate computer-based equipment and supervise staff. Knowledge of industrial relations issues an advantage.

Contact officer: Ian Robinson (06) 243 7904

Selection documentation may be obtained from Ian Robinson (06) 243 7904—Apply: J2

N.N.—100011944

Industrial Relations Development Division, Awards Management Branch

Senior Officer Grade B \$45402-52100, Canberra (No. 8776)

Duties: The Awards Management Branch has an objective of working with award parties in the management of Federal awards to improve the structure, simplicity and coverage of awards, maximise community awareness of award obligations and entitlements and maximise compliance with award provisions. The occupant of the position will manage a unit involved in one or more of the following areas: information and education services/programs; targeted compliance programs; specialist advisory services and enforcement activities.

Contact officer: Bernie Carlon (06) 243 7366

Selection documentation may be obtained from Marianne Lovelock (06) 243 7861—Apply: J2

N.N.—100011945

COMMISSION FOR THE SAFETY, REHABILITATION AND COMPENSATION OF COMMONWEALTH EMPLOYEES (COMCARE) CENTRAL OFFICE

****Administrative Service Officer Class 3 \$25740-27780**, Human Resources and Services Section, Human Resources Subsection, Canberra (Nos 0883, 0886) (Nos 0885 is an expected vacancy)

Duties: As team members, assist in the operation of Comcare's personnel operations. Duties include salary and allowance variations, preparation of correspondence relating to personnel and conditions of service matters, supervision and on-the-job training of subordinate team members.

Contact officer: Michelle Goldsborough (06) 275 0087

Selection documentation may be obtained from (06) 275 0668—Apply: X10

N.N.—100012058

****Administrative Service Officer Class 3 \$25740-27780**, Ministerial Marketing and Secretariat Section, Canberra (NP)

Duties: Provide general clerical and administrative support to the section including: operate the purchasing and expenditure system; monitor and maintain the financial database; provide support for Commission and National Executive meetings; the provision of desktop publishing and other keyboard services.

Contact officer: Robyn Allen (06) 275 0678

Selection documentation may be obtained from
(06) 275 0668—Apply: X10

N.N.—100012063

Claims Management Branch

Administrative Service Officer Class 5 \$32000-33930,
Rehabilitation Section, Rehabilitation Support
Subsection, Canberra (No. 0535)

Duties: Develop and update resource materials relevant to the rehabilitation program and assist in the development of policies related to the implementation of that program.

Contact officer: Vivienne Mitchell (06) 275 0037

Selection documentation may be obtained from
(06) 275 0668—Apply: X10

N.N.—100012060

Administrative Service Officer Class 3 \$25740-27780,
Rehabilitation Section, Rehabilitation Support Subsection, Canberra (No. 0536)

Duties: Provide administrative support to the subsection including: liaise with Comcare's state offices; perform ad hoc and periodic data collections from a computerised database system; prepare less complex correspondence; assist in the development of policies and procedures.

Contact officer: Kay Bowman (06) 275 0066

Selection documentation may be obtained from
(06) 275 0668—Apply: X10

N.N.—100012061

Administrative Service Officer Class 6 \$34560-39700,
Rehabilitation Section, Rehabilitation Support Subsection, Canberra (No. 0533) (expected vacancy)

Duties: Manage projects associated with the development of policy and procedures for the implementation of successful rehabilitation of employees with a work-related injury or illness.

Contact officer: Vivienne Mitchell (06) 275 0037

Selection documentation may be obtained from
(06) 275 0668—Apply: X10

N.N.—100012062

TASMANIA

State Office

****Administrative Service Officer Class 2 \$22600-25060**,
Claims Management Section, Hobart (No. 7105)
(expected vacancy)

Duties: Register, investigate and process the less complex claims for compensation. Prepare correspondence in relation to medical accounts, periods of incapacity and less complex new claims. Conduct interviews with claimants, agencies, etc.

Contact officer: Rosemary Bezzant (002) 23 1366

Selection documentation may be obtained from
(002) 23 1366—Apply: X24

N.N.—100012059

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION

NEW SOUTH WALES

Information and Preventive Programs Branch

Senior Professional Officer Grade B \$45402-52100,
Database Unit, Camperdown (No. 540)

Duties: Provide high-level technical advice on the development and management of the national database system. Coordinate the development of objectives and strategies for meeting and integrating long-term information technology requirements associated with the national database system. Coordinate and recommend policies for the development and maintenance of the system including technical and functional management. Assume responsibility for the acceptance testing and implementation of the legal contract to develop the Worksafe Australia system of databases. Oversee the

budget, schedule and scope of the work. Take responsibility of the development and conduct of training for system users. Promote the use of the system at national and international levels.

Eligibility/other requirements: Provide high-level technical advice of computerised information systems is highly desirable.

Contact officer: Larry Strange (02) 565 9569

Selection documentation may be obtained from
(02) 565 9349—Apply: J22

N.N.—100011741

Industry, Technology and Commerce

DEPARTMENT OF INDUSTRY, TECHNOLOGY AND COMMERCE

As part of the 2nd tier wage agreement the Department of Industry, Technology and Commerce will now provide a package of selection documentation including a generic duty statement and selection criteria and a position description.

In accordance with equal employment opportunity principles the department aims to employ the people best able to meet specified job criteria. It is therefore in the interests of all candidates to demonstrate their suitability by obtaining and addressing the selection criteria in their applications.

Applicants who require specific interview arrangements should discuss these with the relevant contact officer.

To assist in monitoring the fairness of the selection process, applicants for positions will be invited to complete an EEO survey form provided by the recruitment officer. Completion of the form is voluntary. Information collected will be held in confidence.

N.N.—100012128

CENTRAL OFFICE

Building and Service Industries Division, Service Industries Branch

Administrative Service Officer Class 5 \$32000-33930,
Research and Analysis Section, Canberra (No. 8628)

Duties: As a member of a team, undertake projects and provide advice on service sector issues, including research of industry capability and performance and the impact of government policy on industry. Assist in the preparation of reports, submissions and correspondence relating to the service sector.

Eligibility/other requirements: Relevant tertiary qualifications desirable.

Contact officer: K. Nagle (06) 276 1932

Selection documentation may be obtained from
(06) 276 1148—Apply: DI

N.N.—100012065

Administrative Service Officer Class 5 \$34560-39700,
Service Industries Policy Section, Canberra (No. 8626)

Duties: Under general direction and within the standards for positions at this level, manage a team and/or undertake projects and provide policy advice on issues concerning the conduct of reviews and investigations into various departmental activities, policies, programs, projects and requests and proposals, particularly relating to the services sector and the preparation of draft reports, submissions and correspondence relating to the above activities.

Eligibility/other requirements: Tertiary qualifications in Economics or related discipline desirable.

Contact officer: K. O'Keefe (06) 276 2244

Selection documentation may be obtained from
(06) 276 1148—Apply: DI

N.N.—100012066

Senior Officer Grade B \$45402-52100, Service Industries Development Section, Canberra (No. 7283)

Duties: Under broad direction and within the standards for positions at this level, manage a section, assist the Branch Head with the operations of the branch and/or provide high-level advice on issues concerning the development and implementation of policies, strategies, programs, systems and procedures and the efficient and effective delivery of services, the provision of advice on the interpretation of regulations, procedures and guidelines.

Eligibility/other requirements: Tertiary qualifications in Economics/Commerce highly desirable.

Contact officer: T. Garrard (06) 276 1426

Selection documentation may be obtained from (06) 276 1148—Apply: D1

N.N.—100012067

Administrative Service Officer Class 6 \$34560-39700, Service Industries Policy Section, Canberra (No. 8622)

Duties: Under limited direction and within the standards for positions at this level, manage a group and/or provide advice on the development and revision of policies and strategies and on issues relevant to the services sector. Undertake negotiation and liaison tasks with other departmental areas, other government authorities and/or external agencies. Represent the division as required.

Eligibility/other requirements: Relevant tertiary qualifications desirable.

Contact officer: K. O'Keeffe (06) 276 2244

Selection documentation may be obtained from (06) 276 1148—Apply: D1

N.N.—100012068

Corporate Services Division, Corporate Communications Branch

Journalist Grade A1 \$43630-45072, Public Relations Section, Canberra (No. 8047) (expected vacancy)

Duties: Plan and execute public relations, publicity and research activities in support of the department's objectives, including advice to senior management in divisions of the department. Assist in the planning and execution of exhibitions, including the production of display material. Provide high-level editorial services including writing, editing and layout work for a publication or publications produced by the department or its program areas.

Eligibility/other requirements: Appropriate experience as a journalist, or in public relations, or relevant experience in the information and communications field, or completion of appropriate tertiary level studies.

Contact officer: P. Malon (06) 276 1834

Selection documentation may be obtained from (06) 276 1148—Apply: D1

N.N.—100012064

Heavy Industries Division, NIES Branch

Administrative Service Officer Class 3 \$25740-27780, Canberra (No. 8520)

Duties: Under general direction, assist in conducting reviews/investigations into various departmental activities, policies, projects and proposals. Prepare draft reports, monitor contracts and programs and answer routine correspondence. Provide administrative support to the section.

Eligibility/other requirements: Computer skills desirable.

Note: Previous applicants will be considered and need not reapply.

Contact officer: Ms Chris Matthews (06) 276 1678

Selection documentation may be obtained from (06) 276 1148—Apply: D1

N.N.—100012073

AUSTRALIAN CAPITAL TERRITORY

Patent, Trade Marks and Designs Offices, Trade Marks Branch

Administrative Service Officer Class 2 \$22600-25060, Trade Mark Operations Section, Registered User Subsection, Canberra (No. 4447)

Duties: Examine Registered User applications and draft correspondence on these applications. Maintain Registered User database records.

Note: The Trade Marks Branch is moving to Tuggeranong. The move is scheduled to take place June/July.

Contact officer: Joanne Rush (06) 283 2616

Selection documentation may be obtained from M. Kelly (06) 283 2229—Apply: OPB1

N.N.—100011930

Administrative Service Officer Class 4 \$28690-31150, Trade Mark Operations Section, Sealing and Post Registration Subsection, Canberra (No. 4282)

Duties: Assist in supervising and running the Trade Mark Register Subsection.

Note: The Trade Marks Branch is moving to Tuggeranong. The move is scheduled to take place June/July.

Contact officer: Margaret Fairbrother (06) 283 2503

Selection documentation may be obtained from M. Kelly (06) 283 2229—Apply: OPB1

N.N.—100011931

Administrative Service Officer Class 4 \$28690-31150, Trade Mark Examination Section, Canberra (several positions)

Duties: Under general direction, examine and report on applications for registration of trade marks and requests to amend the Register of Trade Marks. Examination includes library research, on-line search of the Trade Marks Database for conflicting trade marks and preparation of reports for communication to applicants.

Note: The Trade Marks Branch is moving to Tuggeranong. The move is scheduled to take place June/July.

Contact officer: Helen Hardie (06) 283 2037

Selection documentation may be obtained from M. Kelly (06) 283 2229—Apply: OPB1

N.N.—100011932

VICTORIA

Textiles, Clothing and Footwear Development Authority

Administrative Service Officer Class 5 \$32000-33930, Melbourne (No. 7726)

Duties: Provide a range of executive and secretarial assistance to the Chief Executive including: drafting correspondence; minor research; word processing; stenographic services. Provide executive assistance to the Authority's part-time chairman and four part-time members. Organise papers for Authority meetings and take minutes of the meetings.

Eligibility/other requirements: Experience in providing personal assistant services to senior officers. Typing and shorthand skills, together with an understanding of government industry policy, desirable.

Contact officer: Jayne Facey (03) 649 4625

Selection documentation may be obtained from (06) 276 1148—Apply: D1

N.N.—100012069

Administrative Service Officer Class 4 \$28650-31150, Melbourne (No. 7816)

Duties: Provide a broad range of personal assistant services to the Authority's General Manager and three Senior Managers. Duties include the drafting of correspondence, minor research, word processing and stenographic services and travel bookings for all Authority staff. Provide relief in other administrative positions, when requested.

Eligibility/other requirements: Knowledge of the Audit Act and Finance Regulations. General administra-

tive experience together with typing and shorthand skills, desirable.

Contact officer: Jayne Facey (03) 649 4625

Selection documentation may be obtained from (06) 276 1148—Apply: D1

N.N.—100012070

Administrative Service Officer Class 4 \$28690-31150, Financial and Legal Services, Melbourne (No. 7862)

Duties: Perform accounts processing duties and maintain the Authority's financial records. Maintain the Authority's stores and perform routine purchases. Provide administrative support services for Authority staff, including filing, word processing and minor research. Provide relief in other administrative positions, when requested.

Eligibility/other requirements: Knowledge of the Audit Act and Finance Regulations. General administrative experience together with typing and shorthand skills, desirable.

Contact officer: (03) 649 4625

Selection documentation may be obtained from (06) 276 1148—Apply: D1

N.N.—100012071

Administrative Service Officer Class 3 \$25740-27780, Financial and Legal Services, Melbourne (No. 7968)

Duties: Perform receptionist duties for the Authority, including arranging mail services, maintaining various registers, maintenance of Authority library and registry systems and purchase of minor office requisites. Provide word and data processing services to Authority staff and relieve in other administrative positions, when requested.

Eligibility/other requirements: Knowledge of the Audit Act and Finance Regulations. General administrative experience together with typing and shorthand skills, desirable.

Contact officer: Jayne Facey (03) 649 4625

Selection documentation may be obtained from (06) 276 1148—Apply: D1

N.N.—100012072

**AUSTRALIAN CUSTOMS SERVICE
CENTRAL OFFICE**

The Australian Customs Service is an equal opportunity employer. Selection for all vacancies is made on the basis of merit. Applicants who are Aboriginal or Torres Strait Islanders, women, come from a non-English speaking background or have a disability may wish to indicate this in their applications so that selection committees can give relevant consideration to any special circumstances. EEO NSW (02) 226 5144, VIC. (03) 648 3486, QLD (07) 835 3062, WA (09) 430 1637, SA (08) 47 9391, TAS (002) 30 1215, NT (089) 81 4477, ACT (06) 275 6653.

N.N.—100012135

Coastwatch Subprogram, Operations Component

Customs Officer Band 1 \$23010-25482, Surveillance Subcomponent, Canberra (No. 16373) (expected vacancy)

Duties: Under direction, undertake a range of duties associated with the management and administration of the ACS. Exercise supervision over subordinate staff where appropriate.

Note: Standard duty statement and selection criteria apply.

Contact officer: Tony Eddleston (06) 275 6355

Selection documentation may be obtained from Claudine Sullivan (06) 275 6264—Apply: DD1

N.N.—100011996

Import Export Control Subprogram, Operations Component

Customs Officer Band 5 \$34560-39700, Control Subcomponent, Canberra (No. 14619)

Duties: Undertake duties appropriate to the workplan of the area and consistent with the aims and objectives of the ACS and the relevant subprogram. As appropriate, manage the areas workload to ensure that a satisfactory level of work and performance is maintained. Make high-level technical decisions, prepare reports and make recommendations on the more complex matters arising out of the work area.

Note: Standard duty statement and selection criteria apply. This vacancy is being readvertised and is in lieu of (No. 14619) advertised in PS17, 2.5.91. Previous applicants will be considered and need not reapply.

Contact officer: B. Sawczuk (06) 275 6576

Selection documentation may be obtained from (06) 275 6576—Apply: DD1

N.N.—100011997

QUEENSLAND

Barrier Control Program, Cargo Control and Accounting Component

Customs Officer Band 2 \$26203-28304, CC&A Sea Subcomponent, Brisbane (No. 40462)

Duties: Lead, instruct and supervise subordinate officers in the performance of their tasks. Under direction, either individually or as a member of a team, undertake a range of duties including enforcement of Customs and other relevant legislation.

Note: Standard duty statement and selection criteria apply.

Contact officer: Brendan Lenaghan (07) 835 3400

Selection documentation may be obtained from (07) 835 3095—Apply: DD4

N.N.—100011999

Investigation Subprogram, Investigation Analysis Component

Customs Officer Band 2 \$26203-28304, Intelligence Subcomponent, Brisbane (No. 40595)

Duties: Lead, instruct and supervise subordinate officers in the performance of their tasks. Under direction, either individually or as a member of a team, undertake a range of duties including enforcement of Customs and other relevant legislation.

Note: Standard selection criteria and duty statement apply.

Contact officer: Ray Burnett (07) 835 3249

Selection documentation may be obtained from (07) 835 3095—Apply: DD4

N.N.—100011703

Primary Industries and Energy

DEPARTMENT OF PRIMARY INDUSTRIES AND ENERGY

CENTRAL OFFICE

Agriculture and Forestry Group, Australian Plague Locust Commission

****Professional Officer Class 1 \$24100-33810, Canberra (No. 13496)**

Duties: Participate in an environmental assessment program which will involve travel to, and servicing traps at, the study sites, spraying of the experimental sites in New South Wales and Queensland, assessment of environmental parameters during locust control campaigns, identification of insects from traps and the analysis of trap data.

2720 Vacancies—Public Service

Eligibility/other requirements: Mandatory qualifications apply. This position will involve travel and work in the arid interior of Australia.

Contact officer: G. H. S. Hooper (06) 272 5727

Selection documentation may be obtained from G. H. S. Hooper (06) 272 5727—Apply: TA6

N.N.—100011695

Bureau of Rural Resources

****Administrative Service Officer Class 2 \$22600-25060**, Executive Support Unit, Canberra (No. 10646) (expected vacancy)

Duties: Undertake less complex administrative/management support duties and provide typing, secretarial and word processing services to the Executive Assistant as required.

Eligibility/other requirements: Proven ability and/or experience in the operation of word processing equipment highly desirable.

Note: This is a permanent part-time position of 25 hours per week.

Contact officer: Jan French (06) 272 4118

Selection documentation may be obtained from Rita Fatale (06) 272 5978—Apply: T11

N.N.—100011998

Minerals and Fisheries Group

Administrative Service Officer Class 6 \$34560-39700, Group Support Unit, Canberra (No. 14306)

Duties: Provide advice to the Group Executive on a range of issues related to the Group's financial affairs and undertake management projects in accordance with the Unit's Operational Plan.

Eligibility/other requirements: Understanding of recent reforms and current issues in government financial management.

Contact officer: G. Shain (06) 272 5624

Selection documentation may be obtained from G. Shain (06) 272 5624—Apply: T12

N.N.—100011742

Petroleum Division, Petroleum Industry Branch

Senior Officer Grade C \$40906-44435, Gas Industry Section, Canberra (No. 10268) (expected vacancy)

Duties: As a team leader or individually, undertake analyses, develop and review policy initiatives and/or administer programs in relation to the Section's objectives.

Eligibility/other requirements: Analytical and investigator skills and ability to develop and review policy. Tertiary qualifications desirable.

Contact officer: I. Cronshaw (06) 272 5799

Selection documentation may be obtained from I. Weldon (06) 272 5597—Apply: T19

N.N.—100011968

VICTORIA—TASMANIA

Australian Quarantine and Inspection Service, Inspection Operations

Supervising Dairy Export Standards Officer \$36289-37428, Non-Meat Products, Melbourne (No. 0592)

Duties: Plan, direct and coordinate export inspection of dairy products and eggs in Victoria. Direct and control the work and oversight the training of export inspection staff.

Eligibility/other requirements: An appropriate diploma in Food Technology or Agriculture or equivalent qualification. Extensive experience in the administration of regulations governing foodstuffs desirable.

Contact officer: F. McKenzie (03) 611 0165

Selection documentation may be obtained from M. Moore (03) 611 0113—Apply: T3

N.N.—100011723

QUEENSLAND

Australian Quarantine and Inspection Service

Meat Inspector Grade 4 \$31324, Inspection Operations Section, Rockhampton (No. 3056)

Duties: Supervise the work of meat inspection staff engaged on the inspection of meat and meat products at a medium slaughtering establishment.

Eligibility/other requirements: Mandatory qualifications apply.

Contact officer: Glen Harrison (07) 223 8737

Selection documentation may be obtained from Heather Williams (07) 223 8727—Apply: T4

N.N.—100011718

Prime Minister

DEPARTMENT OF THE PRIME MINISTER AND CABINET

CENTRAL OFFICE

Corporate Services Division, Ceremonial and Information Services Group

Professional Officer Class 1 \$24100-33810, Information Services Section, Library Subsection, Canberra (No. 631)

Duties: Control the library's acquisitions program and provide cataloguing assistance.

Eligibility/other requirements: Mandatory qualifications apply.

Contact officer: F. Poole (06) 271 5584

Selection documentation may be obtained from (06) 271 5812 or (06) 271 5890 or fax (06) 271 5339—Apply: U1

N.N.—100012052

Corporate Support Branch

Administrative Service Officer Class 6 \$34560-39700, Finances and Services Section, Canberra (No. 1670)

Duties: Responsible for the management and day-to-day operation of the Services Unit. Oversee the provision of services including property, furniture, vehicles, machines and stores.

Contact officer: T. Crane (06) 271 5153

Selection documentation may be obtained from (06) 271 5812 or (06) 271 5890 or fax (06) 271 5339—Apply: U1

N.N.—100012051

Government Division, Legal and Administrative Review Branch

Senior Officer Grade C \$40906-44435, Access and Administrative Review Section, Canberra (No. 577) (expected vacancy)

Duties: Research and advise upon major issues relating to administrative law, particularly the Ombudsman, the Administrative Appeals Tribunal and the Archives Act. Prepare submissions, questions and briefs for senior officers and the Prime Minister.

Eligibility/other requirements: Analytical abilities and capacity to work to tight deadlines highly desirable. Tertiary qualifications and experience of administrative law processes desirable.

Contact officer: Ann-Louise Crotty (06) 271 5525

Selection documentation may be obtained from (06) 271 5812 or (06) 271 5890 or fax (06) 271 5339—Apply: U1

N.N.—100012056

Senior Officer Grade B \$45402-52100, Access and Administrative Review Section, Canberra (No. 496)

Duties: Direct the work of the Access and Administrative Review Section. Prepare and oversee the preparation of policy advice concerning the review of administrative actions (by the Ombudsman, the AAT

and under the AD(JR) Act), access policy and procedures (including FOI, Archives and Privacy) and Government Information Policy and practices.

Eligibility/other requirements: Analytical abilities and capacity to work to tight deadlines highly desirable. Tertiary qualifications and experience of FOI and administrative law processes desirable.

Contact officer: Ann-Louise Crotty (06) 271 5525

Selection documentation may be obtained from (06) 271 5812 or (06) 271 5890 or fax (06) 271 5339—Apply: UI

N.N.—100012057

Industries, Trade and Resources Division

Administrative Service Officer Class 6 \$34560-39700, Canberra (No. 1786)

Duties: Provide an administrative support service to the division in a range of management service functions. Coordinate the day-to-day operations of the Divisional Support Unit.

Eligibility/other requirements: Sound knowledge of appropriate management service functions including relevant legislation, practices and procedures. Human relations skills of a high order, written and oral communications skills and ability to work under pressure with minimal supervision.

Note: This position is available for temporary transfer for approximately twelve months.

Contact officer: P. Gaetjens (06) 271 5179

Selection documentation may be obtained from (06) 271 5812 or (06) 271 5890 or fax (06) 271 5339—Apply: UI

N.N.—100012053

Office of the Status of Women

Administrative Service Officer Class 6 \$34560-39700, Coordination and Information Section, Canberra (No. 1785)

Duties: Provide a range of management service functions for the Office and supervise administrative support staff.

Eligibility/other requirements: Sound knowledge of one or more of the appropriate functions including relevant legislation, practices and procedures.

Note: Previous applicants need not reapply.

Contact officer: N. McAvoy (06) 271 5743

Selection documentation may be obtained from (06) 271 5812 or (06) 271 5890 or fax (06) 271 5339—Apply: UI

N.N.—100012055

Social Policy Division

Administrative Service Officer Class 3 \$25740-27780, Canberra (No. 266)

Duties: Assist with the management of finance and personnel matters for the division. Provide keyboard and administrative support to the Divisional Support Unit.

Contact officer: I. Trehwella (06) 271 5441

Selection documentation may be obtained from (06) 271 5812 or (06) 271 5890 or fax (06) 271 5339—Apply: UI

N.N.—100012054

AUSTRALIAN NATIONAL AUDIT OFFICE

CENTRAL OFFICE

Information Technology Branch

Administrative Service Officer Class 6 \$34560-39700, Applications Development Section, User Support Subsection, Canberra (No. 0505)

Duties: Assist with the management of a team engaged in the provision of support to users of the ANAO computer network. Provide assistance and guidance to ANAO officers through the Help Desk and Hotline.

Assist with the provision of management information to senior officers of the organisation.

Contact officer: Ashleigh Waterhouse (06) 283 4706

Selection documentation may be obtained from David Cunneen (06) 283 4919—Apply: UA1

N.N.—100012001

Social Security

DEPARTMENT OF SOCIAL SECURITY

In order that selection committees may be appropriately structured, applicants who are Aboriginal, come from a non-English speaking background or who have a disability may wish to indicate this in their application. Where appropriate you may also like to talk to the Disability Contact Officer who can be contacted through the department's local Personnel Area. The department is an equal employment opportunity employer and encourages women and members of disadvantaged groups to consider this career opportunity.

N.N.—100012136

CENTRAL OFFICE

Prospective applicants for the following Central Office vacancies are asked to telephone the Personnel section on (06) 284 5542 to obtain an Application Package before preparing an application (24 hour answering service). Inquiries for hearing or speech impaired people should be directed to the department's TTY number (06) 284 5543. Applications may be sent by fax on (06) 284 4626. N.B. Central Office is relocating to Tuggeranong during the first half of this year.

N.N.—100012121

Program Delivery Division

Administrative Service Officer Class 3 \$25740-27780, Migrant Services Section, Canberra (No. 3874)

Duties: Provide administrative and clerical support to officers in the section. Arrange and coordinate statistical and financial reports, returns, etc. relating to the operation of the translation unit. Draft replies to correspondence on routine matters. Exercise delegations as required.

Contact officer: Petros Papadopoulos (06) 284 3480

Selection documentation may be obtained from Personnel (06) 284 5542—Apply: X1

N.N.—100011948

Sole Parent Programs Branch

Administrative Service Officer Class 6 \$34560-39700, Child Support Scheme Section, Canberra (No. 235)

Duties: As a member of a team: develop policy and administrative guide-lines for social security programs to ensure effectiveness and consistency; provide high-level advice to State, area and regional offices.

Contact officer: Peter Hutchinson (06) 284 3298

Selection documentation may be obtained from Personnel (06) 284 5542—Apply: X1

N.N.—100011949

Systems Division

Administrative Service Officer Class 6 \$34560-39700, Quality Management and Training Section, Canberra (No. 528)

Duties: Under limited direction, ensure that divisional staff have appropriate opportunities for staff development in line with the skills requirements of their current position and their career aspirations.

Contact officer: Margaret Jaatinen (06) 284 3098

Selection documentation may be obtained from Personnel (06) 284 5542—Apply: X1

N.N.—100011950

Various Branches

Information Technology Officer Class 2 \$34560-38220, Various Sections, Canberra (several positions)

Duties: Provide technical support to teams engaged in the development, enhancement and maintenance of ADP applications.

Contact officer: John Angelini (06) 284 3514
Selection documentation may be obtained from Personnel (06) 284 5542—Apply: X1

N.N.—100011951

NEW SOUTH WALES

Area Hunter, Area Office

Administrative Service Officer Class 3 \$25740-27780, Mobile Review Team, Area Office (No. 9180)

Duties: Field Assessors. Conduct field interviews and investigations and take evidence when necessary. Undertake complex assessments and face-to-face public contact. Exercise relevant delegations and perform clerical support tasks (GD 9326).

Eligibility/other requirements: Driver's licence essential.

Note: The position offered is as a member of the Mobile Review Team attached to Area Hunter, an area which stretches from Taree in the north, to Hornsby in the south, to Maitland in the west. The Team is outposted to regional offices within the area for periods ranging from six weeks to five months.

Contact officer: C. Duncan (049) 29 8739
Selection documentation may be obtained from Z. Harris (049) 29 8718—Apply: X45

N.N.—100011690

Administrative Service Officer Class 5 \$32000-33930, Control Review and Recovery, Area Office (No. 7723)

Duties: Supervise the operations of an Area Office Team and in particular: allocate work and set priorities; monitor workflow and quality; identify and resolve day-to-day operational difficulties; train and develop team members (GD 9281).

Contact officer: C. Done (049) 29 8740
Selection documentation may be obtained from Z. Harris (049) 29 8718—Apply: X45

N.N.—100011708

Administrative Service Officer Class 5 \$32000-33930, Control Review and Recovery, Area Office (No. 10139)

Duties: Supervise the operations of an Area Office Team and in particular: allocate work and set priorities; monitor workflow and quality; identify and resolve day-to-day operational difficulties; train and develop team members (GD 9281).

Contact officer: C. Done (049) 29 8740
Selection documentation may be obtained from Z. Harris (049) 29 8718—Apply: X45

N.N.—100011709

Administrative Service Officer Class 4 \$28690-31150, Control Review and Recovery, Area Office (No. 10140)

Duties: Undertake the less complex case investigations to quantify/detect/prevent incorrect payments. Co-ordinate casework being undertaken by regional office staff for Benefits Control and where necessary check and code results (GD 9178).

Contact officer: C. Banyai (049) 29 8726
Selection documentation may be obtained from Z. Harris (049) 29 8718—Apply: X45

N.N.—100011710

Regional Offices

Administrative Service Officer Class 4 \$28690-31150, Pensions Section, Regional Office, Newcastle (No. 4901) (expected vacancy)

Duties: Supervise staff and monitor workflows of a work unit. Conduct new claim interviews and exercise relevant delegations. Possess technical expertise in the

nominated benefit area. Perform clerical support tasks (GD 9278).

Contact officer: A. Baldwin (049) 26 0333
Selection documentation may be obtained from P. Budden (049) 29 8718—Apply: X45

N.N.—100011849

Administrative Service Officer Class 4 \$28690-31150, Unemployment and Sickness Benefits Section, Regional Office, Newcastle (No. 1148)

Duties: Supervise staff and monitor workflows of a work unit. Conduct new claim interviews and exercise relevant delegations. Possess technical expertise in the nominated benefit area. Perform clerical support tasks (GD 9278).

Contact officer: A. Baldwin (049) 26 0333
Selection documentation may be obtained from P. Budden (049) 29 8718—Apply: X45

N.N.—100011850

Administrative Service Officer Class 4 \$28690-31150, Review Section, Unemployment and Sickness Benefits, Regional Office, Newcastle (No. 8722)

Duties: Supervise staff and monitor workflows of a work unit. Exercise relevant delegations and undertake complex field investigations and interviews. Possess technical expertise in the nominated benefit area and a sound knowledge of all DSS payments. Perform clerical support tasks (GD 9278).

Contact officer: A. Baldwin (049) 26 0333
Selection documentation may be obtained from P. Budden (049) 29 8718—Apply: X45

N.N.—100011851

Area South East, Regional Offices

Administrative Service Officer Class 2 \$22600-25060, Review, Sutherland (No. 6941)

Duties: Undertake less complex assessments relating to client income and dependants. Perform clerical support tasks and limited public contact including switch-board.

Contact officer: M. Knock (02) 521 9315
Selection documentation may be obtained from V. Jackson (042) 26 0576—Apply: X43

N.N.—100011711

Area South Metropolitan, Area Office

****Professional Officer Class 3 (SW3) \$40906-44435**, Welfare, Liverpool (No. 1098)

Duties: Develop and maintain social work services within the Area including: Casework services; community development and liaison activities; service planning; social policy analysis; professional practice standards. Implement and maintain national social work objectives and policies and advise the department on program effectiveness.

Eligibility/other requirements: A degree or diploma in Social Work or Social Studies or equivalent qualification. Current driver's licence desirable.

Contact officer: Peter Garras (02) 227 8888
Selection documentation may be obtained from M. Cosatto (02) 822 6412—Apply: X46

N.N.—100011748

Area South West, Regional Offices

Administrative Service Officer Class 2 \$22600-25060, U&SB Section, Wagga Office (Nos 8449, 3634)

Duties: Undertake less complex assessments relating to client income and dependants. Perform clerical support tasks and limited public contact including switch-board.

Contact officer: Robert Martin (069) 23 1333
Selection documentation may be obtained from (06) 298 0868—Apply: X9

N.N.—100011939

VICTORIA

Area North, Regional Offices

Professional Officer (Social Worker) Class 1 \$24100-32210, Social Work Section, North Melbourne Regional Office (No. 1102)

Duties: Provide social casework services to clients. Assess client circumstances in relation to applications for pensions, benefits and allowances. Assess the impact of departmental programs on clients. Assist the Social Worker Class 2 with community liaison activities. Provide fieldwork placements for Social Work students, after the required period of professional practice.

Eligibility/other requirements: Mandatory qualifications apply.

Note: It would be appreciated if all applications could be submitted in duplicate.

Contact officer: Area Social Worker (03) 320 0980

Selection documentation may be obtained from A. Vinelli (03) 320 0913—Apply: X17

N.N.—100011745

Area West, Regional Offices

Administrative Service Officer Class 3 \$25740-27780, Field Review Section, Footscray (No. 490)

Duties: This is the first major public contact level for field investigations work and related interviews. Staff at this level will have a broad knowledge of agency, sound knowledge of major activities, review work of subordinates. Scope for exercise of initiative, degree of planning and coordination. Problems may be complex but similar to past problems.

Contact officer: L. Haining (03) 688 5120

Selection documentation may be obtained from L. Haining (03) 688 5120—Apply: X35

N.N.—100011908

Administrative Service Officer Class 3 \$25740-27780, Family Allowance and Family Allowance Supplement Section, Footscray (No. 1264)

Duties: This is the first major public contact level, with public contact being at the counter or by phone. Staff at this level will have a broad knowledge of agency, sound knowledge of major activities, review work of subordinates. Scope for exercise of initiative, degree of planning and coordination. Problems may be complex but similar to past problems.

Contact officer: L. Haining (03) 688 5120

Selection documentation may be obtained from L. Haining (03) 688 5120—Apply: X35

N.N.—100011909

Administrative Service Officer Class 3 \$25740-27780, Unemployment and Sickness Benefits Section, Footscray (No. 3542)

Duties: This is the first major public contact level, with public contact being at the counter or by phone. Staff at this level will have a broad knowledge of agency, sound knowledge of major activities, review work of subordinates. Scope for exercise of initiative, degree of planning and coordination. Problems may be complex but similar to past problems.

Contact officer: L. Haining (03) 688 5120

Selection documentation may be obtained from L. Haining (03) 688 5120—Apply: X35

N.N.—100011910

Administrative Service Officer Class 2 \$22600-25060, Family Allowance and Family Allowance Supplement Section, Newport (No. 1623)

Duties: Application of skills derived from work of a similar nature and general knowledge of work being performed. Exercise limited judgement for solution of problems. Usually work under general direction subject to regular checks, liaison/communication. In performing these duties officers must have cognisance of the respective delegations.

Contact officer: M. Jartym (03) 392 5211

Selection documentation may be obtained from M. Jartym (03) 392 5211—Apply: X37

N.N.—100011911

Administrative Service Officer Class 2 \$22600-25060, Office Support Unit, Sunshine (No. 6431)

Duties: Application of skills derived from work of a similar nature and general knowledge of work being performed. Exercise limited judgement for solution of problems. Usually work under general direction subject to regular checks liaison/communication. Some degree of independence and responsibility. In performing these duties officers must have cognisance of the respective delegations.

Contact officer: B. Stevens (03) 313 1222

Selection documentation may be obtained from B. Stevens (03) 313 1222—Apply: X38

N.N.—100011912

Administrative Service Officer Class 3 \$25740-27780, Family Allowance and Family Allowance Supplement Section, St Albans (No. 5453)

Duties: This is the first major public contact level, with public contact being at the counter or by phone. Staff at this level will have a broad knowledge of agency, sound knowledge of major activities, review work of subordinates. Scope for exercise of initiative, degree of planning and coordination. Problems may be complex but similar to past problems.

Contact officer: T. Siler (03) 365 0211

Selection documentation may be obtained from T. Siler (03) 365 0211—Apply: X33

N.N.—100011913

QUEENSLAND—NORTHERN TERRITORY

Area Central, Regional Offices

Administrative Service Officer Class 3 \$25740-27780, Chermide (Nos 7337, 4974)

Duties: Field Assessor. Conduct field interviews and investigations associated with client eligibility for departmental pensions and benefits.

Contact officer: Howard Rowlands (07) 350 9222

Selection documentation may be obtained from contact officer—Apply: X11

N.N.—100011956

Administrative Service Officer Class 3 \$25740-27780, Nundah (several positions)

Duties: Counter Assessor. Provide the major public contact point for departmental clients either by phone or at the counter. Assess eligibility for departmental benefits or pensions.

Contact officer: Penny Sahayam (07) 266 0874

Selection documentation may be obtained from contact officer—Apply: X11

N.N.—100011957

Administrative Service Officer Class 5 \$32000-33930, Toowoomba (No. 5384)

Duties: Undertake the management functions of a work unit. Oversee and coordinate work undertaken by subordinate staff. Set priorities and monitor workflows. Provide information or interpretation on a limited amount of casework.

Contact officer: Ron Fallon (076) 39 0200

Selection documentation may be obtained from contact officer—Apply: X11

N.N.—100011958

Administrative Service Officer Class 3 \$25740-27780, Chermide (several positions)

Duties: Counter Assessor. Provide the major public contact point for departmental clients either by phone or at the counter. Assess eligibility for departmental benefits or pensions.

Contact officer: Howard Rowlands (07) 350 9222

Selection documentation may be obtained from contact officer—Apply: X11

N.N.—100011959

Area North, Regional Offices

Administrative Service Officer Class 3 \$25740-27780, Regional Office, Cairns (several positions)

Duties: Field Assessor positions. Conduct field interviews and investigation when necessary. Undertake complex assessments and face-to-face public contact. Exercise relevant delegations.

Note: Remote locality conditions apply.

Contact officer: Mary Irvin (070) 30 0300

Selection documentation may be obtained from contact officer—Apply: X13

N.N.—100011714

Area Northern Territory, Regional Offices

Administrative Service Officer Class 4 \$28690-31150, Alice Springs Regional Office (No. 513)

Duties: Take evidence from claimants and other persons in connection with claims for all pension types and Sole Parents Benefits. Take action necessary to investigate such claims. Report and make recommendations on each claim. Supervise the day-to-day work of the Pensions Area.

Contact officer: Sue Worth (089) 51 3444

Selection documentation may be obtained from Kelly Costello (089) 80 9313—Apply: X8

N.N.—100011894

Administrative Service Officer Class 4 \$28690-31150, Alice Springs Regional Office (No. 230)

Duties: Action the following assessment or assessment-related tasks: new claims streamed for interview; domestic circumstances cases; complex misrepresentation cases; YHA maintenance and assets variations which affect entitlement.

Contact officer: Sue Worth (089) 51 3444

Selection documentation may be obtained from Kelly Costello (089) 80 9313—Apply: X8

N.N.—100011895

WESTERN AUSTRALIA

Area South, Regional Offices

Field Assessor, Administrative Service Officer Class 3 \$25740-27780, Pensions, Cannington Regional Office (No. 3024)

Duties: Action the following assessment or assessment-related tasks. Conduct field interviews and investigations associated with the department interviews. Determine simple suspension and cancellations. Action the following clerical support tasks: batching; filing; culling; word processing and other keyboard skills.

Contact officer: C. Phillips (09) 451 0224

Selection documentation may be obtained from ASC South (09) 261 3507—Apply: X6B

N.N.—100011827

Determining Officer, Administrative Service Officer Class 1 \$28690-31150, Family Allowance, Bunbury Regional Office (No. 2463)

Duties: Application of detailed knowledge, skills and techniques. Responsible for supervising daily work undertaken by staff at lower levels. Technical expertise is expected at this level as major determining (or checking) responsibilities rest here. In performing these duties, officers must have cognisance of the respective delegations.

Contact officer: A. Francis (097) 92 0555

Selection documentation may be obtained from ASC South (09) 261 3506—Apply: X6B

N.N.—100011831

SOUTH AUSTRALIA

State Office, Field Services

Administrative Service Officer Class 2 \$22600-25060, Benefits Policy and Administration Section, Child Support Unit, Adelaide (No. 1072)

Duties: Perform a variety of duties in relation to the Child Support Scheme including: checking and resolving unmatched and/or mismatched Family Allowance and Child Support Agency records, initiating client contact as required; liaise with regional office staff regarding adjustments to entitlements etc; arrange for replacement cheques; remit returned payments to the CSR.

Contact officer: Ann Davenport (08) 203 2442

Selection documentation may be obtained from Assistant Personnel Officer (08) 203 2633—Apply: X5

N.N.—100011829

Administrative Service Officer Class 3 \$25740-27780, Benefits Policy and Administration Section, Compensation Subsection, Adelaide (No. 238)

Duties: Carry out initial investigations and take follow-up action on compensation claims. Note benefit details and issue relevant notices to all parties. Prepare submissions and calculations regarding recovery/reduction of claims.

Note: Following further devolution, this position may be located in Area South.

Contact officer: Leanne Symonds (08) 203 2576

Selection documentation may be obtained from Assistant Personnel Officer (08) 203 2633—Apply: X5

N.N.—100011830

Area North, Regional Offices

Administrative Service Officer Class 4 \$28690-31150, Family Allowance/FAS, Salisbury Regional Office (No. 2956)

Duties: Action assessment or assessment-related tasks, including new claims streamed for interview; domestic circumstances cases; complex misrepresentations cases, YHA, maintenance and assets variations which affect entitlement. Determine cases not determined at ASOC5 or ASOC3 level. Action clerical support tasks. Other duties as required.

Note: Telephone typewriter (TTY) is available for hearing and speech impaired applicants only on (08) 203 2663.

Contact officer: Richard Bowden (08) 259 1122

Selection documentation may be obtained from Selections Assistant (08) 203 2675—Apply: X26

N.N.—100011706

Regional Hardware Controller, Administrative Service Officer Class 3 \$25740-27780, Office Support, Whyalla Regional Office (No. 2915)

Duties: Operate the regional office mini-computer installation and associated peripherals. Ensure continual processing capacity is available to system users. Provide advice and assistance to users encountering difficulties and liaise between users and the Help Desk. Liaise with equipment suppliers and maintenance contractors.

Note: Telephone typewriter (TTY) is available for hearing and speech impaired applicants only on (08) 203 2663.

Contact officer: Kevin Rogan (086) 45 6458

Selection documentation may be obtained from Selections Assistant (08) 203 2675—Apply: X26

N.N.—100011707

Administrative Service Officer Class 4 \$28690-31150, Public Contact—Unemployment and Sickness Benefit, Woodville Regional Office (No. 3190)

Duties: Action assessment or assessment-related tasks, including: new claims streamed for interview; domestic circumstances cases; complex misrepresentations cases, YHA, maintenance and assets variations which affect entitlement. Determine cases not determined at ASOC5 or ASOC3 level. Action clerical support tasks. Other duties as required.

Note: Telephone typewriter (TTY) is available for hearing and speech impaired applicants only on (08) 203 2663.

Contact officer: Andrew Long (08) 268 0811

Selection documentation may be obtained from Selections Assistant (08) 203 2675—Apply: X26

N.N.—100011781

Area South, Regional Offices

Administrative Service Officer Class 5 \$32000-33930, Adelaide Regional Office (No. 3517)

Duties: Section Manager (Public Contact). Undertake the management functions of a work unit. Oversee and coordinate work undertaken by subordinate staff. Set priorities and monitor workflows. Provide information or interpretation on a limited amount of casework. In performing these duties officers must have cognisance of the respective delegations.

Contact officer: Mark Cronshaw (08) 237 7222

Selection documentation may be obtained from Personnel Assistant (08) 375 6781—Apply: X27

N.N.—100011890

Transport and Communications

DEPARTMENT OF TRANSPORT AND COMMUNICATIONS

The Department of Transport and Communications is an Equal Employment Opportunity Employer. So that selection committees may make appropriate interview arrangements, applicants who are Aboriginal/Torres Strait Islanders, who come from a non-English speaking background, or who have a disability, may wish to indicate this in their application. Inquiries from hearing or speech impaired people should be directed to the department's TTY number (062) 74 8960. Selection for the vacancies notified below will be on the basis of specified selection criteria. It is in the interest of candidates to obtain the selection criteria and frame applications accordingly. This department promotes a smoke free work environment.

N.N.—100012126

CENTRAL OFFICE

Corporate Management Division, Human Resources and Services Branch

A number of vacancies exist within the Personnel Services and Advisory Section. The section is divided into three units, each providing services across a range of personnel management issues to a number of client groups. The vacancies are at various levels and have responsibility in the following areas: recruitment, salaries, conditions, personnel policy formulation, discipline and grievance casework, compensation, equal employment opportunity, occupational health and safety, rehabilitation and provision of advice to managers. Staff are required to work across a range of these functions.

We are looking for applicants who are highly motivated and possess analytical, communication and decision making skills of a high order, are effective managers and supervisors and able to work to tight deadlines under pressure.

N.N.—100012127

Senior Officer Grade C \$40906-44435, Personnel Services and Advisory Section, Canberra (Nos 1005, 1355) (Nos 1005 is an expected vacancy)

Contact officer: Carol Rowe (06) 274 8172

Selection documentation may be obtained from Carol Rowe (06) 274 8172—Apply: FFI

N.N.—100011940

Administrative Service Officer Class 6 \$34560-39700, Personnel Services and Advisory Section, Canberra (No. 1201)

Contact officer: Rowena Lomasney (06) 274 8065

Selection documentation may be obtained from Rowena Lomasney (06) 274 8065—Apply: FFI

N.N.—100011941

Administrative Service Officer Class 5 \$32000-33930, Personnel Services and Advisory Section, Canberra (Nos 832, NP)

Contact officer: Rowena Lomasney (06) 274 8065

Selection documentation may be obtained from Rowena Lomasney (06) 274 8065—Apply: FFI

N.N.—100011942

Administrative Service Officer Class 4 \$28690-31150, Personnel Services and Advisory Section, Canberra (two positions)

Contact officer: Margaret Knox (06) 274 8973

Selection documentation may be obtained from Margaret Knox (06) 274 8973—Apply: FFI

N.N.—100011943

SPECIAL BROADCASTING SERVICE

NEW SOUTH WALES

Radio Division, Radio 3EA Branch

****Administrative Service Officer Class 5 \$32000-33930**, OMA Training Subsection, Victoria (No. 1067)

Duties: Plan, develop and implement training programs for staff in SBS Radio, including cadet journalists and technical staff to enhance their employment prospects in radio. In particular, assess staff training needs, conduct training and evaluate their effectiveness.

Note: This a part-time position only for 24 hours per week.

Contact officer: David Stuart-Wright (02) 964 2828

Selection documentation may be obtained from (02) 964 2653—Apply: SA7

N.N.—100011905

Treasurer

DEPARTMENT OF THE TREASURY

CENTRAL OFFICE

The Department of the Treasury is an Equal Employment Opportunity Employer. In order that selection committees may make appropriate interview arrangements, applicants who are Aboriginal/Torres Strait Islanders, who come from a non-English speaking background, or who have a disability, may wish to indicate this in their application. Inquiries from hearing or speech impaired people should be directed to the department's TTY number (06) 263 3298. Selection for the vacancies advertised will be on the basis of specified

selection criteria. It is in the interest of candidates to obtain the selection criteria and frame applications accordingly. This department has a smoke free workplace policy.

N.N.—24318593

Corporate Services Branch

Administrative Service Officer Class 5 \$32000-33930, Personnel Resources Section, Canberra (Nos 319, 202) (expected vacancies)

Duties: Manage and conduct courses on behalf of the department. Undertake continuous examination, evaluation and review of departmental training needs.

Eligibility/other requirements: Demonstrated ability to manage and conduct training programs, self motivation and the ability to work as part of a team is highly desirable.

Contact officer: Bev Bennett (06) 263 2979
Selection documentation may be obtained from (06) 263 2993—Apply: Z1

N.N.—24318345

Capital Markets Division, Borrowings and Debt Management

Senior Research Officer Grade 2 \$34560-39700, Overseas Debt Issue Section, Canberra (No. 489)

Duties: The occupant is required to investigate and advise on market conditions and opportunities relating to the Commonwealth's overseas debt management operations.

Eligibility/other requirements: Mandatory qualifications apply. A degree of Economics, Commerce or Arts (Economics), preferably at Honours level.

Contact officer: Patricia Boyce (06) 263 3819
Selection documentation may be obtained from (06) 263 2993—Apply: Z1

N.N.—24318388

Economic Division, International Economy Branch

Senior Research Officer Grade 1 \$32000-33930, International Economic Conditions, Canberra (No. 404)

Duties: Undertake research and prepare reports, submissions and briefing material on economic conditions and policies in selected industrialised countries and assess the implications for Australia.

Eligibility/other requirements: Degree in Economics, Commerce or Arts (Economics) preferably at Honours level.

Contact officer: Richard Bridge (06) 263 2808
Selection documentation may be obtained from (06) 263 2993—Apply: Z1

N.N.—24318357

Senior Research Officer Grade 2 \$34560-39700, International Economic Conditions Section, Canberra (No. 402)

Duties: Undertake research and prepare reports, submissions and briefing material on economic conditions and policies in selected industrialised countries and assess the implications for Australia.

Eligibility/other requirements: Degree in Economics, Commerce or Arts (Economics) preferably at Honours level.

Contact officer: Richard Bridge (06) 263 2808
Selection documentation may be obtained from (06) 263 2993—Apply: Z1

N.N.—24318371

AUSTRALIAN BUREAU OF STATISTICS

ABS is an equal opportunity employer and encourages applications from women and members of the EEO designated groups.

So that selection committees may make appropriate interview arrangements, applicants who are Aboriginal/Torres Strait Islanders, come from non-English speaking

backgrounds or have a disability may wish to indicate this on their application.

N.N.—100012123

CENTRAL OFFICE

Economic Accounts Division, National Accounts Branch
Senior Research Officer Grade 1 \$32000-33930, National Income and Expenditure Section, National Income and Product Subsection, Canberra (No. 2954) (expected vacancy)

Duties: As part of a research team engaged in estimating components of national income, investigate, compile and critically analyse economic statistics. Be involved with the maintenance and development of the area's computing system.

Eligibility/other requirements: Prescribed eligibility requirements apply.

Contact officer: Peter Comisari (06) 252 5840
Selection documentation may be obtained from contact officer—Apply: ZB1

N.N.—100011933

Public and Private Finance Branch

Administrative Service Officer Class 5 \$32000-33930, Public Finance Section, Canberra (No. 517) (expected vacancy)

Duties: Collect and compile national accounting estimates of the transactions of State and local government authorities.

Contact officer: Christine T. Smith (06) 252 7144
Selection documentation may be obtained from contact officer—Apply: ZB1

N.N.—100011934

Industry Division, Business Register, Classification and Industry Census Branch

****Administrative Service Officer Class 4 \$28690-31150**, Industry Censuses and Systems Section, Canberra (several positions) (expected vacancies)

Duties: The subsection carried out all computer-development and processing for the program of Economic Censuses and Surveys. Responsibilities include analysis of user requirements for system development, system testing, job submission and scheduling, documentation and training, assistance with research skills.

Eligibility/other requirements: Ability to contribute to systems development and testing associated with processing statistical collections. Ability to undertake computer job submission and scheduling for database systems.

Contact officer: Colin Brown (06) 252 5542
Selection documentation may be obtained from contact officer—Apply: ZB1

N.N.—100011935

****Administrative Service Officer Class 3 \$25740-27780**, Industry Censuses and Systems Section, Economic Censuses Systems Control Subsection, Canberra (No. 1467)

Duties: The subsection carries out all computer development and processing for the program of Economic Censuses and Surveys. Responsibilities include system maintenance and testing, job submission and scheduling, updating the data dictionary and system libraries, documentation and training.

Eligibility/other requirements: Aptitude for computer systems tasks and an appreciation of the operational aspects of database processing.

Contact officer: Brent Ross (06) 252 5302
Selection documentation may be obtained from contact officer—Apply: ZB1

N.N.—100012074

Production, Transport and Tourism Branch

Administrative Service Officer Class 6 \$34560-39700, Transport, Tourism and Energy Section, Canberra (No. 6961)

Duties: Undertake a strategic review of the Bureau's role in Transport Statistics. This review will include investigating user needs and market potential, identifying and assessing the major unmet demands and developing strategies to satisfy these needs (including the review of existing collections). The successful applicant will be expected to make written recommendations for future collection strategies and to implement these recommendations.

Contact officer: Peter Haines (06) 252 6348

Selection documentation may be obtained from contact officer—Apply: ZB1

N.N.—100011936

Research Officer Grade 2 \$28690-31150, Transport, Tourism and Energy Section, Canberra (No. 7004)

Duties: Assist with a strategic review of the Bureau's role in Transport Statistics. This review will include investigating user needs and market potential, identifying and assessing the major unmet demands and developing strategies to satisfy these needs (including the review of existing collections).

Eligibility/other requirements: Prescribed eligibility requirements apply.

Contact officer: Peter Haines (06) 252 6348

Selection documentation may be obtained from contact officer—Apply: ZB1

N.N.—100011937

Statistical and Information Services Division, Statistical Services Branch

Research Officer Grade 2 \$28690-31150, Statistical Support Section and Statistical Consultation and Training Section, Canberra (several positions)

Duties: Undertake or assist with research and empirical work in order to provide specialised advice on sampling and other mathematical/statistical techniques to other divisions within the Bureau and/or users outside the Bureau.

Eligibility/other requirements: Prescribed eligibility requirements apply. A sound knowledge and practical experience in the application of sampling and other mathematical statistical techniques.

Contact officer: Gemma Van Halderen (06) 252 5462

Selection documentation may be obtained from contact officer—Apply: ZB1

N.N.—100011938

NEW SOUTH WALES

Construction, Transport, Finance and Business Surveys Branch

Administrative Service Officer Class 2 \$22600-25060, Public Finance Section, Sydney (No. 2072)

Duties: Assist with the dispatch and collection control of quarterly and annual returns. Assist with examination, processing, editing, querying and coding of less complex forms. Undertake general data entry and job submission. Assist in the production of statistical tabulations and check for accuracy, comparability and consistency.

Contact officer: D. Linney (02) 268 4338 ; G. Franklin (02) 268 4290

Selection documentation may be obtained from (02) 268 4651—Apply: ZB2

N.N.—100011740

Large Business Unit

Administrative Service Officer Class 5 \$32000-33930, Sydney (No. 5139)

Duties: Personally undertake profiling visits at a senior level with large and complex enterprise groups (EGs) whose head office is in NSW. (Profiling is the

determination of the legal, operative and accounting structure of the EGs and the translation thereof to statistical reporting units and ensuring that the Bureau Business Register is appropriately updated).

Contact officer: J. Edwards (02) 268 4690 ; C. Chan (02) 268 4693

Selection documentation may be obtained from (02) 268 4651—Apply: ZB2

N.N.—100011828

WESTERN AUSTRALIA

Administrative Service Officer Class 4 \$28690-31150, Various Sections, Perth (several positions)

Duties: Coordinate and supervise the activities of a workgroup, compile and disseminate statistics, maintain statistical collections and processing systems and liaise with other areas of the ABS, other organisations, users and respondents to ensure the accuracy and consistency of statistics.

Contact officer: Dennis Scoble (09) 323 5219

Selection documentation may be obtained from John Manson/Norma Bell (09) 323 5208—Apply: ZB6

N.N.—100011858

Corporate and Statistical Services

Administrative Service Officer Class 4 \$28690-31150, Finance Statistics, Perth (Nos 4178, 4181)

Duties: Direct a workgroup engaged in the collection, analysis and classification of government finance statistics for state and local authorities. Undertake routine and some of the more complex investigations and development work of the section. Liaise with users and respondents and prepare documentation relevant to the section.

Eligibility/other requirements: Experience in accounting/government accounting and/or qualifications in Business/Commerce/Economics an advantage.

Contact officer: Rafik Bourne (09) 323 5147

Selection documentation may be obtained from John Manson/Norma Bell (09) 323 5208—Apply: ZB6

N.N.—100011855

Administrative Service Officer Class 4 \$28690-31150, Resource and Office Administration, Perth (No. 6333)

Duties: Maintain a variety of computerised systems, conduct regular expenditure reviews against approved allocations and prepare statements/returns to show trends, assist with forward planning of staffing and finances and liaise with other areas of the ABS, other organisations, managers and staff to ensure the accuracy, consistency and comparability of usage figures and forecasts.

Contact officer: Ken Clark (09) 323 5293

Selection documentation may be obtained from John Manson/Norma Bell (09) 323 5208—Apply: ZB6

N.N.—100011856

Administrative Service Officer Class 4 \$28690-31150, Resource and Office Administration, Perth (No. 6332)

Duties: Control Office Finance System. Coordinate and direct staff involved in the finance, accounts and purchasing functions, approve the purchase of goods and services, conduct regular expenditure reviews and assist with preparation of financial estimates.

Contact officer: Ken Clark (09) 323 5293

Selection documentation may be obtained from John Manson/Norma Bell (09) 323 5208—Apply: ZB6

N.N.—100011857

Administrative Service Officer Class 4 \$28690-31150, Personnel Operations, Perth (No. 4064)

Duties: Coordinate and supervise the activities of the Personnel Workgroup involved in salary processing and maintenance of personnel records, provide recommendations and interpretations of guidelines, undertake the

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training and development of staff clerks and liaise with other areas of the ABS in the performance of the above.

Contact officer: Pauline Henry (09) 323 5926

Selection documentation may be obtained from John Manson/Norma Bell (09) 323 5208—Apply: ZB6
N.N.—100012075

Statistical and Information Services

Administrative Service Officer Class 4 \$28690-31150, Marketing Section, Perth (No. 6234)

Duties: The role of this position will be to establish new clients by promoting ABS products and services to companies within various market segments by means of personal visits and telephone calls. Package and provide information in response to less complex orders generated in the course of calls on clients.

Contact officer: David Brown (09) 323 5385

Selection documentation may be obtained from John Manson/Norma Bell (09) 323 5208—Apply: ZB6
N.N.—100011854

TASMANIA

Social Statistics Branch

Administrative Service Officer Class 3 \$25740-27780, Population Survey Operations Section, Hobart (No. 6458)

Duties: The occupant will be a member of a team responsible for the recruitment, training and supervision of field interviewers and associated administrative activities, resolution of queries from interviewers and respondents and the maintenance of the samples used for household surveys conducted throughout the State.

Eligibility/other requirements: Previous statistical experience and completion of appropriate academic qualifications desirable. Driver's licence essential.

Contact officer: K. Kingston (002) 20 5911

Selection documentation may be obtained from contact officer—Apply: ZB7

N.N.—100011903

AUSTRALIAN TAXATION OFFICE

NATIONAL OFFICE

Corporate Services Group, National Office and Services Branch

Administrative Service Officer Class 2 \$22600-25060, Finance and Services Section, Security Subsection, Canberra (No. 103055)

Duties: Conduct daily physical security checks in all buildings occupied by the Australian Taxation Office. Operate and monitor all alarm and access control systems. Assist in the control and issue of the photo ID system, keys and maintenance of locks. Work a permanent afternoon shift Monday to Friday and act as House Warden during shift hours. Applicants must show confidence and maturity and the ability to maintain strict confidentiality. Must be the holder of a current driver's licence and be prepared to drive a Commonwealth vehicle.

Contact officer: Mirko Mandic (06) 275 2344

Selection documentation may be obtained from (06) 275 2303 (24 hour answering machine)—Apply: ZA1
N.N.—100011954

Information Technology Services Group, Development and Production Support Branch

Senior Information Technology Officer Grade C \$40906-44435, Computer Services Section, Tape Processing Services Subsection, Canberra (Nos 105125, 105126)

Duties: Provide appropriate planning, system design, installation support and supervision for development of systems for processing data supplied to ATO on magnetic media. Environment AMDAHL/DB2/TELON.

Contact officer: Reuben Newman (06) 275 2081

Selection documentation may be obtained from (06) 275 2303 (24 hour answering machine)—Apply: ZA1

N.N.—100011955

NEW SOUTH WALES—ALBURY-WODONGA

Corporate Services Group

Administrative Service Officer Class 4 \$28690-31150, Finance Section, Albury-Wodonga (No. 310901) (expected vacancy)

Duties: Under general direction: monitor and reconcile salary and administrative expenditure; provide expert advice on conditions of service, including preparation of reports; act as administrator for the Computerised Finance System; be responsible for the preparation of finance reports requested by user areas; oversee implementation of National Wage Case adjustments.

Note: TTY facility available on (060) 41 0838.

Contact officer: Russell Fitzpatrick (060) 41 0755

Selection documentation may be obtained from Donna Bishop (060) 41 0431—Apply: ZA16

N.N.—100011780

Revenue Collection Group

Administrative Service Officer Class 3 \$25740-27780, Returns Processing Section, Albury-Wodonga (Nos 962, 963) (expected vacancies)

Duties: Deal personally with any issues which demand attention beyond that available from ASOC1 and ASOC2 staff. Deal personally with the more difficult ETP returns and action the more complex edit and update errors. Participate actively in the staff development and training activities, with particular emphasis to on-the-job training of the module and take steps to identify the needs of staff.

Note: TTY facility available on (060) 41 0838.

Contact officer: Rod Forge (060) 41 0744

Selection documentation may be obtained from Donna Bishop (060) 41 0431—Apply: ZA16

N.N.—100011779

QUEENSLAND—TOWNSVILLE

Corporate Services Group

Administrative Service Officer Class 5 \$32000-33930, Staff Development and Training Section, Townsville (No. 676)

Duties: The occupant of this position will possess the skills to provide training as directed by Staff Development and Training Section. The occupant will target the provision of microcomputer end-user training. The scope of duties includes, needs assessment, design, presentation and evaluation of courses and workshops in line with priorities. This position requires a service orientation and a commitment to self development.

Contact officer: Peter Crane (077) 22 9470

Selection documentation may be obtained from Peter Crane (077) 22 9470—Apply: ZA13

N.N.—100011879

Sales Tax Group

Senior Officer Grade C \$40906-44435, Advising/Enquiries Section, Townsville (No. 624)

Duties: The occupant of this position will be required to manage the Advising/Enquiries area of the Sales Tax Group and take an active role in the training and development of staff. The occupant will also be required to provide expert advice to more junior staff, individual payers and their representatives and to particular interest groups in public forums, on the most complex issues of sales tax law and procedures. The occupant will be required to represent the group on committees, conferences and working parties at the branch or national level. The occupant will regularly be required to assist in the performance of complex audits either individually, as a team leader, or as a member of a team. The occupant will be required to travel away from the Townsville area for extended periods.

Contact officer: Bob Barkley (077) 22 9617
Selection documentation may be obtained from Adam
Patterson (077) 22 9313—Apply: ZA13
N.N.—100011843

**Senior Officer Grade C \$40906-44435, Audit Section,
Townsville (No. 6)**

Duties: The occupant of this position will be required to manage the Complex Audit Area of the Sales Tax Group and take an active role in overseeing the management of the Standard Audit Unit. The occupant will also be required to conduct the most difficult audits either individually or as a team leader. The occupant will also be required to provide expert advice to more junior staff, individual payers and their representatives and to particular interest groups in public forums on the most complex issues of sales tax law and procedures. The occupant will be required to represent the group on committees, conferences and working parties at the branch or national level. The occupant will regularly be required to assist in the handling of complex advisings and inquiries. The occupant will be required to travel away from the Townsville area for extended periods.

Contact officer: Bob Barkley (077) 22 9617
Selection documentation may be obtained from Adam
Patterson (077) 22 9313—Apply: ZA13
N.N.—100011844

**Administrative Service Officer Class 6 \$34560-39700,
Audit Section, Townsville (No. 23)**

Duties: The occupant of this position will be required to manage a unit of auditors in the performance of less complex sales tax audits. The occupant will also participate as an operative auditor and team leader in the work undertaken by the standard audit unit. Where required, the occupant will also perform more complex audits either alone or as a member of a team. The occupant will also be required to advise and assist more junior officers in performing their duties in a team environment and to plan, coordinate, monitor and report on team activities. The occupant will also be required to take an active role in the training and development of staff. The occupant will be required to travel away from the Townsville area for extended periods.

Contact officer: Bob Barkley (077) 22 9617
Selection documentation may be obtained from Adam
Patterson (077) 22 9313—Apply: ZA13
N.N.—100011845

**Administrative Service Officer Class 2 \$22600-25060,
Operations Section, Townsville (No. 869)**

Duties: The occupant of this position will be required to handle transactions regarding returns processing, new registrations, correspondence and lodgement enforcement of sales tax returns.

Contact officer: Paul Ellems (077) 22 9615
Selection documentation may be obtained from Adam
Patterson (077) 22 9313—Apply: ZA13
N.N.—100011880

**Administrative Service Officer Class 6 \$34560-39700,
Advisings/Enquiries Section, Townsville (No. 38)**

Duties: The occupant of this position will be required to resolve the more difficult Advisings and Enquiries cases with minimal reference to more senior officers. The occupant will also be required to advise and assist more junior officers in performing their duties in a team environment and to assist the manager of the area in coordinating and monitoring team activities. The occupant will also be required to take an active role in the training and development of staff.

Contact officer: Bob Barkley (077) 22 9617
Selection documentation may be obtained from Adam
Patterson (077) 22 9313—Apply: ZA13
N.N.—100011881

WESTERN AUSTRALIA

As part of the ATO Decentralisation Policy, the staff in the Perth Branch will be moving to two autonomous offices located in Cannington and Northbridge.

Occupancy of these new buildings is expected by 30 June 1992. At the date of decentralisation the successful applicant will be required to work either Cannington or Northbridge as best suits the operational requirements of the ATO. (NB. This last sentence does not apply to positions advertised as a result of OSI. Applicants should check with the Convenor of the Selection Advisory Committee).

N.N.—100012118

Corporate Services Group

**Training Officer, Administrative Service Officer Class 5
\$32000-33930, Staff Development and Training Section,
Perth (No. 1854) (expected vacancy)**

Duties: Provide a consulting service to executives, managers, supervisors and group trainers on training and development activities. In this capacity, assist in: the identification and analysis of training development needs; the evaluation of the effectiveness of training and development activities; coordinating, facilitating and providing training activities to meet identified needs; trainer training.

Contact officer: Jane Crisp (09) 326 3154
Selection documentation may be obtained from Jane
Crisp (09) 326 3154—Apply: ZA7
N.N.—100011743

Taxpayer Audit Group, Complex Audit Branch

**Director, Senior Officer Grade B \$45402-52100,
Intelligence Section, Perth (No. 2623)**

Duties: Develop and implement strategies for the detection of the more sophisticated tax avoidance arrangements. Manage and lead a group of professional staff to achieve audit intelligence objectives.

Contact officer: David Grecian (09) 326 3651
Selection documentation may be obtained from David
Grecian (09) 326 3651—Apply: ZA7
N.N.—100011744

SOUTH AUSTRALIA

Taxpayer Audit Group

**Administrative Service Officer Class 2 \$22600-25060,
Central Support, Adelaide (Nos 4230, 4231)**

Duties: Conduct searches, compile reports and prepare sketches in relation to title deeds, transfer agreements, leases, mortgages, caveats and other details held at the Lands Title Office in respect of real property; conditional purchases or leases of land at the Lands Title Office.

Contact officer: Geoff Ferris (08) 237 1150
Selection documentation may be obtained from contact officer—Apply: ZA6
N.N.—100011696

Business Audit Branch

**Administrative Service Officer Class 2 \$22600-25060,
Research, Projects and Case Selection, Adelaide
(No. 2167)**

Duties: Extract data from financial statements of a broad range of taxpayers. Input data to the Taxpayer Profile System to compute financial ratios. Supervise and direct subordinate staff.

Contact officer: Geoff Ferris (08) 237 1150
Selection documentation may be obtained from contact officer—Apply: ZA6
N.N.—100011698

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Complex Audit Branch

Administrative Service Officer Class 2 \$22600-25060, Technical Support, Adelaide (Nos 3803, 3808)

Duties: Provide assistance to Case Managers as required. Assist auditors in the field as required. Input data and compile reports using the computer application packages utilised by the office.

Contact officer: Geoff Ferris (08) 237 1150

Selection documentation may be obtained from contact officer—Apply: ZA6

N.N.—100011697

INDUSTRY COMMISSION

AUSTRALIAN CAPITAL TERRITORY

Corporate Services Branch

Administrative Service Officer Class 3 \$25740-27780, Finance and Services Section, Finance and Accounts, Canberra (No. 108)

Duties: Perform the duties of Certifying Officer for the Commission. Ensure claims are costed to the appropriate area. Assist with the compilation of monthly reports.

Contact officer: Tony Perkins (06) 264 3273

Selection documentation may be obtained from (06) 264 4460—Apply: DC1

N.N.—100012049

Administrative Service Officer Class 5 \$32000-33930, Finance and Services Section, Finance and Accounts, Canberra (No. 83)

Duties: Perform the duties of Authorising Officer for the Commission and manage the day-to-day operations of the Accounts Unit. Maintain liaison with the Department of Finance and client areas within the Commission.

Contact officer: Tony Perkins (06) 264 3273

Selection documentation may be obtained from (06) 264 4460—Apply: DC1

N.N.—100012050

Veterans' Affairs

DEPARTMENT OF VETERANS' AFFAIRS

CENTRAL OFFICE

The Department of Veterans' Affairs is an equal opportunity employer and has a policy of promoting a smoke free work environment. Assistance for members of EEO target groups (eg. an interpreter, taped job information) can be provided if requested.

N.N.—24322459

NEW SOUTH WALES

Branch Office

Senior Officer Grade C \$40906-44435, Treatment Services Control, Sydney (No. 4424) (ST91/54)

Duties: Manage the operations of a team whose role is to monitor the manner in which health services are provided to Veterans to ensure compliance with DVA arrangements. Liaise with Ex-Service and medical provider organisations.

Contact officer: M. O'Toole (02) 213 7938

Selection documentation may be obtained from I. Buck (02) 213 7800—Apply: V2

N.N.—100011713

Benefits Program, Branch Office

Administrative Service Officer Class 5 \$32000-33930, Entitlement Section, Sydney (No. 5716)

Duties: Procedural Training Officer. Perform procedural training functions including liaising with line area managers and supervisors to identify training needs. Develop and conduct training courses. Prepare and up-

date procedural manuals. Monitor ongoing training needs.

Contact officer: David Murray (02) 213 7918

Selection documentation may be obtained from Nancy Greinger (02) 213 7800—Apply: V2

N.N.—24322476

Administrative Service Officer Class 4 \$28690-31150, Entitlement Section, Sydney (No. 5687)

Duties: Vetting Officer. Direct the investigation of primary level cases to be processed. Exercise delegated powers.

Contact officer: Christine Darlington (02) 213 7101

Selection documentation may be obtained from Nancy Greinger (02) 213 7800—Apply: V2

N.N.—24322483

Administrative Service Officer Class 3 \$25740-27780, Entitlement Section, Sydney (Nos 502, 514, 5342)

Duties: Supervise a Claims Investigation Cell. Provide procedural advice, review targeted cases and the work and performance of claims investigators. Provide on-the-job training and interview clients and others as required.

Contact officer: Christine Darlington (02) 213 7101

Selection documentation may be obtained from Nancy Greinger (02) 213 7800—Apply: V2

N.N.—24322499

Defence Service Homes

Administrative Service Officer Class 2 \$22600-25060, Insurance Subsection, Sydney (No. 5304)

Duties: Provide clerical assistance in the Insurance Section in regard to new business, existing business and claims. Carry out recovery action where a third party is liable to contribute to the cost of insurance restoration work.

Contact officer: S. Barman (02) 213 7130

Selection documentation may be obtained from N. Grainger (02) 213 7211—Apply: V2

N.N.—100011867

Lady Davidson Hospital

Director of Nursing (150 beds and less than 200 beds) \$52881, Nursing Services Section, Turrumurra (No. 1749)

Duties: Direct and coordinate the activities of the Hospital Nursing Service. Plan and implement strategies to ensure a high standard of nursing care and the efficient and effective coordination of nursing services. Act as a member of the Hospital Management Team and contribute to the formulation of hospital policies.

Contact officer: G. Tinsley (02) 488 0103

Selection documentation may be obtained from M. Newman (02) 488 0251—Apply: V14

N.N.—100011901

Repatriation General Hospital

****Technical Officer Level 3 \$29800-33810**, Technical Services Section, Bio-Medical Engineering Subsection, Concord (No. 5798)

Duties: Test hospital areas and electromedical equipment for compliance with Australian standards, tests and specifications. Repair and service equipment where required. Liaise with hospital departments and outside service organisations over more complex repairs. Participate in and assist with organisation of the electromedical safety training of hospital staff.

Eligibility/other requirements: Mandatory qualifications apply.

Contact officer: Eddy Joyce (02) 736 6987

Selection documentation may be obtained from Denise Gilroy (02) 736 6258—Apply: V9

N.N.—100011704

Compensation Officer, Administrative Service Officer Class 4 \$28690-31150, Human Resources Management Section, Pay and Conditions Subsection, Concord (No. 656)

Duties: Assume responsibility for all compensation activities including: coordinate the processing of workers compensation; common law; Administrative Appeals Tribunal claims; Third Party claims. Liaise with Pay and Conditions Staff, Rehabilitation Case Manager, OH&S, Comcare and Line Managers (CST91/108).

Contact officer: Barbara Lloyd (02) 736 6264

Selection documentation may be obtained from Denise Gilroy (02) 736 6258—Apply: V9

N.N.—100011918

VICTORIA

Branch Office, Macleod Repatriation Hospital

Registered Nurse Grade 4A \$35520-36491, Nursing Services, Melbourne (No. 4178)

Duties: Provide a consultancy service within the hospital in the areas of infection control and occupational health and safety. In conjunction with the In-service Education Coordinator plan and implement infection control and occupational health and safety education throughout the hospital.

Eligibility/other requirements: Prescribed eligibility requirements apply. Post Graduate Certificate in Sterilization.

Contact officer: K. Fisher (03) 450 0802

Selection documentation may be obtained from A. Macdonald (03) 868 6473—Apply: V3

N.N.—24322524

Registered Nurse Grade 5 \$39428-40820, Nursing Services, Melbourne (No. 4186)

Duties: Coordinate education programs for nursing and non-nursing staff at Macleod Repatriation Hospital. Provide a clinical consultancy service within the Hospital, particularly in the area gerontological nursing. Attend nursing services meetings and participate in the activities of the Quality Assurance Program and committees as required.

Eligibility/other requirements: Prescribed eligibility requirements apply. Registered Nurse with a minimum 5 years post graduate experience. Formal qualification in education.

Contact officer: K. Fisher (03) 450 0802

Selection documentation may be obtained from A. Macdonald (03) 868 6473—Apply: V3

N.N.—24322535

Repatriation General Hospital

****Senior Theatre Technician \$21159-21534**, Nursing Services, Operating Theatre Subsection, Heidelberg (No. 1730)

Duties: Under direction, supervise Theatre Assistants, check equipment and assist in patient care.

Eligibility/other requirements: Prescribed eligibility requirements apply.

Contact officer: Mrs C. Heyes (03) 490 2276

Selection documentation may be obtained from contact officer—Apply: V8

N.N.—100011859

****Registered Nurse Grade 2 \$23871-29469**, Nursing Services, Heidelberg (several positions)

Duties: Under direction, carry out nursing duties as required in wards or departments.

Contact officer: Recruitment (03) 490 2667

Selection documentation may be obtained from (03) 490 2667—Apply: V8

N.N.—100011860

****State Enrolled Nurse \$20350-20726**, Nursing Services, Heidelberg (several positions)

Duties: Under direction, carry out nursing duties as required in wards or departments.

Contact officer: Recruitment (03) 490 2667

Selection documentation may be obtained from (03) 490 2667—Apply: V8

N.N.—100011861

****General Service Officer Level 2 \$18435-19200**, General Services, Laundry Subsection, Heidelberg (several positions)

Duties: Under direction, perform general laundry duties.

Contact officer: Recruitment (03) 490 2667

Selection documentation may be obtained from (03) 490 2667—Apply: V8

N.N.—100011862

****General Service Officer Level 2 \$18435-19200**, General Services, Food Services, Heidelberg (several positions)

Duties: Perform general cleaning duties in the food service area and assist in the preparation of meals and refreshments.

Contact officer: Recruitment (03) 490 2667

Selection documentation may be obtained from (03) 490 2667—Apply: V8

N.N.—100011863

****General Service Officer Level 2 \$18435-19200**, General Services, Domestic Services, Heidelberg (several positions)

Duties: Perform general cleaning duties as allotted throughout the hospital.

Contact officer: Recruitment (03) 490 2667

Selection documentation may be obtained from (03) 490 2667—Apply: V8

N.N.—100011864

****General Service Officer Level 5 \$22070-23370**, General Services, Food Services, Heidelberg (several positions)

Duties: Prepare, cook and serve food according to section of kitchen to which allotted.

Contact officer: Recruitment (03) 490 2667

Selection documentation may be obtained from (03) 490 2667—Apply: V8

N.N.—100011865

****Professional Officer Class 2 (Physiotherapist) \$34560-38623**, Technical Services, Physiotherapy Subsection, Heidelberg (No. 4266)

Duties: Provide a comprehensive physiotherapy service in stroke management.

Eligibility/other requirements: Prescribed eligibility requirements apply.

Note: To be filled on a part-time basis.

Contact officer: Ms H. McCausland (03) 490 2898

Selection documentation may be obtained from Recruitment (03) 490 2371—Apply: V8

N.N.—100011866

QUEENSLAND

Repatriation General Hospital

Senior Officer Grade B \$45402-51100, Executive Section, Greenslopes (temporarily located in Brisbane Branch Office) (No. 3061)

Duties: Senior Project Officer for the transfer of the Greenslopes Repatriation Hospital into the Queensland State Health Service. Assist in developing new arrangements for the treatment of Veterans and war widows by the department post transfer.

Contact officer: Ms Zrinka Johnston (07) 223 8462

Selection documentation may be obtained from David Dalzell (07) 223 8897—Apply: V4

N.N.—100011730

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Senior Radiographer \$34746, Technical Services Section, Radiology Subsection, Greenslopes (No. 3087)

Duties: Manage the human and material resources of a discrete service unit within the Radiology Subsection. Eligibility/other requirements: Prescribed eligibility requirements apply.

Contact officer: Mr R. McLeod (07) 394 7626

Selection documentation may be obtained from (07) 394 7861 (24 hour answering service)—Apply: V10
N.N.—100011737

Administrative Service Officer Class 2 \$22600-25060, Medical Section, Department of Ophthalmology Subsection, Greenslopes (No. 529)

Duties: Administrative Officer, Department of Ophthalmology. Manage the office of the department and also provide administrative support for the Eye Department. Duties include acting as minute secretary, monitoring phone calls, providing confidential document production services, reviewing incoming and outgoing correspondence and maintaining appointment systems and statistics.

Contact officer: Dr M. J. Grice (07) 394 7653

Selection documentation may be obtained from (07) 394 7861 (24 hour answering service)—Apply: V10
N.N.—100011899

Administrative Service Officer Class 2 \$22600-25060, Patient Services Section, Rehabilitation Subsection, Greenslopes (No. 519)

Duties: Rehabilitation Clerk. This position is responsible for processing information via computer terminal and maintaining computerised inventory control records for the section on a daily basis. The occupant also processes and authorises payment of accounts for suppliers and contractors and provides an information service to clients.

Contact officer: George Lendich (07) 394 7325

Selection documentation may be obtained from (07) 394 7861 (24 hour answering service)—Apply: V10
N.N.—100011900

WESTERN AUSTRALIA

Health Program, Branch Office

Administrative Service Officer Class 3 \$25740-27780, Treatment Section, Perth (Nos 1966, 1972)

Duties: Assist the Team Manager with supervision, guidance and on-the-job training. Deal with the more complex Treatment matters. Assist in provider/client education. Exercise appropriate delegation.

Contact officer: K. Quinn (09) 425 8423

Selection documentation may be obtained from P. Coelho (09) 425 8228—Apply: V6
N.N.—100011692

Administrative Service Officer Class 3 \$25740-27780, Treatment Section, Perth (No. 308)

Duties: Assist Team Manager with supervision, guidance and on-the-job training. Examine and process the more complex Treatment accounts. Conduct sensitive communications with providers and assist with provider education. Exercise appropriate delegations.

Contact officer: P. Gamble (09) 425 8380

Selection documentation may be obtained from P. Coelho (09) 425 8228—Apply: V6
N.N.—100011693

SOUTH AUSTRALIA

Repatriation General Hospital

****Registered Nurse Level 2 \$32600-36000**, Nursing Services Section, Medical Division, Daw Park (No. 2138)

Duties: Clinical Nurse (Diabetics). Assume delegated responsibility for the delivery of comprehensive, high quality nursing care to a group of patients within the Diabetics Unit.

Contact officer: Mrs V. Gower (08) 275 1669

Selection documentation may be obtained from Recruitment Clerk (08) 275 1730—Apply: V12
N.N.—100011724

Administrative Service Officer Class 6 \$34560-39700, Patient Services Section, Daw Park (No. 978)

Duties: Direct and coordinate the activities of the Patient Services Section.

Contact officer: Recruitment Officer (08) 275 1607

Selection documentation may be obtained from Recruitment Clerk (08) 275 1730—Apply: V12
N.N.—100011725

****Consultant/Senior Consultant DVA SA \$61528-79954**, Medical Section, Medical Specialty Units (Radiology) Subsection, Daw Park (No. 43)

Duties: Director (Radiology). Undertake diagnosis assessment and treatment of cases and provide opinions in regard to attributability as required. Provide advice in regard to the medical administration of the specialty.

Eligibility/other requirements: Mandatory qualifications apply.

Contact officer: Professor M. Saye (08) 374 0570 or (08) 275 1906

Selection documentation may be obtained from Recruitment Clerk (08) 275 1730—Apply: V12
N.N.—100011891

****Technical Officer Level 2 \$25380-29213**, Paramedical Services, Cardiagnostics Subsection, Daw Park (NP)

Duties: Administer Echocardiography Laboratory (under jurisdiction of Senior Cardiac Technical Officer) and perform two dimensional (and M mode) Echocardiography and Colour Flow Doppler Imaging.

Eligibility/other requirements: Mandatory qualifications apply.

Contact officer: Dr A. Calvert (08) 275 1748

Selection documentation may be obtained from Recruitment Clerk (08) 275 1730—Apply: V12
N.N.—100011892

Index of addresses

Notification of changes to addresses below should be sent to the Gazette Office, GPO Box 4007, Canberra ACT 2601. Codes for new addresses will be assigned by the Gazette Office. All changes notified will be confirmed in writing prior to alteration in the *Gazette*.

- A1 Chief Executive Officer, Aboriginal and Torres Strait Islander Commission, PO Box 17, Woden ACT 2606
- A2 Marked "Confidential" to Robin Malby, State Staffing Co-ordinator, Aboriginal and Torres Strait Islander Commission, GPO Box 3064, Darwin NT 0801
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- M17 The Director-General, National Library of Australia, Parkes ACT 2600
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- M21 The Director, National Film and Sound Archive, GPO Box 2002, Canberra ACT 2601
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- OPA7 The Manager, Ammunition Factory, Private Bag No. 1, Footscray Vic. 3011
- OPA8 The General Manager, Production Development Facility, PO Box 1500, Salisbury SA 5108
- OPA9 The Manager, Government Aircraft Factories, Private Bag No. 4, Port Melbourne Vic. 3207
- OPA10 The Manager, Munitions Filling Factory, No. 2 Service, St Marys NSW 2760
- OPA11 The Manager, Small Arms Factory, PO Box 70, Lithgow NSW 2790
- OPA12 Recruitment Officer, Range Measurements Branch, PO Box 1500, Salisbury SA 5108
- OPA13 The Area Manager, Government Aircraft Factories, Avalon Airfield, Beach Rd, Lara Vic. 3212
- OPB1 The Commissioner of Patents, Patent, Trade Marks and Designs Offices, PO Box 200, Woden ACT 2606
- Q2 Chief Executive Officer, National Crime Authority, GPO Box 5260, Sydney NSW 2001
- Q3 Regional Executive Officer, National Crime Authority, GPO Box 238E, Melbourne Vic. 3001
- Q4 Regional Executive Officer, National Crime Authority, GPO Box 2411, Adelaide SA 5001
- QA1 The Commissioner, Australian Federal Police, GPO Box 401, Canberra ACT 2601. Attention: Public Service Recruitment

- QA1A The Assistant Commissioner, Australian Federal Police, GPO Box 179, Redfern NSW 2016, Attention: Personnel Officer
- QA1B The Assistant Commissioner, Australian Federal Police, GPO Box 485G, Melbourne Vic. 3001
- QA1C Assistant Commissioner, Australian Federal Police, PO Box 1316, Milton Qld 4064
- QA1D The Officer in Charge, Australian Federal Police, GPO Box 24A, Hobart 7001, Attention: Branch Executive Officer
- QA1E Officer in Charge—Western Region, Australian Federal Police, PO Box 6083, East Perth WA 6004
- QA1F Assistant Commissioner, Australian Federal Police, PO Box 1316, Milton Qld 4064
- QA1G The Officer in Charge, Australian Federal Police, GPO Box 24A, Hobart 7001
- QA1H Officer in Charge—Western Region, Australian Federal Police, PO Box 6083, East Perth WA 6004
- QA2 The Administrative Officer, Director of Public Prosecutions, GPO Box 2562, Adelaide SA 5001
- QB1 The Electoral Commissioner, PO Box E201, Queen Victoria Tce, Parkes ACT 2600
- QB2 The Australian Electoral Officer for New South Wales, PO Box K778, Haymarket NSW 2000
- QB3 The Australian Electoral Officer for Victoria, GPO Box 768G, Melbourne Vic. 3001
- QB4 The Australian Electoral Officer for Queensland, GPO Box 2590, Brisbane Qld 4001
- QB5 The Australian Electoral Officer for South Australia, GPO Box 344, Adelaide SA 5001
- QB6 The Australian Electoral Officer for Western Australia, GPO Box N1048, Perth WA 6001
- QB7 The Australian Electoral Officer for Tasmania, GPO Box 520E, Hobart Tas. 7000
- QB8 The Director, Australian Electoral Commission, PO Box 21, Darwin NT 0801
- S1 The Assistant Secretary, Resources Management Branch, Department of Transport and Communications, PO Box 34, Belconnen ACT 2616
- S2 Executive Assistant, Department of Transport and Communications, PO Box 34, Belconnen ACT 2616
- SA2 Administrative Officer, Regulatory and Licensing Section, Department of Transport and Communications, PO Box 970, North Sydney NSW 2060
- SA3 Administrative Officer, Regulatory and Licensing Section, Department of Transport and Communications, PO Box 553, Fortitude Valley Qld 4006
- SA5 Administrative Officer, Regulatory and Licensing Section, Department of Transport and Communications, PO Box 6189, Hay St East WA 6000
- SA6 Administrative Officer, Regulatory and Licensing Section, Department of Transport and Communications, PO Box 63, Sandy Bay Tas. 7005
- SA7 The Recruitment Officer, Officer of the Special Broadcasting Service, PO Box 028, Milsons Point NSW 2061
- SA8 The Recruitment Officer, Radio 2EA, PO Box 1386, Bondi Junction NSW 2022
- SA9 Recruitment Officer, Radio 3EA, PO Box 294, Australian Ballet Centre, Level 4, 2 Kavanagh Street, South Melbourne Vic. 3205
- SB1 Recruitment Officer, Australian Broadcasting Tribunal, PO Box 1308, North Sydney NSW 2060
- T1 The Secretary, Department of Primary Industries and Energy, GPO Box 858, Canberra ACT 2601
- T2 Regional Director, Department of Primary Industries and Energy, Union Carbide House, 157-167 Liverpool St, Sydney NSW 2000
- T3 Regional Director, Department of Primary Industries and Energy, Box 30, World Trade Centre, Melbourne Vic. 3005
- T4 Regional Director, Department of Primary Industries and Energy, GPO Box 778, Brisbane Qld 4001
- T5 Recruitment Officer, Department of Primary Industries and Energy, GPO Box 2166, Adelaide SA 5001
- T6 The Regional Director, Department of Primary Industries and Energy, PO Box 6225, Hay St East WA 6001
- T7 Regional Director, Department of Primary Industry, GPO Box 573E, Hobart Tas. 7001
- T8 The Recruitment Officer, Australian Bureau of Agricultural Resource Economics, GPO Box 1563, Canberra ACT 2601
- T9 Executive Officer, Department of Primary Industry, PO Box 2457, Darwin NT 5794
- T10 The Recruitment Officer, Bureau of Mineral Resources, GPO Box 378, Canberra ACT 2600
- T11 The Recruitment Officer, Bureau of Rural Resources, PO Box 11, Queen Victoria Tce, Canberra ACT 2600
- T12 The Recruitment Officer, Minerals and Fisheries Group, Department of Primary Industries and Energy, GPO Box 858, Canberra ACT 2601
- T13 The Director of Safeguards, Australian Safeguards Office, PO Box E131, Queen Victoria Terrace, Canberra ACT 2600
- T14 Manager, Group Support Section, Agriculture and Forestry Group, Department of Primary Industries and Energy, GPO Box 858, Canberra ACT 2601
- T15 The Recruitment Officer, Australian Quarantine and Inspection Service, Department of Primary Industries and Energy, GPO Box 858, Canberra ACT 2601
- T16 The Resource Manager, Australian Fisheries Service, Minerals and Fisheries Group, Department of Primary Industries and Energy, GPO Box 858, Canberra City ACT 2601
- T17 The Resource Manager, Energy Programs Division, Minerals and Fisheries Group, Department of Primary Industries and Energy, GPO Box 858, Canberra City ACT 2601
- T18 The Resource Manager, Coal and Minerals Division, Minerals and Fisheries Group, Department of Primary Industries and Energy, GPO Box 858, Canberra City ACT 2601
- T19 The Resource Manager, Petroleum Division, Minerals and Fisheries Group, Department of Primary Industries and Energy, GPO Box 858, Canberra City ACT 2601
- T20 The Manager, Information Systems Unit, Minerals and Fisheries Group, Department of Primary Industries and Energy, GPO Box 858, Canberra City ACT 2601
- T21 The Resource Manager, Information Technology Service Bureau, Department of Primary Industries and Energy, GPO Box 858, Canberra City ACT 2601
- T22 The Recruitment Officer, The Australian Maritime Safety Authority, PO Box 1108, Belconnen ACT 2616
- T23 Regional Manager, Southern Region, Australian Maritime Safety Authority, PO Box 272, World Trade Centre, Vic. 3005
- T24 Manager, Eastern Region, Australian Maritime Authority, PO Box 100001, Brisbane Qld 4001
- TA1 Resource Coordinator, Crops Division, Agriculture and Forestry Group, Department of Primary Industries and Energy, GPO Box 858, Canberra City ACT 2601
- TA2 Resource Manager, Land Resources Division, Agriculture and Forestry Group, Department of Primary Industries and Energy, GPO Box 858, Canberra City ACT 2601
- TA3 Resource Coordinator, Livestock and Pastoral Division, Agriculture and Forestry Group, Department of Primary Industries and Energy, GPO Box 858, Canberra City ACT 2601
- TA4 Resource Coordinator, Agriculture and Veterinary Chemicals, Agriculture and Forestry Group, Department of Primary Industries and Energy, GPO Box 858, Canberra City ACT 2601
- TA5 Resource Coordinator, Agriculture and Forestry Secretariat, Agriculture and Forestry Group, Department of Primary Industries and Energy, GPO Box 858, Canberra City ACT 2601
- TA6 Director, Australian Plague Locust Commission, Agriculture and Forestry Group, Department of Primary Industries and Energy, GPO Box 858, Canberra City ACT 2601
- TA7 Resource Coordinator, Agriculture and Forestry Secretariat, Agriculture and Forestry Group, Department of Primary Industries and Energy, GPO Box 858, Canberra City ACT 2601
- U1 The Secretary, Department of the Prime Minister and Cabinet, 3-5 National Cct, Barton ACT 2600
- U2 The Chairman, Australian Film Commission, GPO Box 3984, Sydney NSW 2001
- U3 The Ombudsman, GPO Box 442, Canberra ACT 2601
- U4 Recruitment Officer, Office of National Assessments, PO Box E436, Queen Victoria Tce ACT 2600
- U5 The Secretary, Australian Science and Technology Council, PO Box E439, Queen Victoria Tce ACT 2600
- U6 The Executive Secretary, Office of EPAC, PO Box E4, Queen Victoria Tce ACT 2600
- U7 Inspector-General of Intelligence and Security, PO Box E233, Queen Victoria Terrace ACT 2600
- U8 Head of Office Resource Assessment Commissioner, Locked Bag 1, Queen Victoria Terrace ACT 2600
- UA1 The Auditor-General, Australian National Audit Office, GPO Box 707, Canberra ACT 2601
- UA2 State Manager, Australian National Audit Office, GPO Box 24, Sydney NSW 2001

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- UA3 The Regional Manager, Australian National Audit Office, GPO Box 1715P, Melbourne Vic. 3001
- UA4 The State Manager, Australian National Audit Office, GPO Box 106, Brisbane Qld 4001
- UA5 The Regional Manager, Australian National Audit Office, GPO Box 837, Adelaide SA 5001
- UA6 The Regional Manager, Australian National Audit Office, 11th Floor St Martins Tower, 44 St Georges Tce, Perth WA 6000
- UA7 The Regional Manager, Australian National Audit Office, GPO Box 4150, Hobart Tas. 7001
- UB1 The Recruitment Officer, Public Service Commission, Edmund Barton Offices, Broughton St, Barton ACT 2600
- UC1 The Recruitment Officer, Office of the Merit Protection and Review Agency, PO Box E440, Queen Victoria Tce ACT 2600
- UC2 Regional Representative, Merit Protection and Review Agency, Chinatown Centre, Level 8, 25-29 Dixon St, Haymarket 2000
- UC3 The Manager, Merit Protection and Review Agency, Regional Office, 13th Floor, Commonwealth Government Centre, Ann St, Brisbane Qld 4000
- UC4 The Manager, Merit Protection and Review Agency, Regional Office, 8th Floor, 190 St George's Tce, Perth WA 6000
- UC5 The Manager, Merit Protection and Review Agency, Regional Office, 5th Floor, Commonwealth Centre, 55 Currie St, Adelaide SA 5000
- UC6 Regional Representative, Merit Protection and Review Agency, 12th Floor, 257 Collins St, Melbourne Vic. 3000
- V1 The Secretary, Department of Veterans' Affairs, PO Box 21, Woden ACT 2606
- V2 The Deputy Commissioner, Department of Veterans' Affairs, GPO Box 3994, Sydney NSW 2001
- V3 The Deputy Commissioner, Department of Veterans' Affairs, GPO Box 87A, Melbourne Vic. 3001
- V4 The Deputy Commissioner, Department of Veterans' Affairs, GPO Box 651, Brisbane Qld 4001
- V5 The Deputy Commissioner, Department of Veterans' Affairs, GPO Box 1652, Adelaide SA 5001
- V6 The Deputy Commissioner, Department of Veterans' Affairs, GPO Box F352, Perth WA 6001
- V7 The Deputy Commissioner, Department of Veterans' Affairs, GPO Box 481E, Hobart Tas. 7001
- V8 The Recruitment Officer, Private Bag No. 1, Heidelberg West Vic. 3081
- V9 The Assistant Director (Personnel), Repatriation General Hospital, Hospital Rd, Concord NSW 2139
- V10 The Recruitment Officer, Repatriation General Hospital, Newdegate St, Greenlough NSW 4120
- V11 The Recruitment Officer, Repatriation General Hospital, Monash Ave, Nedlands WA 6009
- V12 The Recruitment Officer, Repatriation General Hospital, Daws Rd, Daw Park SA 5041
- V13 Principal Member, Veterans' Review Board, PO Box 294, Woden ACT 2606
- V14 The Business Director, Lady Davidson Hospital, Bobbin Head Road, North Turramurra NSW 2074
- W2 The Director, Antarctic Division, Department of The Arts, Sport, the Environment, Tourism and Territories, Channel Highway, Kingston Tas. 7150
- W3 The Director, Australian National Parks and Wildlife Service, GPO Box 636, Canberra ACT 2601
- W4 The Chairman, Great Barrier Reef Marine Park Authority, PO Box 1379, Townsville Qld 4810
- W9 Office of the Supervising Scientist, PO Box 387, Bondi Junction NSW 2022
- WA1 The Director of Meteorology, Bureau of Meteorology, GPO Box 1289K, Melbourne Vic. 3001
- WA2 The Regional Director, Bureau of Meteorology, Department of Administrative Services, GPO Box 797, Canberra ACT 2601
- WA3 The Regional Director, Bureau of Meteorology, Department of Administrative Services, PO Box 413, Darlinghurst NSW 2010
- WA4 The Regional Director, Bureau of Meteorology, Department of Administrative Services, GPO Box 1636M, Melbourne Vic. 3001
- WA5 The Regional Director, Bureau of Meteorology, Department of Administrative Services, GPO Box 413F, Brisbane Qld 4001
- WA6 The Regional Director, Bureau of Meteorology, Department of Administrative Services, PO Box 421, Norwood SA 5067
- WA7 The Regional Director, Bureau of Meteorology, Department of Administrative Services, PO Box 6070, Hay St East WA 6000
- WA8 The Regional Director, Bureau of Meteorology, Department of Administrative Services, GPO Box 727G, Hobart Tas. 7001
- WA9 The Regional Director, Bureau of Meteorology, Department of Administrative Services, GPO Box 735, Darwin NT 0801
- X1 The Secretary, Department of Social Security, PO Box 1, Woden ACT 2606
- X2 Selections and Recruitment Officer, NSW State Office, GPO Box 4158, Sydney NSW 2001
- X3 The Director, Department of Social Security, GPO Box 51A, Melbourne Vic. 3001
- X4 Selections Officer, Personnel and Industrial State Office, Department of Social Security, GPO Box 1088, Brisbane Qld 4001
- X5 The Director, Department of Social Security, GPO Box 481, Adelaide SA 5001
- X6 Personnel Officer State, Department of Social Security, GPO Box P1187, Perth WA 6001
- X6A Personnel Officer North, Department of Social Security, GPO Box P1187, Perth WA 6001
- X6B Personnel Officer South, Department of Social Security, GPO Box P1187, Perth WA 6001
- X7 The Director, Department of Social Security, GPO Box 1507R, Hobart Tas. 7001 (Staff-in-Confidence)
- X8 Area Manager, Department of Social Security, PO Box 2436, Darwin NT 0801 (Staff-in-Confidence)
- X9 Area Manager, South-West Area Administration, PO Box 1210, Queanbeyan NSW 2620
- X10 Recruitment Officer, Comcare, GPO Box 211, Canberra ACT 2601
- X11 Selections Officer, Personnel—Area Office Central, Department of Social Security, Private Bag 33 GPO, Brisbane 4001
- X12 Selections Officer, Personnel—Area Office South, Department of Social Security, Private Mail Bag 55 GPO, Brisbane 4001
- X13 Selections Officer, HRM—Area Office North, Department of Social Security, PO Box 1981, Townsville 4810
- X14 The Area Manager (East), Department of Social Security, PO Box 107, Box Hill 3128
- X15 The Area Manager (South), Department of Social Security, PO Box 508, Mordialloc 3195
- X16 Selection Officer, HRM—Area Office West, Department of Social Security, PO Box 481, Footscray Vic. 3011
- X17 Area Office North, Department of Social Security, PO Box 14008, Melbourne Vic. 3001
- X18 Recruitment Officer, Comcare, ACT State Office, GPO Box 9905, Canberra ACT 2601
- X19 Recruitment Officer, Comcare, GPO Box 9905, Brisbane Queensland 4000
- X20 Recruitment Officer, Comcare, GPO Box 9905, Sydney NSW 2000
- X21 Recruitment Officer, Comcare, GPO Box 9905, Melbourne Vic. 3000
- X22 Recruitment Officer, Comcare, GPO Box 9905, Adelaide SA 5000
- X23 Recruitment Officer, Comcare, GPO Box 9905, Perth WA 6000
- X24 Recruitment Officer, Comcare, GPO Box 9905, Hobart Tas. 7000
- X25 Selections Officer, HRM/Industrial State Office, Department of Social Security, GPO Box 481, Adelaide SA 5001
- X26 Selections Officer, Personnel North, Department of Social Security, GPO Box 481, Adelaide SA 5001
- X27 Selections Officer, Personnel South, Department of Social Security, Box 243 PO, Oaklands Park SA 5046
- X28 Selections Officer, HRM—Area Office South, Department of Social Security, GPO Box P1187, Perth WA 6001
- X29 Regional Manager, Department of Social Security, PO Box 298, Ballarat 3350
- X30 Regional Manager, Department of Social Security, PO Box 220, Corio 3214
- X31 Regional Manager, Department of Social Security, PO Box 263, Geelong 3220
- X32 Regional Manager, Department of Social Security, PO Box 493, Horsham 3400
- X33 Regional Manager, Department of Social Security, PO Box 357, St Albans 3021
- X34 Regional Manager, Department of Social Security, PO Box 297, Belmont 3216
- X35 Regional Manager, Department of Social Security, PO Box 293, Footscray 3011
- X36 Regional Manager, Department of Social Security, PO Box 411, Hamilton 3300

- X37 Regional Manager, Department of Social Security, PO Box 154, Newport 3015
- X38 Regional Manager, Department of Social Security, PO Box 188, Sunshine 3020
- X39 Selections and Recruitment Officer, Area Office (Metropolitan) PO Box 70, Bondi Junction NSW 2022
- X40 Regional Manager, Department of Social Security, PO Box 418, Warrnambool 3280
- X41 Regional Manager, Department of Social Security, PO Box 148, Wendouree 3355
- X42 Regional Manager, Department of Social Security, PO Box 423 Werribee 3030
- X43 Selections and Recruitment Officer, Area Office (South East) PO Box 726, Wollongong East NSW 2520
- X44 Selections and Recruitment Assistant, Area Office (North) Department of Social Security, PO Box 1336, Coffs Harbour NSW 2450
- X45 Selections and Recruitment Officer, Area Office (Hunter) PO Box 5363, Newcastle West 2302
- X46 Selections and Recruitment Officer, Area Office (South Metropolitan) Private Bag 4, Liverpool NSW 2170
- X47 Regional Manager, Department of Social Security, PO Box 147, Caulfield East 3145
- X48 Regional Manager, Department of Social Security, PO Box 50, Cheltenham 3192
- X49 Regional Manager, Department of Social Security, Private Bag 41, Dandenong 3175
- X50 Regional Manager, Department of Social Security, PO Box 481, Frankston 3199
- X51 Regional Manager, Department of Social Security, PO Box 445, Morwell 3840
- X52 Regional Manager, Department of Social Security, PO Box 445, Oakleigh 3166
- X53 Regional Manager, Department of Social Security, PO Box 868, Frankston 3199
- X54 Regional Manager, Department of Social Security, PO Box 157, Sale 3850
- X55 Regional Manager, Department of Social Security, Private Bag 17, Springvale 3171
- X56 Regional Manager, Department of Social Security, PO Box 45, St Kilda 3182
- X57 Regional Manager, Department of Social Security, PO Box 376, South Melbourne 3205
- X58 The Regional Manager, PO Box 126, Boronia 3155
- X59 The Regional Manager, PO Box 272, Box Hill 3128
- X60 The Regional Manager, PO Box 499, Camberwell 3124
- X61 The Regional Manager, PO Box 252, Greensborough 3088
- X62 The Regional Manager, PO Box 143, Heidelberg 3084
- X63 The Regional Manager, Knox, PO Box 1000, Knox City 3152
- X64 The Regional Manager, PO Box 455, Prahran 3181
- X65 The Regional Manager, PO Box 136, Richmond 3121
- X66 The Regional Manager, PO Box 483, Ringwood 3134
- X67 The Regional Manager, PO Box 903, Shepparton 3630
- X68 The Regional Manager, PO Box 462, Wangaratta 3677
- X69 Selections and Recruitment Officer Area Office (West) Department of Social Security, Private Bag, No CC8, Parramatta Commonwealth Offices NSW 2123
- X70 Manager, Benefits Policy and Administration Section, Department of Social Security, G.P.O. Box 51A, Melbourne 3001
- X71 Manager, Specialist Policy Unit, Department of Social Security, G.P.O. Box 51A, Melbourne 3001
- X72 Manager, Change Management Section, Field Services Branch, Department of Social Security, G.P.O. Box 51A, Melbourne 3001
- X73 Manager, Aboriginal Services Unit, Department of Social Security, G.P.O. Box 51A, Melbourne 3001
- X74 Manager, Migrant Services Unit, Department of Social Security, G.P.O. Box 51A, Melbourne 3001
- X75 Manager, Central Benefits Office, Department of Social Security, G.P.O. Box 2589 AA, Melbourne 3001
- X76 Manager, Benefits Control Review and Recovery State Office, Department of Social Security, G.P.O. Box 4632 TT, Melbourne 3001
- X77 Manager, Information and Public Relations Secretariat, Department of Social Security, G.P.O. Box 51A, Melbourne 3001
- X78 Manager, Personnel and Industrial, Department of Social Security, G.P.O. Box 51A, Melbourne 3001
- X79 Manager, Resources, Department of Social Security, G.P.O. Box 51A, Melbourne 3001
- X80 Manager, Training and Staff Development, Department of Social Security, G.P.O. Box 51A, Melbourne 3001
- X81 Manager, Accommodation and Services, Department of Social Security, G.P.O. Box 51A, Melbourne 3001
- X82 Manager, Systems Section, Department of Social Security, G.P.O. Box 51A, Melbourne 3001
- X83 Manager, Internal Audit, Department of Social Security, G.P.O. Box 51A, Melbourne 3001
- X84 Manager, External Appeals Unit, Department of Social Security, G.P.O. Box 51A, Melbourne 3001
- X85 Manager, Computer Centre, Department of Social Security, G.P.O. Box 51A, Melbourne 3001
- Y1 Chief Executive Officer, Civil Aviation Authority, GPO Box 367, Canberra ACT 2601 (Staff-in-Confidence)
- Y2 Recruitment Officer, Human Resources Branch, Civil Aviation Authority, GPO Box 367, Canberra ACT 2601. Fax No. 48 5239
- Y3 Recruitment Officer, Civil Aviation Authority, PO Box 409, Haymarket NSW 2000
- Y4 Recruitment Officer, Civil Aviation Authority, GPO Box 1733P, Melbourne Vic. 3001
- Y5 Recruitment Officer, Civil Aviation Authority, PO Box 10023, Adelaide St Qld 4000
- Y6 Recruitment Officer, Civil Aviation Authority, GPO Box 2270, Adelaide SA 5001
- Y7 Recruitment Officer, Civil Aviation Authority, GPO Box X2212, Perth WA 6001
- Y8 Secretary, Independent Air Fares Committee Secretariat, PO Box 94A, Melbourne Vic. 3001
- Z1 The Recruitment Officer, Department of the Treasury, Parkes Pl, Parkes ACT 2600
- ZA1 The Commissioner of Taxation, PO Box 900, Civic Sq ACT 2608
- ZA2 The Deputy Commissioner of Taxation, Australian Taxation Office, GPO Box 7067, Sydney NSW 2001
- ZA3 The Personnel Manager, Australian Taxation Office, PO Box 3364, Parramatta NSW 2123
- ZA4 Director Personnel, Australian Taxation Office, PO Box 254, Melbourne Vic. 3000
- ZA5 Advised Vacancies Officer Personnel Management Sub-section, Australian Taxation Office, GPO Box 9990, Brisbane Qld 4001
- ZA6 The Deputy Commissioner of Taxation, Australian Taxation Office, GPO Box 288, Adelaide SA 5001
- ZA7 The Deputy Commissioner of Taxation, Australian Taxation Office, GPO Box A15, Perth WA 6001
- ZA8 The Deputy Commissioner of Taxation, Australian Taxation Office, GPO Box 712F, Hobart Tas. 7001
- ZA9 The Deputy Commissioner of Taxation, Australian Taxation Office, PO Box H64, Australia Square NSW 2000
- ZA12 Deputy Commissioner of Taxation, Australian Taxation Office, PO Box 9990, Newcastle NSW 2300
- ZA13 Recruitment Officer, Australian Taxation Office, PO Box 9990, Townsville Qld 4810
- ZA14 The Promotions Officer, Australian Taxation Office, PO Box 600, Moonree Ponds Vic. 3039
- ZA15 Personnel Officer, Australian Taxation Office, GPO Box 9990, Dandenong Vic. 3175
- ZA16 The Recruitment Officer, Australian Taxation Office, PO Box 751, Albury NSW 2640
- ZA17 Recruitment/Selections Unit, Australian Taxation Office, PO Box 403, Chatswood NSW 2057
- ZA18 The Recruitment Officer, Australian Taxation Office, GPO Box 2669, Canberra ACT 2601.
- ZA19 The Personnel Manager, Australian Taxation Office, PO Box 1500, Penrith NSW 2740
- ZB1 The Australian Statistician, Australian Bureau of Statistics, PO Box 10, Belconnen ACT 2616. Facsimile No. (06) 252 6816
- ZB2 The Deputy Commonwealth Statistician, GPO Box 796, Sydney NSW 2001
- ZB3 The Deputy Commonwealth Statistician, GPO Box 2796Y, Melbourne Vic. 3001
- ZB4 The Deputy Commonwealth Statistician, GPO Box 9817, Brisbane Qld 4001
- ZB5 The Deputy Commonwealth Statistician, GPO Box 2272, Adelaide SA 5001
- ZB6 The Deputy Commonwealth Statistician, Merlin Centre, 30 Terrace Rd, Perth WA 6000
- ZB7 The Deputy Commonwealth Statistician, GPO Box 66A, Hobart Tas. 7001
- ZB8 The Statistician, Northern Territory, GPO Box 3796, Darwin NT 0801
- ZB9 The Controller, Royal Australian Mint, Deakin ACT 2600
- ZB10 The Secretary, Joint House Department, Parliament House, Canberra ACT 2600
- ZB11 The Commissioner, Insurance and Superannuation Commission, PO Box 178, Belconnen ACT 2616

Appointments

Administrative Services

DEPARTMENT OF ADMINISTRATIVE SERVICES CENTRAL OFFICE

Administrative Service Officer Class 5
Sean Barry Voegt: 707-86061, Section 42, 24.6.91
N.N.—9138994

AUSTRALIAN ELECTORAL COMMISSION QUEENSLAND

Administrative Service Officer Class 2
Linda Carol Beard: 542-31971, Section 42, 31.5.91
N.N.—9138995

Arts, Sport, the Environment, Tourism and Territories

AUSTRALIAN NATIONAL MARITIME MUSEUM NEW SOUTH WALES

Senior Officer Grade C
Paul Anthony Pryce: 705-97914, Section 42, 24.4.91
N.N.—9138996

GREAT BARRIER REEF MARINE PARK AUTHORITY QUEENSLAND

Administrative Service Officer Class 1
Elizabeth Anne Hall: 545-89973, Section 42, 3.6.91
Zoe Hyne: 513-66344, Section 42, 3.6.91
N.N.—4271581

NATIONAL LIBRARY OF AUSTRALIA AUSTRALIAN CAPITAL TERRITORY

Technical Officer Level 3
Jennifer Helen Marchant: 706-25989, Section 42, 13.5.91
N.N.—9138997

Administrative Service Officer Class 1
Phyllis Diane Croke: 706-25938, Section 42, 20.5.91
N.N.—9138998

Attorney-General

ATTORNEY-GENERAL'S DEPARTMENT VICTORIA

Administrative Service Officer Class 4
Mary Elizabeth Coady: 705-09005, Section 42, 2.5.91
Merlyn Elizabeth Jaques: 330-32420, Section 42, 5.2.91
Patricia Charlotte Miller: 602-51012, Section 42, 5.2.91

Administrative Service Officer Class 2
Margaret Cini: 601-88818, Section 42, 20.5.91
Paul Thomas Rennison: 700-81619, Section 42, 14.5.91
Margaret Patricia Hall: 705-09152, Section 42, 27.5.91

Professional Officer Class 3
Mark David Powell: 313-24817, Section 42, 4.3.91
N.N.—9138999

SOUTH AUSTRALIA

Administrative Service Officer Class 3

Jennifer Lynne Nicholson: 704-03315, Section 42, 21.5.91
N.N.—9139000

AUSTRALIAN SECURITIES COMMISSION NEW SOUTH WALES

Senior Officer Grade C
Alinta Thornton: 705-67125, Section 42, 20.5.91
N.N.—9139001

FAMILY COURT OF AUSTRALIA SOUTH AUSTRALIA

Administrative Service Officer Class 2
Robert William Chumley: 704-03307, Section 42, 30.5.91
N.N.—9139002

Community Services and Health

DEPARTMENT OF COMMUNITY SERVICES AND HEALTH

CENTRAL OFFICE

Science 3
Jacquelyn Kay Ford: 706-35212, Section 42, 22.4.91

Science 2
Catherine Elizabeth Meyer: 701-01368, Section 42, 6.5.91

Administrative Service Officer Class 6
Frances Patricia Byers: 706-35335, Section 42, 6.5.91
Susan Hardy: 700-93513, Section 42, 1.5.91
Lai Har Viertmann: 706-35343, Section 42, 1.5.91

Administrative Service Officer Class 1
Craig Marcel Rogers: 706-35239, Section 42, 29.4.91
Raymond Geoffrey Styants: 706-35423, Section 42, 20.5.91
Richard William White: 706-35474, Section 42, 16.5.91
Rachel Joy Richards: 706-35415, Section 42, 16.5.91
Melissa Allen: 701-01093, Section 42, 14.5.91
Robert Andrew Sykes: 701-02256, Section 42, 14.5.91

General Service Officer Level 3
Borche Koteski: 701-01392, Section 42, 9.5.91
Christopher Neale Owen: 701-01421, Section 42, 9.5.91

Technical Officer Level 2
Ian John Lyall: 702-33264, Section 42, 6.6.91
N.N.—9139003

SOUTH AUSTRALIA

Professional Officer Class 2
Karen Coleman: 703-90366, Section 42A, 23.5.91
N.N.—4321492

Defence

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

Administrative Service Officer Class 6
Johan Marinus Versluis: 707-66191, Section 42, 11.6.91

Administrative Service Officer Class 1
Vicky Therese Crandell: 707-66423, Section 42, 6.6.91
N.N.—9139004

NEW SOUTH WALES

Engineer Class 2
Peter O'Neill: 703-72301, Section 42, 6.6.91

Administrative Service Officer Class 1

Melissa Janette Hampson: 707-16792, Section 42, 6.6.91
N.N.—9139005

VICTORIA

Cadet Professional Officer

Bernard Guy Habermann: 704-93621, Section 42,
20.6.91

N.N.—9139006

Administrative Service Officer Class 1

James McNaughton: 704-93816, Section 42, 4.6.91
N.N.—9139007

WESTERN AUSTRALIA

Administrative Service Officer Class 1

Joan Fraser: 548-28065, Section 42, 30.5.91.
N.N.—9139008

Patricia Olive Saunders: 548-27863, Section 42, 30.5.91.
N.N.—9139009

Employment, Education and Training

DEPARTMENT OF EMPLOYMENT EDUCATION AND TRAINING

CENTRAL OFFICE

Administrative Service Officer Class 3

Linda Susan Sullivan: 707-11318, Section 42, 24.6.91
N.N.—9139010

Administrative Service Officer Class 1

Heather Mary Brimson: 707-09859, Section 42, 17.6.91
N.N.—4321354

Administrative Service Officer Class 4

Lindsay Jean McDonald: 702-95633, Section 42, 23.5.91

Senior Officer Grade C

Barbara Gay Preston: 707-09795, Section 42, 27.5.91
N.N.—4331842

Administrative Service Officer Class 6

Peter Stefaniw: 707-04265, Section 42, 14.2.91
N.N.—9139011

NEW SOUTH WALES

Administrative Service Officer Class 6

Jenny Ferber: 705-80768, Section 42, 27.5.91

Administrative Service Officer Class 5

Peter Rashke: 705-80792, Section 42, 20.5.91

Administrative Service Officer Class 3

Brian O'Malley: 705-80741, Section 42, 6.5.91
Paul Stephens: 705-80717, Section 42, 4.6.91
N.N.—9139012

QUEENSLAND

Journalist Grade A

Robert Raymond Wilson: 706-50105, Section 42, 11.6.91
N.N.—9139013

TASMANIA

Administrative Service Officer Class 1

David Head: 705-60564, Section 42, 13.5.91
Paul Williams: 705-60556, Section 42, 22.5.91
Alexander Drysdale: 705-60599, Section 42, 27.5.91
Sally Cook: 546-48953, Section 42, 23.5.91
Adam Bridge: 705-60724, Section 42, 23.5.91
N.N.—9139014

William Lander: 705-55896, Section 42, 23.5.91

Caroline Hill: 705-60732, Section 42, 23.5.91

Andrew Wazny: 705-60716, Section 42, 23.5.91

Julie Nossiter: 705-60708, Section 42, 23.5.91

Ian Anstey: 705-60695, Section 42, 23.5.91

Nicola Cowles: 705-60687, Section 42, 23.5.91

Kevin Collidge: 705-60679, Section 42, 23.5.91

Richard Clark: 705-55909, Section 42, 23.5.91

Wendy Cullen: 542-16616, Section 42, 23.5.91

N.N.—9139015

ABORIGINAL AND TORRES STRAIT ISLANDER COMMISSION

WESTERN AUSTRALIA

Administrative Service Officer Class 5

John Bedford: 707-82837, Section 42, 29.5.91

N.N.—9139016

Foreign Affairs and Trade

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

VICTORIA

Administrative Service Officer Class 2

Katherine Anne Mulholland: 545-46236, Section 47 (2),
27.5.91

N.N.—9139017

QUEENSLAND

Administrative Service Officer Class 1

Alison Dianne Douglas: 548-00652, Section 42, 17.4.91

N.N.—9139018

Immigration, Local Government and Ethnic Affairs

DEPARTMENT OF IMMIGRATION, LOCAL GOVERNMENT AND ETHNIC AFFAIRS

CENTRAL OFFICE

Graduate Administrative Assistant

Adam Frederick Tolerton: 706-27781, Section 42, 4.2.91

N.N.—4335118

QUEENSLAND

Administrative Service Officer Class 5

Geoffrey Arthur Harman Heath: 706-52100, Section 42,
27.5.91

N.N.—9139019

Industrial Relations

COMMISSION FOR THE SAFETY, REHABILITATION AND COMPENSATION OF COMMONWEALTH EMPLOYEES (COMCARE)

CENTRAL OFFICE

Administrative Service Officer Class 4

Walter Ferdinand Dietze: 704-38876, Section 42, 23.5.91

N.N.—9139020

Industry, Technology and Commerce**DEPARTMENT OF INDUSTRY, TECHNOLOGY AND COMMERCE****CENTRAL OFFICE****Administrative Service Officer Class 3**

Anne Hering: 700-96968, Section 42, 23.5.91—9139021

Prime Minister**AUSTRALIAN NATIONAL AUDIT OFFICE
NEW SOUTH WALES****Graduate Administrative Assistant**

Deuanepheng Kongmalavong: 700-04568, Section 42, 15.5.91

Senior Information Technology Officer Grade C

Leonard Kevin Jones: 700-04584, Section 42, 22.4.91

Raymond Chi Kwong Tam: 700-04437, Section 42, 28.3.91

Senior Information Technology Officer Grade B

Ian Philip McShane: 700-04576, Section 42, 23.4.91

N.N.—9139022

Social Security**DEPARTMENT OF SOCIAL SECURITY
QUEENSLAND—NORTHERN TERRITORY****Professional Officer (Social Worker) 1**

Gee Merryl Robyn: 707-59354, Section 42, 8.7.91

N.N.—9139023

TASMANIA**Professional Officer Class 1**

Susanne Haertel: 705-53524, Section 42, 3.6.91

Professional Officer Class 1 (Social Worker)

Ann Wescombe: 705-55693, Section 42, 21.5.91

Sharon Richards: 705-55773, Section 42, 3.6.91

N.N.—9139024

Transport and Communications**AUSTRALIAN MARITIME SAFETY AUTHORITY
WESTERN AUSTRALIA****Administrative Service Officer Class 2**

Lorraine Audrey Ethell: 708-02105, Section 42, 27.5.91

N.N.—9139025

Treasurer**AUSTRALIAN BUREAU OF STATISTICS
CENTRAL OFFICE****Administrative Service Officer Class 2**

Audrey Claire Silk: 706-28813, Section 42, 20.5.91

N.N.—9139026

NEW SOUTH WALES**Administrative Service Officer Class 1**

Kanagasabai Srisivalingam: 705-68363, Section 42, 27.5.91

N.N.—9139027

**AUSTRALIAN TAXATION OFFICE
AUSTRALIAN CAPITAL TERRITORY****Administrative Service Officer Class 1**

Alan George Wood: 702-81274, Section 42, 6.6.91

Scott Alexander Henley: 705-18796, Section 42, 11.6.91

N.N.—9139028

Veterans' Affairs**DEPARTMENT OF VETERANS' AFFAIRS
CENTRAL OFFICE****Administrative Service Officer Class 1**

Andrew John Dean: 311-22975, Section 42, 6.6.91

Administrative Service Officer Class 2

Kristie Joy Wallace: 702-67077, Section 42, 29.5.91

Valerie Cooney: 702-66998, Section 42, 29.5.91

Victoria Louise Norfolk: 701-41191, Section 42, 29.5.91

Administrative Service Officer Class 6

Michael Anthony Castle: 707-14818, Section 42, 29.5.91

Information Technology Officer Grade 2

Stephen Thomas Green: 707-14869, Section 42, 20.5.91

N.N.—4323144

SOUTH AUSTRALIA**Registered Nurse Level 1**

Teresa Dernoga: 538-25030, Section 42, 29.5.91

N.N.—9139029

General Service Officer Level 2

Deanne Melinda Telford: 701-21799, Section 42, 3.6.91

N.N.—9139030

Helen Simkin: 701-15444, Section 42, 29.5.91

N.N.—9139031

Transfers to advertised vacancies**Arts, Sport, the Environment, Tourism and Territories****DEPARTMENT OF THE ARTS, SPORT, THE ENVIRONMENT, TOURISM AND TERRITORIES
TASMANIA****Z. Hyams: 501-77736**

From: Administrative Service Officer Class 5

To: Administrative Service Officer Class 5, Policy and Planning Branch, Planning and Coordination Section (No. 462) (PS 19, 16.5.91)

N.N.—9139032

Attorney-General**AUSTRALIAN SECURITIES COMMISSION
VICTORIA****D. Stone: 541-94859**

From: Administrative Service Officer Class 2, Attorney-General's Department

To: Administrative Service Officer Class 2, Personnel Section, Melbourne Regional Office (No. 19318) (PS 11, 21.3.91)

N.N.—9139033

FAMILY COURT OF AUSTRALIA VICTORIA

M. R. Rogers: 313-93193

From: Senior Officer Grade C, Department of Defence, Sydney

To: Senior Officer Grade C, Dandenong Registry Section, Southern Region, Dandenong (No. 3997) (PS 41, 18.10.90)

N.N.—9139034

NATIONAL CRIME AUTHORITY WESTERN AUSTRALIA

L. Serret: 311-25877

From: Senior Officer Grade B, National Crime Authority

To: Senior Officer Grade B, Perth (No. 469) (PS 12, 28.3.91)

N.N.—4335993

Community Services and Health

DEPARTMENT OF COMMUNITY SERVICES AND HEALTH

CENTRAL OFFICE

L. M. Coyle: 700-93548

From: Administrative Service Officer Class 3

To: Administrative Service Officer Class 3, Aged and Community Care Division, Residential Management Branch, Recurrent Funding and Compliance Section, Canberra (No. 780) (PS 4, 31.1.91)

N.N.—9139035

SOUTH AUSTRALIA

M. Hargraves: 514-37376

From: Professional Officer Class 2, Community Services and Health, South Australia

To: Professional Officer Class 2 (No. 322) (PS 16, 25.4.91)

N.N.—4321526

Defence

DEPARTMENT OF DEFENCE AUSTRALIAN CAPITAL TERRITORY

A. G. Slater: 033-91772

From: Parliamentary Security Attendant (Operational) \$22600-25060, House of Representatives, Canberra

To: Administrative Service Officer Class 2 \$22600-25060, Defence Intelligence Organisation, Intelligence Support Branch, Intelligence Administration Section, Canberra (No. 6504) (PS 35, 6.9.90)

Note: This position was advertised as S/JIO/001, Joint Intelligence Organisation.

N.N.—9139036

L. S. Prater: 510-22381

From: Administrative Service Officer Class 2, Office of National Assessments, Canberra

To: Administrative Service Officer Class 2, Royal Military College Duntroon, Headquarters Royal Military College, Library Section, Canberra (No. 332) (PS 5, 7.2.91)

N.N.—9139037

NEW SOUTH WALES

G. A. Jelenic: 339-84448

From: Technical Officer Level 3, Department of Defence Western Australia

To: Technical Officer Level 3, Defence Quality Assurance Marine—Regional, Zetland (PS 9, 7.3.91)

Note: This position was advertised as Directorate of Quality Assurance—Headquarters, Sydney.

N.N.—9139038

Employment, Education and Training

DEPARTMENT OF EMPLOYMENT, EDUCATION AND TRAINING

NEW SOUTH WALES

L. S. Kent: 543-59334

From: Administrative Service Officer Class 4, Australian Broadcasting Tribunal

To: Administrative Service Officer Class 4 \$28690-31150, Sydney City/Eastern Area, Inner West Region, Petersham Youth Access Centre (No. 16933) (PS 46, 22.11.90)

Note: This position was not advertised but is identical to the new position advertised.

N.N.—9139039

VICTORIA

F. A. Pearce: 505-98602

From: Administrative Service Officer Class 4, Industry, Technology and Commerce, Australian Customs Service

To: Administrative Service Officer Class 4, Student Services Branch, Student Assistance/Benefits Control Unit Section, Dandenong (No. 13508) (PS 39, 4.10.90)

N.N.—9139040

WESTERN AUSTRALIA

G. Caspersz: 313-63920

From: Administrative Service Officer Class 5 \$32000-33930, Department of Immigration, Local Government and Ethnic Affairs

To: Administrative Service Officer Class 3 \$25740-27780, Area North, Port Hedland (No. 10101) (PS 6, 14.2.91)

N.N.—9139041

NORTHERN TERRITORY

M. A. Harding: 233-27225

From: Administrative Service Officer Class 5, Alice Springs

To: Administrative Service Officer Class 5, Field Operations Section, Alice Springs (No. 15681) (PS 46, 22.11.90)

N.N.—9139042

Y. M. Dunn: 342-81859

From: Administrative Service Officer Class 5, Darwin

To: Administrative Service Officer Class 5, Field Operations Section, Darwin (No. 15653) (PS 46, 22.11.90)

N.N.—9139043

Finance

DEPARTMENT OF FINANCE

CENTRAL OFFICE

D. C. Maybanks: 025-02653

From: Senior Officer Grade B \$45402-52100, Social Security

To: Senior Information Technology Officer Grade B \$45042-52100, Canberra (No. 382) (PS 6, 14.2.91)

N.N.—4348553

J. W. Henderson: 237-36395

From: Senior Officer Grade B, Administrative Services

To: Senior Officer Grade B, Canberra (No. 190) (PS 9, 7.3.91)

N.N.—4348560

Foreign Affairs and Trade

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

CENTRAL OFFICE

M. M. Baxter: 537-21709

From: Administrative Service Officer Class 2, Civil Aviation Authority, Brisbane

To: Administrative Service Officer Class 2, General Recruitment Pool, Canberra (No. 1153) (PS 37, 20.9.90)

Note: Date of effect of this transfer is 20.6.91.

N.N.—9139044

Immigration, Local Government and Ethnic Affairs

DEPARTMENT OF IMMIGRATION, LOCAL GOVERNMENT AND ETHNIC AFFAIRS

CENTRAL OFFICE

S. C. Unwin: 517-67316

From: Administrative Service Officer Class 6, Attorney General's, Central

To: Administrative Service Officer Class 6, Canberra (No. 1115) (PS 5, 7.2.91)

N.N.—4346802

J. E. Higgins: 511-06120

From: Administrative Service Officer Class 6, Immigration, Local Government and Ethnic Affairs, Central

To: Administrative Service Officer Class 6, Canberra (No. 1111) (PS 5, 7.2.91)

N.N.—4346871

P. L. Finch: 504-58474

From: Administrative Service Officer Class 6, Employment, Education and Training, Central

To: Administrative Service Officer Class 6, Canberra (No. 1109) (PS 5, 7.2.91)

N.N.—4346895

H. E. Davis: 314-28181

From: Administrative Service Officer Class 5, ACT Administration, ACT Treasury, Central

To: Administrative Service Officer Class 5, Canberra (No. 5) (PS 5, 7.2.91)

N.N.—4347094

E. Ghazi: 027-78182

From: Administrative Service Officer Class 6, Aboriginal and Torres Strait Islander Commission, Central

To: Administrative Service Officer Class 6, Canberra (No. 1110) (PS 5, 7.2.91)

N.N.—4347030

J. V. F. Zasiadczyk: 539-71329

From: Administrative Service Officer Class 6, ACT Administration, ACT Government Law Office, Central

To: Administrative Service Officer Class 6, Canberra (No. 787) (PS 5, 7.2.91)

N.N.—4347135

A. M. H. Russell: 508-88116

From: Administrative Service Officer Class 5, Immigration, Local Government and Ethnic Affairs, Darwin, NT

To: Administrative Service Officer Class 5, Canberra (No. 1153) (PS 5, 7.2.91)

Note: The above seven transfers have been made on the unanimous recommendation of a JSC in accordance with section 50DB.

N.N.—4347208

H. R. Flynn: 031-04702

From: Administrative Service Officer Class 3, Industry, Technology and Commerce, Central

To: Administrative Service Officer Class 3, Canberra (No. 817) (PS 5, 7.2.91)

Note: The above transfer has been made on the unanimous recommendation of a JSC in accordance with section DB.

N.N.—43432610

M. E. Atilemle: 551-22494

From: Senior Officer Grade C, Department of Defence, Canberra

To: Senior Officer Grade C, Canberra (No. 831) (PS 49, 14.12.90)

N.N.—4333487

M. V. Sheehan: 502-09654

From: Administrative Service Officer Class 3, Department of Defence, Queensland Regional Office

To: Administrative Service Officer Class 3, Canberra (No. 11853) (PS 18, 9.5.91)

N.N.—4333479

Primary Industries and Energy

DEPARTMENT OF PRIMARY INDUSTRIES AND ENERGY

CENTRAL OFFICE

F. J. Moran: 517-64078

From: Administrative Service Officer Class 4, Canberra

To: Administrative Service Officer Class 4, Corporate Policy Division, Bilateral Relations Branch, Canberra (No. 11016) (PS 6, 14.2.91)

N.N.—9139045

Prime Minister

AUSTRALIAN NATIONAL AUDIT OFFICE

NEW SOUTH WALES

S. R. Brooke: 527-74876

From: Senior Officer Grade C, Australian National Audit Office, Canberra

To: Senior Officer Grade C, Sydney (No. 0529) (PS 10, 14.3.91) (expected vacancy)

N.N.—9139046

Social Security

DEPARTMENT OF SOCIAL SECURITY CENTRAL OFFICE

R. J. Buckley: 310-65157

From: Administrative Service Officer Class 6, ACT Department of Urban Services, Canberra

To: Administrative Service Officer Class 6, Resource Management Division, Industrial Relations and Personnel Policy Branch, Personnel Services Section, Canberra (No. 3828) (PS 12, 28.3.91)

N.N.—9139047

S. M. Grocott: 314-26282

From: Administrative Service Officer Class 6, ACT Department of Urban Services, Canberra

To: Administrative Service Officer Class 6, Resource Management Division, Industrial Relations and Personnel Policy Branch, Personnel Services Section, Canberra (No. 3827) (PS 12, 28.3.91)

N.N.—9139048

R. Nugent: 314-85557

From: Administrative Service Officer Class 5, Department of Employment, Education and Training, Canberra

To: Administrative Service Officer Class 5, Privacy, Fraud and Control Division, Divisional Personnel Unit, Canberra (No. 3877) (PS 12, 28.3.91)

N.N.—9139049

H. J. Piddington: 312-96991

From: Administrative Service Officer Class 5, Department of Immigration, Local Government and Ethnic Affairs, Canberra

To: Administrative Service Officer Class 5, Systems Division, Divisional Personnel Unit, Canberra (No. 3878) (PS 12, 28.3.91)

N.N.—9139050

C. Tozer: 507-54695

From: Administrative Service Officer Class 5, Patent, Trade Marks and Designs Office, Canberra

To: Administrative Service Officer Class 5, Program Delivery Division, Divisional Personnel Unit, Canberra (No. 3876) (PS 12, 28.3.91)

N.N.—9139051

M. Sweeney: 314-30193

From: Administrative Service Officer Class 5, ACT Department of Urban Services, Canberra

To: Administrative Service Officer Class 5, Resource Management Division, Industrial Relations and Personnel Policy Branch, Personnel Services Section, Canberra (No. 3831) (PS 12, 28.3.91)

N.N.—9139052

NEW SOUTH WALES

A. Mulhall: 313-62581

From: Administrative Service Officer Class 5, Department of Social Security, Warrawong

To: Administrative Service Officer Class 5, Property and Services, Area Management South East (No. 7864) (PS 41, 18.10.90)

Note: Advertised incorrectly as a promotion PS 16, 25.4.91

N.N.—9139053

C. Whiteford: 540-67067

From: Administrative Service Officer Class 3, Department of Veterans' Affairs, New South Wales

To: Administrative Service Officer Class 3, Department of Social Security, New South Wales (No. 8111) (PS 44, 8.11.90)

N.N.—9139054

E. A. Christie: 503-54069

From: Administrative Service Officer Class 3, Crows Nest Regional Office

To: Administrative Service Officer Class 3, Information and Public Relations, Sydney (No. 7556) (PS 41, 18.10.90)

N.N.—9139055

WESTERN AUSTRALIA

P. Reichert: 503-92604

From: Administrative Service Officer Class 3, Camberwell Victoria

To: Counter Assessor, Administrative Service Officer Class 3, U&SB Spearwood Regional Office (No. 2085) (PS 7, 21.2.91)

Note: Non-appellable vacancy

N.N.—9139056

Transport and Communications

DEPARTMENT OF TRANSPORT AND COMMUNICATIONS

CENTRAL OFFICE

R. R. Haverfield: 222-85895

From: Technical Officer Level 3, Canberra

To: Technical Officer Level 3, Communications Operations Division, National Broadcasting Branch, Capital Works and Projects Section, Canberra (No. 68) (PS 3, 24.1.91)

N.N.—9139057

Treasurer

AUSTRALIAN TAXATION OFFICE

QUEENSLAND—BRISBANE

S. Annand: 308-33388

From: Administrative Service Officer Class 5, Department of Veterans' Affairs, Brisbane

To: Administrative Service Officer Class 5, Personnel Management Section, Brisbane (No. 1030) (PS 1, 10.1.91)

N.N.—9139058

J. Fluin: 502-74990

From: Administrative Service Officer Class 5, Brisbane

To: Administrative Service Officer Class 5, Personnel Management Section, Brisbane (No. 6458) (PS 1, 10.1.91)

N.N.—9139059

Veterans' Affairs

DEPARTMENT OF VETERANS' AFFAIRS VICTORIA

L. S. Jean-Francois: 508-92238

From: Administrative Service Officer Class 2

To: Administrative Service Officer Class 2, Income Support Section, Melbourne (No. 275) (PS 16, 25.4.91)

N.N.—9139060

Promotions

The date of notification of a promotion in this *Gazette* is the date appearing in the box on the front cover. This date is used to calculate dates of effect and eligibility for salary on promotion and to determine when the time for lodging an appeal or requesting a review commences to run.

A. APPEALS

Appeals may be lodged against promotions made under section 50 of the Public Service Act except the following promotions which are not subject to appeal under section 50B of the Act:

- (a) a 'non-appellable promotion' as defined in subsection 33AAA (1) of the Public Service Act and in regulation 115 of the Public Service Regulations, namely, a promotion to an office:
 - (i) the maximum salary of which was, on the day on which the promotion was made by the Secretary, equal to or greater than the maximum salary of an office of Senior Officer Grade C (or Clerical Administrative Class 9 or Administrative Service Officer Class 7) on that day; or
 - (ii) the salary (if there was only one rate of salary) or the minimum salary of which, on 13 June 1987, was greater than \$34127 (the maximum rate of salary on that day of an office classified at that time as Clerical Administrative Class 8).
- (b) promotions made in accordance with the recommendation of a Joint Selection Committee (JSC) established under section 50DA of the Public Service Act, or the unanimous recommendation of a JSC established under section 50db;
- (c) promotions under sections 53 or 53A of the Public Service Act.

Non-appellable promotions described in (a) above have a dagger symbol (†) placed before the classification in the 'Promotion To' details. See also section B for information on section 50daa reviews of these promotions.

OFFICERS WHO MAY APPEAL

Appeals against promotions which are subject to appeal may be lodged by applicants for promotion to the advertised vacancy, or, if the position was not advertised, by any officer eligible for promotion to that position.

Excess officers may also appeal against appellable promotions to positions at classifications equivalent to or lower than their own.

In addition, officers and former officers of the Australian Public Service in either of the following categories:

- (a) officers or former officers who are engaged in eligible public employment under the officers' mobility provisions in Part IV of the Public Service Act (whether on 'first tier' or 'second tier') and
- (b) officers who are still covered by the provisions of the repealed Officers' Rights Declaration Act may appeal against appellable promotions. For the purposes of an appeal against a promotion an appellant's APS or former APS classification will apply and not the level attained in the employment of the particular authority. An officer in category (b) who lodges an appeal will thereby be deemed to have elected to relinquish coverage under the provisions of the repealed Officers' Rights Declaration Act and to have commenced coverage under the 'second tier' of the officers' mobility provisions in Part IV of the Public Service Act.

ice Act. Such an officer should indicate at the foot of the appeal that he or she has until that time been covered by the provisions of the Officers' Rights Declaration Act.

As a general rule a promotion which is identified as being the result of a Joint Selection Committee recommendation is not subject to appeal.

GROUND OF APPEAL

The only ground of appeal is greater efficiency.

ADVICE TO POTENTIAL APPELLANTS— PROMOTIONS and TEMPORARY PERFORMANCE

The principles incorporated in this preamble apply both to appeals against promotions and temporary performance directions.

Before lodging an appeal you should consider carefully the reasons for your nonselection and the reasons for the selection of the promotee. Unsuccessful applicants are encouraged to seek feedback about the selection decision. (You are advised to ask the Personnel Section for those parts of the selection papers that relate to yourself and for information comparing yourself with the selectee.) The basis for an appeal must be that you consider yourself to be more efficient than the promotee/selectee for the position concerned and, if you proceed with an appeal, you are expected to substantiate that claim in a written statement to the Promotion Appeal Committee (PAC).

In deciding whether or not to lodge an appeal, you should consider the basis on which you will seek to establish your claims of greater efficiency compared with those of the promotee/selectee, as assessed against the duties of the position and the selection criteria. Remember that it is a question of whether you are the best person for the job rather than one of your suitability for the job. Do not use the PAC system where you are concerned about aspects of the selection process rather than about the merits of the selection decision. The provisions of PS Regulations 82 to 86 are available to staff who are concerned about aspects of the process.

If you decide to appeal, you must follow the instructions about the relevant address, timing and form of appeal set out below under the headings 'Form of Appeal' and 'Where and When to Lodge Appeals'.

FORM OF APPEAL

A notice of appeal should be lodged by a letter detailing the following or by using Form PAC4:

- Date of *Gazette*/notice
- Name of promotee/selectee
- Department in which promotion/selection made

A brief statement about why you are better than the promotee/selectee

The following particulars of the appellant should appear at the foot of the appeal:

- Full name (block letters)
- Postal address and telephone number
- Classification and salary scale of substantive APS position
- Office or branch
- Department
- AGS number

An officer or former officer working at a statutory authority who is eligible to appeal (see above) should include the following additional details:

- Name of authority
- Classification and salary scale of position with authority

Where an officer desires to appeal against two or more promotions/selections a separate appeal should be lodged for each one, except where the promotions have been notified in the one *Gazette*, the positions are of the same classification and they are located in the same State, Department and Branch, in which case, one statement listing the promotees appealed against will be accepted.

PARTIES' PERSONAL SUPPORTING STATEMENTS

The Merit Protection (Australian Government Employees) Regulations require parties to provide to the Merit Protection and Review Agency (MPRA) a statement in writing of their case in respect of the appeal within 7 days of instituting an appeal or receiving notice of an appeal or such longer period as the Agency may determine.

If a party fails to provide a statement in the required time frame the PAC will take steps to ensure that that party is aware of his/her obligation to provide a statement. The PAC may grant an extension of time to provide the statement and will notify parties in writing that an extension has been granted.

Where a party fails to provide a statement after the PAC has taken steps to ensure that the party is aware of his/her obligations, or the party fails to comply with an extension of time to provide a statement, the PAC may proceed to determine the appeal.

ADVICE TO PROMOTEES and APPELLANTS

As a party to the appeal you are entitled to access to:

- (i) the departmental statement (which consists of all material sent to the PAC by the promoting department); and
- (ii) the written statements as submitted by other parties to the appeal.

The departmental statement will be available for you to see in the promoting department, generally at least 7 days prior to the appeal hearing. If you wish to see the papers, it is up to you to seek access but the department should advise you (and other parties) when and where the statement is available for perusal.

Personal statements of other parties are available for reading at the office of the PAC generally at least 7 days prior to any hearing. You should telephone the PAC office to make the necessary arrangements. The responsibility for seeking access to the statements of other parties rests with each party. Parties may take notes but may not retain or photocopy this material. If for any reason, such as geographical location, you are not able to visit the PAC Office, alternative arrangements for access can be made. You should discuss this with the PAC Office. As a general rule, the PAC will not defer consideration of your case because you have not exercised your right to have access to the relevant documents.

After seeing those papers or at any time after you have sent your own statement to the PAC, you may submit a supplementary written statement to the PAC. It is preferable to do this rather than to delay your initial statement. The most likely time at which you may wish to consider a supplementary statement is after you have seen the departmental statement and the statements of other parties. You should therefore aim to see those statements as early as possible before the date on which your case is due to be considered.

CONTENT OF STATEMENTS

You should provide four copies of your statement which should contain the following:

- (a) at the top:
 - (i) PAC reference number
 - (ii) full name
 - (iii) address and phone number at which you can be contacted
 - (iv) date of permanent appointment, and
 - (v) educational and other qualifications;
- (b) an outline of employment history;
- (c) a statement of claims to the position addressing the selection criteria;
- (d) any views you may have about the departmental assessment of you;
- (e) reasons for your claim that you are more efficient than the other party/ies;
- (f) a summary of your claims, stating the main points which represent the strongest attributes for the position; and
- (g) the names and telephone numbers of your supervisor(s) and/or other persons who can speak about your work performance and your suitability for the job in question (but see following paras. for further advice on this point).

SUPERVISORS/REFEREES

The PAC may conclude that it has sufficient information before it without needing to consult your supervisor, referees or other persons, especially where adequate reports are already available in the selection papers. However, if you wish the PAC to have regard to the comments of a particular person, it is in your best interests to obtain such comments in writing for the Committee. In doing so you should speak with the persons concerned so that you are aware of the direction of their comments.

If you decide to proceed you should ask them to direct their comments to the selection criteria for the position. PACs find comment from persons who know more than one party to be among the most useful information. A PAC may approach persons other than nominated referees. Where new material that is adverse to one of the parties comes to the attention of the PAC, and that new adverse material appears to the Committee to be relevant to the decision it has to make, the substance of that material will be made known to the party/parties concerned.

Also, the MPRA may, under the MP(AGE) regulations, request the Secretary of the promoting or selecting department to provide information in writing by a date to be specified with respect to a party and the Secretary must comply as far as is possible.

EFFICIENCY

The PAC is required to determine the relative efficiency of the parties to an appeal having regard to the definition of efficiency as set out in sub-sections 50D (2) and 50D (3) of the Public Service Act which state:

- "(2) For the purpose of forming an opinion as to the most efficient of the officers concerned, the Committee shall have regard to—
 - (a) the abilities, qualifications, experience, standard of work performance and personal qualities of each officer, to the extent that the Committee considers that those matters are relevant to the performance of the duties of the office; and
 - (b) if and only if the Secretary who made the promotion has indicated that, for the purpose of forming an opinion under section 50A, the Secretary had regard to the potential of officers for further career development in the Service, or the ability of officers to perform the duties of other

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offices in the Department of the same or equal classification—that matter.

“(3) A reference in sub-section (2) to the abilities, qualifications, experience, standard of work performance, personal qualities, potential for further career development in the Service, or ability to perform the duties of other offices in a Department is, in relation to an officer who is a returned soldier or who is or has been absent on specified defence service, a reference to the abilities, qualifications, experience, standard of work performance, personal qualities, potential for future career development in the Service, or ability to perform the duties of the offices concerned that, in the opinion of the Committee, the officer would have had but for the absence of the officer on active service or on specified defence service.”

Normally, the selection criteria used by the department in the selection and by the PAC in the appeal will incorporate the matters referred to in the definition of efficiency to the extent that they are relevant to the duties of the job.

PAC PROCEDURES

If the PAC decides that parties are to be interviewed you will be advised as early as possible of the date and place, usually through the recruitment/personnel area of your department. However, you should not rely on being granted an interview as the main opportunity to state your case. You should instead state your case as fully and as openly as you are able in your written statement.

As a general rule, the PAC will expect you to attend for any interview at the time it determines.

The Committee determines its procedures according to the circumstances of the case before it, but will normally consider the following:

- (a) the departmental statement;
- (b) the written statements of the parties;
- (c) the cases put to the Committee by the parties at any oral hearing or under any alternative arrangements;
- (d) an assessment of the parties at any hearing before the Committee; and
- (e) relevant views expressed by referees/supervisors or other persons contacted.
- (f) any other written information with respect to a party requested by the MPRA from the promoting or selecting department under the MP (AGE) regulations.

**WHERE and WHEN TO LODGE APPEALS
AGAINST PROMOTIONS and TEMPORARY
PERFORMANCE DIRECTIONS**

Appeals are required to be delivered to the Convenor, Promotion Appeal Committee, Merit Protection and Review Agency (M.P.R.A.), at the relevant address in relation to that appeal, by 4.51 p.m. on the 14th day after the date of notification of the promotion in the *Gazette*, except in the Northern Territory where the closing time is 4.21 p.m.

In the case of temporary performance appeals, appeals must be lodged with MPRA by the above times on the 14th day after the first day of notification of the direction in the department.

Appeals not lodged at the relevant address by the prescribed time cannot 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, facsimile, telex or by telegram if it appears that postal services may not deliver by the due date.

Inquiries from hearing or speech impaired staff can be made to the Agency's TTY telephone, located in our Sydney office, on (008) 02 5780 (free call) from anywhere in Australia.

WHERE TO LODGE APPEALS

For this purpose, the relevant addresses are - if the promotion/selection is made to a position that is physically located in:

New South Wales, (but *not* Broken Hill, Mulwala, nor positions in the ACT/Southern NSW Area of the Department of Employment, Education and Training)

Norfolk Island

All positions in the South West Area, Department of Social Security including Canberra, Belconnen and Woden, ACT and

ACT office of the Australian Customs Service (located at Fyshwick, ACT)

The Convenor, Promotion Appeal Committee, M.P.R.A., Chinatown Centre, Level 8, 25-29 Dixon Street, Haymarket, 2000 FAX (02) 281 8474

Victoria

Mulwala, NSW

The Convenor, Promotion Appeal Committee, M.P.R.A., 12th Floor, 257 Collins Street, Melbourne, Vic. 3000. FAX (03) 650 7494

Queensland

The Convenor, Promotion Appeal Committee, M.P.R.A., 13th Floor, Commonwealth Government Centre, 295 Ann Street, Brisbane Qld 4000. FAX (07) 221 0806

Western Australia (but *not* Australian Customs Service Broome, and Giles)

Territory of Cocos (Keeling) Islands

The Convenor, Promotion Appeal Committee, M.P.R.A., 8th Floor, 190 St George's Terrace, Perth WA 6000. FAX (09) 321 1903

South Australia

Giles, WA

Broken Hill, NSW

The Convenor, Promotion Appeal Committee, 5th Floor, Commonwealth Centre, 55 Currie Street, Adelaide SA 5000. FAX (08) 213 2357

Tasmania

The Convenor, Promotion Appeal Committee, 13th Floor, Commonwealth Government Centre, 188 Collins Street, Hobart Tas. 7000. FAX (002) 34 3487

Australian Capital Territory (but *not* South West Area Offices of Department of Social Security located in Canberra, Belconnen and Woden, and the ACT office of the Australian Customs Service located in Fyshwick, ACT)

“All positions in the ACT/Southern NSW Area of the Department of Employment, Education and Training, including positions located in the Southern NSW Region.”

Any place outside Australia (but *not* Norfolk Island and Cocos (Keeling) Islands)

The Convenor, Promotion Appeal Committee, M.P.R.A., Level 3, 65-67 Constitution Avenue, Campbell, ACT 2601. Telex: PAC ACT 61 994 FAX (06) 257 1923

Northern Territory

Australian Customs Service, Broome, WA The Convenor, Promotion Appeal Committee, M.P.R.A., 1st Floor, TCG Centre, 80 Mitchell Street, Darwin NT 0800. FAX (089) 81 3342

B. REVIEW UNDER SECTION 50DAA OF NON-APPELLABLE PROMOTIONS

An unsuccessful applicant for a non-appellable promotion who believes that the promotion should not stand because there was (a) an exercise of patronage, favouritism or unlawful discrimination in the making of the promotion (proscribed by section 33 of the Public Service Act); and/or (b) a serious defect in the selection process, may apply to the MPRA for a review of that promotion (section 50DAA of the Public Service Act).

A request for review must be made in writing to the Director, Merit Protection and Review Agency, P.O. Box E440, Canberra 2600, and must be made by the end of the 13th day after the day on which the promotion was gazetted. An applicant must provide the following details:

- full name and AGS number
- classification, position number and location of the promotion in question
- date and number of the *Gazette* in which the promotion was notified
- the basis on which the request is made, with supporting information.

An applicant should provide supporting details, particularly where either patronage, favouritism or unlawful discrimination is alleged. A reasonable time will be allowed, after the lodging of an application for review, for the provision of additional supporting information or documentation.

Before lodging an application for review of a non-appellable promotion an officer should consider carefully the basis on which the application is to be made and the reasons for believing that the promotion should be reviewed. An officer who is concerned that a breach of section 33 of the Public Service Act occurred in the selection process, should, in the first instance, seek to discuss that concern with the delegate who made the promotion.

It should be noted that the review process is not a means by which the merits of officers for a promotion may be reviewed. It is not comparable with the right of appeal to a PAC. Section 50DAA provides for a review of a promotion solely on the ground that it would be unreasonable for the promotion to stand because of a breach of section 33 or a serious defect, and is directed at process and not the merits of the decision.

N.N.—9138931

Administrative Services

DEPARTMENT OF ADMINISTRATIVE SERVICES CENTRAL OFFICE

Commonwealth Grants Commission

M. Maher: 517-97021

From: Administrative Service Officer Class 2 \$22600-25060, Department of Administrative Services, Central Office

To: Administrative Service Officer Class 3 \$25740-27780, Management Services and Information Control Section, Canberra (No. 13606) (PS8, 28.2.91)

N.N.—100012343

Revenue, Budgets and Research Branch

J. S. Rutherford: 701-49652

From: Administrative Service Officer Class 1 \$11981-22070, Department of Administrative Services, Central Office

To: Administrative Service Officer Class 2 \$22060-25060, Revenue Analysis Section, Canberra (No. 13611) (PS8, 28.2.91)

N.N.—100012345

People and Support Division, Staff Development Branch **K. M. Bogsanyi: 527-34014**

From: Administrative Service Officer Class 2 \$22600-25060, Department of Administrative Services, Central Office

To: Administrative Service Officer Class 3 \$25740-27780, Executive Section, Canberra (No. 11543) (PS9, 7.3.91)

N.N.—100012344

Systems and Technology Division, Communications and Facilities Branch

K. L. Ernst: 315-44465

From: Information Technology Officer Grade 2 \$35460-39700, Department of the Parliamentary Reporting Staff, Central Office

To: †Senior Information Technology Officer Grade C \$40906-44435, Information Systems Section, Canberra (No. 13660) (PS1, 10.1.91)

N.N.—100012342

WESTERN AUSTRALIA

DAS Distribution

B. A. Zehnder: 701-65433

From: Administrative Service Officer Class 1 \$11981-22070, Australian Bureau of Statistics, Perth

To: Administrative Service Officer Class 2 \$22600-25060, Mount Claremont (No. 20360) (PS5, 7.2.91)

N.N.—100012169

TASMANIA

Tasmanian Regional Coordination, Corporate Support Unit

S. P. Cooper: 508-31865

From: General Service Officer Level 4 \$20750-21700, Administrative Services

To: Administrative Service Officer Class 3 \$25740-27780, Business Management, Hobart (No. 17002) (PS3, 24.1.91)

N.N.—24259156

AUSTRALIAN ELECTORAL COMMISSION NEW SOUTH WALES

Corporate Services

P. Lue: 511-40468

From: Administrative Service Officer Class 2 \$22600-25060, Australian Electoral Commission, New South Wales

To: Administrative Service Officer Class 3 \$25740-27780, Personnel Section, Sydney (No. 192) (PS16, 25.4.91)

N.N.—100011757

A. Roxburgh: 510-96233

From: Administrative Service Officer Class 3 \$25740-27780, Attorney-General's Department, New South Wales

To: Administrative Service Officer Class 4 \$28690-31150, Personnel Section, Sydney (No. 211) (PS16, 25.4.91)

N.N.—100011767

**Arts, Sport, the Environment,
Tourism and Territories****DEPARTMENT OF THE ARTS, SPORT, THE
ENVIRONMENT, TOURISM AND TERRITORIES
CENTRAL OFFICE****Corporate Management and Territories Division****S. R. Jones: 547-29948**

From: Graduate Administrative Assistant \$19504-25060, Department of Arts, Sport, the Environment, Tourism and Territories, Central Office

To: Administrative Service Officer Class 5 \$32000-333930, ACT National Functions Unit, Canberra (No. 2677) (PS6, 14.2.91)

N.N.—100012352

**Environment Protection Division, Environment Quality
Branch****M. Kilcline-Cody: 545-85120**

From: Administrative Service Officer Class 2 \$22600-25060, Arts, Sport, the Environment, Tourism and Territories, Central Office

To: Administrative Service Officer Class 5 \$32000-333930, Canberra (No. 2673) (PS6, 14.2.91)

N.N.—100012353

QUEENSLAND**Bureau of Meteorology, Queensland Region****P. Baddiley: 315-26910**

From: Senior Professional Officer Grade C \$40906-44435, Bureau of Meteorology, Queensland

To: †Senior Professional Officer Grade B \$45402-52100, Hydrology Section, Brisbane (No. 9091) (PS1, 10.1.91)

N.N.—100012168

NATIONAL LIBRARY OF AUSTRALIA**AUSTRALIAN CAPITAL TERRITORY****Library Operations Division, General Collections and
Services Branch****K. L. Dyce: 701-13182**

From: Administrative Service Officer Class 1 \$11981-22070, National Library of Australia, Canberra

To: Administrative Service Officer Class 2 \$22600-25060, Collection Management and Document Supply Section, Film and Video Lending Collection Subsection, Canberra (No. 3061) (PS12, 28.3.91)

N.N.—100012340

M. J. Hurford: 543-41978

From: Administrative Service Officer Class 1 \$11981-22070, Department of Urban Services, Canberra

To: Administrative Service Officer Class 2 \$22600-25060, General Acquisitions and Cataloguing Section, Canberra (No. 71) (PS6, 14.2.91)

Note: This was advertised AS several positions.

N.N.—100012341

Attorney-General**ATTORNEY-GENERAL'S DEPARTMENT
CENTRAL OFFICE****Business Affairs Division, International Trade Law and
Intellectual Property Branch****R. M. Wilson: 332-87554**

From: Senior Officer Grade C \$40906-44435, Joint House Department, Central Office

To: †Legal 1 \$26520-48156, Copyright Law Review Section, Canberra (No. 1167) (PS10, 14.3.91)

N.N.—100012264

Criminal Law and Law Enforcement Division**A. M. Dartnell: 548-38538**

From: Administrative Service Officer Class 1 \$11981-22070, Attorney-General's Department, Central Office

To: Administrative Service Officer Class 2 \$22600-25060, Executive Support Section, Canberra (No. 7722) (PS16, 25.4.91)

N.N.—100012262

AUSTRALIAN CAPITAL TERRITORY**Australian Bureau of Criminal Intelligence****C. A. Harrison: 234-39980**

From: Administrative Service Officer Class 2 \$22600-25060, Attorney-General's Department, Australian Capital Territory

To: Administrative Service Officer Class 3 \$25740-27780, Projects Section, Canberra (No. 7845) (PS10, 14.3.91)

N.N.—100012263

QUEENSLAND**Insolvency and Trustee Service, Australia, Official
Receiver's Office****J. B. Yeo: 507-64236**

From: Administrative Service Officer Class 1 \$11981-22070, Department of Administrative Services

To: Administrative Service Officer Class 2 \$22600-25060, ADP and Office Support Subsection, Brisbane (No. 1470) (PS11, 21.3.91)

N.N.—100011675

ADMINISTRATIVE APPEALS TRIBUNAL**NEW SOUTH WALES****Parramatta District Registry****P. G. Bayada: 230-34545**

From: Administrative Service Officer Class 2 \$22600-25070

To: Administrative Service Officer Class 3 \$25740-27780, Registry Subsection, Parramatta (No. 15661) (PS13, 4.4.91)

N.N.—100012160

AUSTRALIAN SECURITIES COMMISSION**NEW SOUTH WALES****Office of the Chairman, Information Division,
Information Technology****S. Freer: 705-75109**

From: Administrative Service Officer Class 4 \$28690-31150, Australian Securities Commission, New South Wales

To: Administrative Service Officer Class 5 \$32000-33930, Project Advising, Sydney (No. 2247) (PS7, 21.2.91)

N.N.—100011787

Information Technology Branch

M. Barnham: 705-75299

From: Administrative Service Officer Class 5 \$32000-33930, Australian Securities Commission, New South Wales

To: Administrative Service Officer Class 6 \$34560-39700, New South Wales (No. 2244) (PS7, 21.2.91)

N.N.—100011682

D. Fisher: 705-75053

From: Administrative Service Officer Class 4 \$28690-31150, Australian Securities Commission, New South Wales

To: Administrative Service Officer Class 6 \$34560-39700, New South Wales (No. 2243) (PS7, 21.2.91)

N.N.—100011683

L. V. Abrahams: 500-01757

From: Administrative Service Officer Class 3 \$25740-27780, Australian Securities Commission, Regional Office, New South Wales

To: Administrative Service Officer Class 5 \$32000-33930, New South Wales (No. 2259) (PS7, 21.2.91)

N.N.—100012105

VICTORIA

Investigation

J. D'Angelo: 507-58418

From: Administrative Service Officer Class 6 \$34560-39700, Australian Securities Commission, ACT Regional Office

To: †Senior Officer Grade C \$40906-44435, Melbourne Regional Office (No. 1232) (PS8, 28.2.91)

Note: Previously advertised under GDS11 (several positions).

N.N.—100012179

M. McCleery: 700-82638

From: Administrative Service Officer Class 6 \$34560-39700, Australian Securities Commission, Victoria

To: †Senior Officer Grade C \$40906-44435, Melbourne Regional Office (No. 1257) (PS8, 28.2.91)

Note: Previously advertised under GDS11 (several positions).

N.N.—100012180

R. Ingram: 706-69025

From: Administrative Service Officer Class 6 \$34560-39700, Australian Securities Commission, Victoria

To: †Senior Officer Grade C \$40906-44435, Melbourne Regional Office (No. 1289) (PS8, 28.2.91)

Note: Previously advertised under GDS11 (several positions).

N.N.—100012181

S. Diaz: 700-86751

From: Administrative Service Officer Class 5 \$32000-33930, Department of Community Services and Health, Victoria

To: Administrative Service Officer Class 6 \$34560-39700, Melbourne Regional Office (No. 1238) (PS8, 28.2.91) (expected vacancy)

Note: Previously advertised under GDS12 (several positions).

N.N.—100012182

N. Kouteris: 706-69113

From: Administrative Service Officer Class 2 \$22600-25060, Australian Securities Commission, Victoria

To: Administrative Service Officer Class 3 \$25740-27780, Melbourne Regional Office (No. 1245) (PS8, 28.2.91)

N.N.—100012183

Legal Division

E. Mithen: 312-82477

From: Administrative Service Officer Class 2 \$22600-25060, Australian Securities Commission, Victoria

To: Administrative Service Officer Class 3 \$25740-27780, Melbourne Regional Office (No. 19140) (PS13, 4.4.91)

N.N.—100012184

WESTERN AUSTRALIA

Corporate Regulation Division

P. Mott: 704-52221

From: Administrative Service Officer Class 1 \$19969-22070, Australian Securities Commission, Western Australia

To: Administrative Service Officer Class 2 \$22600-25060, Registration and Analysis Section, Perth (No. 1408) (PS15, 18.4.91)

N.N.—100012152

P. Lazos: 704-52141

From: Administrative Service Officer Class 1 \$19969-22070, Australian Securities Commission, Western Australia

To: Administrative Service Officer Class 2 \$22600-25060, Markets Section, Perth (No. 1390) (PS15, 18.4.91)

N.N.—100012153

R. Walter: 508-86874

From: Administrative Service Officer Class 1 \$19969-22070, Australian Securities Commission, Western Australia

To: Administrative Service Officer Class 2 \$22600-25060, Markets Section, Perth (No. 1389) (PS15, 18.4.91)

N.N.—100012154

DIRECTOR OF PUBLIC PROSECUTIONS

CENTRAL OFFICE

Head Office Division, Administrative Support Branch

M. Scholes: 314-73708

From: Administrative Service Officer Class 5 \$32000-33930, Director of Public Prosecutions, Central Office

To: Administrative Service Officer Class 6 \$34560-39700, National Resource Centre Section, Finance Sub-section, Canberra (No. 589) (PS14, 11.4.91)

N.N.—100011769

FEDERAL COURT OF AUSTRALIA

NEW SOUTH WALES

Principal Registry

D. Llewelyn: 544-01811

From: Administrative Service Officer Class 1 \$11981-22070, Federal Court of Australia, New South Wales

To: Administrative Service Officer Class 3 \$25740-27780, Sydney (No. 1398) (PS48, 6.12.90)

N.N.—100012189

Community Services and Health

DEPARTMENT OF COMMUNITY SERVICES AND HEALTH

CENTRAL OFFICE

Age and Community Care Division, Residential Care Quality and Rights Branch

A. Udovisi: 701-01704

From: Administrative Service Officer Class 3 \$25740-27780, Community Services and Health, Central Office

To: Administrative Service Officer Class 5 \$32000-33930, Information and Coordination Section, Canberra (No. 1584) (PS8, 25.2.91)

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Note: This position was advertised as RCQR5.
N.N.—100012364

Corporate Services Division, Corporate and Staff Development Branch

J. Forestier: 314-72473
From: Administrative Service Officer Class 6 \$34560-39700

To: †Senior Officer Grade C \$40906-44435, Project Pool Section, Canberra (No. 4520) (PS5, 7.2.91)
N.N.—100012363

Disability Programs Division, Office of Disability Branch

J. Lowden: 704-75167
From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service officer Class 4 \$28690-31150, Consumer Issues Section, Canberra (No. 6170) (PS10, 14.3.91)
N.N.—100012362

Information Services Division, Computing Facilities Branch

S. D. McGuigan: 537-08942
From: Administrative Service Officer Class 2 \$22600-25060, Department of Community Services and Health, Central Office

To: Administrative Service Officer Class 3 \$25740-27780, Computer Operations Section, Canberra (No. 6278) (PS10, 14.3.91)
N.N.—100012360

R. A. Hore: 340-70744

From: Administrative Service Officer Class 6 \$34560-39700, Central Office

To: †Senior Information Technology Officer Grade C \$40906-44435, Computer Operations Section, Canberra (No. 2127) (PS2, 17.1.91)
N.N.—100012393

Therapeutic Goods Administration, TGA Laboratories

K. Longstaff: 537-52740
From: Professional Officer Class 1 \$24100-33810, Ministry for Health, Education and the Arts, ACT

To: Professional Officer Class 2 \$34560-38623, Microbiology, Canberra (No. 98) (PS18, 9.5.91) (expected vacancy)
N.N.—100012392

AUSTRALIAN CAPITAL TERRITORY

ACT Office Division, Disability Services Branch

L. Salmond: 544-27026

From: Professional Officer Class 2 \$34560-38623, Community Services and Health, Australian Capital Territory

To: Administrative Service Officer Class 6 \$34560-39700, Rehabilitation Services Section, Tuggeranong Regional Unit, Canberra (No. 950) (PS15, 18.4.91)
N.N.—100012361

NEW SOUTH WALES

Community Programs Division, Community Programs Branch

D. A. Sawkins: 551-13467

From: Administrative Service Officer Class 4 \$28690-31150, Department of Community Services and Health

To: Administrative Service Officer Class 5 \$32000-33930, Child Care, Sydney (No. 7244) (PS13, 4.4.91)

Note: This position was advertised as (several positions).
N.N.—24271664

M. K. Hicks: 506-36664

From: Administrative Service Officer Class 4 \$28690-31150, Department of Arts, Sports, the Environment, Tourism and Territories, Canberra

To: Administrative Service Officer Class 5 \$32000-33930, Child Care, Sydney (No. 7246) (PS13, 4.4.91)

Note: This position was advertised as (several positions).
N.N.—24271878

L. Drummond: 543-58904

From: Administrative Service Officer Class 4 \$28690-31150, Department of Employment, Education and Training

To: Administrative Service Officer Class 5 \$32000-33930, Child Care, Sydney (No. 7221) (PS13, 4.4.91)

Note: This position was advertised as (several positions).
N.N.—24272046

Corporate Services Division, Corporate Services Branch

C. J. Lowe: 511-77842

From: Administrative Service Officer Class 1 \$19969-22070, Department Of Community Services and Health

To: Administrative Service Officer Class 4 \$28690-31150, Corporate and Staff Development Section, Sydney (No. 2834)

Duties: Provide support and advice to the training team and section management on matters such as improved work methods and subject matter expertise. Undertake tasks associated with developing, administering and evaluating training courses and programs. Perform tasks associated with engaging external trainers and providing a consultancy service to branches. Participate in the promotion of training and staff development initiatives and activities throughout the department. Provide administrative support to the team and the section.

Note: The above position was not advertised. Any suitably qualified officer may appeal against this promotion.
N.N.—24274175

H. Georgoulis: 521-65966

From: Administrative Service Officer Class 3 \$25740-27780, Department of Employment, Education and Training

To: Administrative Service Officer Class 4 \$28690-31150, Human Resource Management Section, Recruitment and Planning Subsection, Sydney (No. 2659) (PS48, 6.12.90)
N.N.—24333216

Disability Services Division, Rehabilitation Services Branch

J. Higginson: 700-31806

From: Administrative Service Officer Class 1 \$19969-22070, Community Services and Health

To: Administrative Service Officer Class 3 \$25740-27780, Broken Hill (No. 2026) (PS16, 25.4.91)
N.N.—24259075

QUEENSLAND

Rehabilitation Services Branch

D. F. Ritchie: 550-79078

From: Administrative Service Officer Class 1 \$9452-22070, Department of Community Services and Health

To: Administrative Service Officer Class 2 \$22600-25060, Rehabilitation Services Central Section, Milton Rehabilitation Unit, Milton (No. 682)

Duties: Under general direction provide a range of support services to a regional unit or sub unit. The function of the position will include reception, mail distribution, word processing, records management, finance.

Note: This position was not advertised but filled in conjunction with (Nos 9929-9934) advertised in PS3, 24.1.91. Any suitably qualified officer may appeal.

N.N.—24259150

WESTERN AUSTRALIA

Disability Programs

C. Spadaccini: 545-77251

From: Graduate Administrative Assistant \$21200-25060, Community Services and Health, Western Australia

To: Administrative Service Officer Class 5 \$32000-33930, Disability Services Section, Perth (No. 5447) (PS13, 4.4.91) (expected vacancy)

N.N.—100012390

H. Goullos: 506-33236

From: Professional Officer Class 2 \$34560-38623, Community Services and Health, Western Australia

To: †Senior Professional Officer Grade c \$40906-44435, Hearing Services Section, Perth (No. 3620) (PS4, 31.1.91)

N.N.—100012391

SOUTH AUSTRALIA

Corporate Services

D. Bain: 342-10524

From: Administrative Service Officer Class 3 \$25740-27780, Department of Employment, Education and Training

To: Administrative Service Officer Class 5 \$32000-33930, Information Services Section, Systems Subsection, Adelaide (No. 3288) (PS14, 11.4.91)

N.N.—24321465

Disability Programs

N. J. Thies: 303-49326

From: Administrative Service Officer Class 4 \$28690-31150, Community Services and Health, South Australia

To: Administrative Service Officer Class 5 \$32000-33930, Disability Services, Adelaide (No. 5414)

Duties: Develop new and existing services which support people with disabilities under the Disability Services Program. Evaluate and provide administrative support to these services. Be responsible for nominated policy analysis and development.

Note: The above position was not advertised but is identical to (No. 5419) advertised in PS47 of 29.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—24321485

Disability Services

V. L. Williamson: 309-09717

From: Administrative Service Officer Class 4 \$28690-31150, Department of Social Security

To: Administrative Service Officer Class 5 \$32000-33930, Disability Services Section, Adelaide (No. 5413)

Duties: Develop new and existing services which support people with disabilities under the Disability Services Program. Evaluate and provide administrative support to these services. Be responsible for nominated policy analysis and development.

Note: The above position was not advertised but is identical to (No. 5419) advertised in PS47 of 29.11.90. Any suitably qualified officer may appeal against this promotion. In lieu of previous notifications which appeared in PS19, 16.5.91 and PS22, 6.6.91.

N.N.—100012177

Defence

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

Defence Intelligence Organisation, Intelligence Support Grouping Branch

H. M. Creagh: 336-32936

From: Professional Officer Class 2 \$34560-38623 (Archivist Grade 3 \$34332-43632), Department of Veterans' Affairs, Australian War Memorial (Australian National University), Australian Capital Territory

To: Administrative Service Officer Class 6 \$34560-39700, Information Management Section, Canberra (No. 1789) (PS2, 17.1.91)

N.N.—100012266

Defence Logistics Division, Defence Quality Assurance

G. J. Giampaolo: 506-67698

From: Administrative Service Officer Class 4 \$28690-31150

To: Administrative Service Officer Class 5 \$32000-33930, Quality Assurance Policy Section, Canberra (No. 1402) (PS1, 10.1.91)

N.N.—100012284

Defence Science and Technology Organization, Electronic Research Laboratory

L. J. Kirgan: 537-53284

From: Administrative Service Officer Class 2 \$22600-25060, Department of Defence

To: Administrative Service Officer Class 4 \$28690-31150, Information Technology Division, Canberra (No. 1748) (PS31, 9.8.90)

N.N.—24324674

Deputy Chief of General Staff Division, Resources Planning Branch

P. N. Abery: 304-78101

From: Administrative Service Officer Class 5 \$32000-33930

To: Administrative Service Officer Class 6 \$34560-39700, Canberra (No. 640)

Duties: Assist in the coordination and analysis of Army's Five Year Defence Program and budget requirements; prepare briefing material for the Branch Head and senior Army Officers. Undertake research and analysis of financial and program issues and resolve these as part of the financial management process. Develop training material and participate in training activities.

Note: The above promotion was made to an unadvertised vacancy in circumstances prescribed by Regulation 112. Any suitably qualified persons may appeal against this promotion.

N.N.—100012242

Headquarters Australian Defence Force, Joint Services Staff College

J. E. Chant: 548-32371

From: Professional Officer Class 1 \$24100-33810

To: Professional Officer Class 2 \$34560-38623, Support Wing, Canberra (No. 0027) (PS6, 14.2.91)

N.N.—100012285

Human Resources and Management Division, Training and Development Branch

B. M. Newark: 242-23276

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 5 \$32000-33930, Canberra (No. 6663)

Duties: Present training courses in a wide range of microcomputer related topics including word process-

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ing, spreadsheets and databases. Under limited supervision, design, develop and document information technology training courses.

Note: The above promotion was made to an unadvertised vacancy in circumstances prescribed by Regulation 112. Any suitably qualified persons may appeal against this promotion. This position is identical to position HR/TRG-&DE/PROG PL/208, Human Resources Division advertised in PS6, 14.2.91.

N.N.—100012240

International Policy Division, Pacific Branch

D. R. Trappett: 701-03793

From: Research Officer Grade 2 \$28690-31150
To: Administrative Service Officer Class 5 \$32000-33930, Canberra (No. 5240) (PS47, 29.11.90)

Note: This position was advertised as S/IP/0002, International Policy Division, various branches.

N.N.—100012286

Naval Materiel Division, Naval Production Branch

C. A. Collins: 316-33409

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Finance Section, Canberra (No. 3567) (PS1, 10.1.91)

N.N.—100012287

Naval Support Command, Materiel Support Branch

L. J. Barclay: 517-30871

From: Administrative Service Officer Class 5 \$32000-33930

To: Administrative Service Officer Class 6 \$34560-39700, Codification, Cataloguing and Allowances Section, New South Wales (No. 3948) (PS15, 18.4.91)

Note: This is a NSW position located in ACT.

N.N.—100012288

**Project Development and Communications Division,
Development Project Management Branch**

S. Wells: 517-79069

From: Administrative Service Officer Class 2 \$22600-25060

To: Administrative Service Officer Class 4 \$28690-31150, Towed Array Development Projects Section, Canberra (No. 7378) (expected vacancy)

Duties: As a member of project team, develop and implement financial and contractual arrangements for monitoring the progress of an indigenous development project. Conduct regular reviews against contracts to determine and prepare reports on individual contractor performance. Represent the Project Office at contract progress meetings.

Note: The above promotion was made to an unadvertised vacancy in circumstances prescribed by Regulation 112. Any suitably qualified persons may appeal against this promotion.

N.N.—100012239

R. A. Balfour: 314-62961

From: Administrative Service Officer Class 4 \$28690-31150

To: Administrative Service Officer Class 5 \$32000-33930, Towed Array Development Project, Canberra (No. 8941) (PS13, 4.4.91)

N.N.—100012289

J. M. Maher: 517-93960

From: Administrative Service Officer Class 1 \$11981-22070

To: Administrative Service Officer Class 4 \$28690-31150, Towed Array Development Projects Section, Canberra (No. 8939) (PS13, 4.4.91)

N.N.—100012290

Jindalee Project Office

O. Hart: 501-35878

From: Administrative Service Officer Class 4 \$28690-31150

To: Administrative Service Officer Class 5 \$32000-33930, Canberra (No. 6547) (PS12, 28.3.91)

N.N.—100012291

RAAF Fairbairn Division, Base Squadron Fairbairn Branch

R. W. Jenkins: 543-43666

From: Administrative Service Officer Class 1 \$11981-22070

To: Administrative Service Officer Class 2 \$22600-25060, Administration, Flight Section, Canberra (No. 662) (PS11, 21.3.91)

N.N.—100012292

NEW SOUTH WALES

Headquarters 2nd Military District, Personnel Branch

K. M. Palu: 546-60901

From: Administrative Service Officer Class 1 \$11981-22070

To: Administrative Service Officer Class 2 \$22600-25060, Personnel Employment/Support Section, Military Secretary Subsection, Paddington (No. 1298) (PS10, 14.3.91)

N.N.—100012106

Naval Support Command, HMAS Watson

K. L. Goman: 539-58319

From: Information Technology Officer Grade 1 \$27780-31150

To: Computer Systems Officer Grade 2 \$33623-36246, Submarine Warfare Systems Centre Section, Support Unit Subsection, Watsons Bay (No. 1534) (PS41, 13.10.90)

N.N.—100012107

CENTRAL—VICTORIA

Australian Defence Satellite Communication Station

D. R. Bridger: 393-42198

From: Mechanic (Maritime Aids) \$22336-24018, Department of Transport and Communications, Western Australia

To: General Service Officer Level 8 \$27590-29213, Geraldton (No. 9008) (PS48, 6.12.90)

N.N.—100011684

VICTORIA

Army Office, Engineering Development Establishment

C. Mills: 537-98474

From: Trainee Technical Officer \$12937-23900, Department of Defence

To: Technical Officer Level 2 \$25380-29213, Laboratories and Services Division, Electrical Laboratories, Maribyrnong (No. 3641)

Duties: Perform investigations and measurements associated with the development and testing of communications, electronic and electrical equipments.

Note: Salary Advancement under section 53 Act is non-appellable.

N.N.—24281697

A. Simic: 301-59741

From: General Services Officer Level 2 \$16435-19200, Department of Defence

To: Administrative Service Officer Class 2 \$22600-25060, Laboratories and Services Section, Equipment Information Subsection, Maribyrnong (No. 3539) (PS13, 4.4.91)

N.N.—24295720

**Defence Science and Technology Organisation,
Aeronautical Research Laboratory**

E. A. Kowal: 252-76441

From: Technical Officer Level 3 \$29800-33810, Department of Defence, Victoria

To: Professional Officer Class 2 \$34560-38623, Aircraft Structures Division, Victoria (No. 2120) (PS18, 9.5.91)

N.N.—100011789

Materials Research Laboratory

R. J. Swinton: 235-04367

From: Professional Officer Class 2 \$34560-38623, Department of Defence, Victoria

To: †Senior Professional Officer Grade C \$40906-44435, Explosives Division, Maribyrnong (No. 312) (PS11, 21.3.91)

N.N.—100012162

D. S. Saunders: 335-92807

From: Senior Research Scientist \$42299-48482, Department of Defence, Victoria

To: †Principal Research Scientist \$50263-56887, Materials Division, Maribyrnong (No. 5057) (PS15, 18.4.91)

N.N.—100012163

F. C. Tolan: 307-15963

From: Technical Officer Level 3 \$29800-33810, Department of Defence, Victoria

To: Information Technology Officer Class 2 \$34560-39700, Scientific Services Division, Maribyrnong (No. 5058) (PS15, 18.4.91)

N.N.—100012164

**Headquarters Logistic Command, Material
Management Division**

L. P. Abbott: 546-25495

From: General Service Officer Level 3 \$19969-20750, Department of Defence, Central Office

To: Technical Officer Level 1 \$23370-24550, Documentation Control Section, Melbourne (No. 5217) (PS8, 28.2.91)

N.N.—100012095

Regional Office Division, Regional Finance Branch

A. L. Turnbull: 541-69565

From: Administrative Service Officer Class 1 \$19969-22070, Department of Defence, Victoria

To: Administrative Service Officer Class 2 \$22600-25060, Regional Accounting Section, Melbourne (No. 0135) (PS1, 10.1.91)

N.N.—100012090

M. Molenda: 540-26089

From: Administrative Service Officer Class 1 \$19969-22070, Department of Defence, Victoria

To: Administrative Service Officer Class 2 \$22600-25060, Regional Accounting Section, Melbourne (No. 0136) (PS1, 10.1.91)

N.N.—100012091

V. A. Clark: 546-12141

From: Administrative Service Officer Class 1 \$19969-22070, Department of Defence, Victoria

To: Administrative Service Officer Class 2 \$22600-25060, Regional Accounting Section, Melbourne (No. 0142) (PS1, 10.1.91)

N.N.—100012092

D. M. McMahon: 512-82896

From: Administrative Service Officer Class 1 \$19969-22070, Department of Defence, Victoria

To: Administrative Service Officer Class 2 \$22600-25060, Regional Accounting Section, Melbourne (No. 0143) (PS1, 10.1.91)

N.N.—100012093

D. A. Wong: 704-92020

From: Administrative Service Officer Class 1 \$19969-22070, Department of Defence, Victoria

To: Administrative Service Officer Class 2 \$22600-25060, Regional Accounting Section, Melbourne (No. 0149) (PS1, 10.1.91)

N.N.—100012094

QUEENSLAND

Inspector General Division, Management Audit Branch

K. J. Winkleman: 227-40130

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Canberra (No. 4407) (PS42, 25.10.90)

Note: This is an ACT position located in Queensland.
N.N.—100012293

Training Command, Land Warfare Centre

S. A. Tierney: 303-22254

From: Administrative Service Officer Class 1 \$19969-22070, Department of Defence, Queensland

To: Administrative Service Officer Class 2 \$22600-25060, Headquarters Administration Staff Section, Canungra (No. 7354) (PS17, 2.5.91)

N.N.—100011758

SOUTH AUSTRALIA

**Defence Science and Technology Organisation,
Aeronautical Research Laboratory**

M. S. Petrusma: 512-30199

From: Cadet Research Scientist \$18937-22070

To: Research Scientist \$33445-40916, Weapon Aerodynamics Group, Flight Mechanics and Propulsion Division, Salisbury (No. 5506)

Note: This promotion is made under Section 53A of the Public Service Act and is not appealable.

N.N.—100012256

Corporate Services Branch

F. C. Rule: 345-24339

From: General Service Officer Level 4 \$20750-21700, Department of Defence, South Australia

To: Stores Supervisor \$23830-25060, Supply Section, Salisbury (No. 756) (PS17, 2.5.91)

N.N.—100011668

B. G. Easther: 256-28398

From: General Service Officer Level 4 \$20750-21700, Department of Defence, South Australia

To: Stores Supervisor \$23830-25060, Supply Section, Salisbury (No. 726) (PS17, 2.5.91)

N.N.—100011669

C. R. Gellard: 514-50968

From: General Service Officer Level 3 \$19969-20750, Department of Defence, South Australia

To: Stores Supervisor \$23830-25060, Supply Section, Salisbury (No. 683) (PS17, 2.5.91)

N.N.—100011670

F. M. Walton: 502-92013

From: Administrative Service Officer Class 1 \$11662-22070, Department of Defence, South Australia

To: Administrative Service Officer Class 2 \$22600-25060, Supply Section, Salisbury (No. 18) (PS13, 4.4.91)

Note: Position was advertised as (several positions).
N.N.—100011671

J. M. Sockett: 505-06974

From: Administrative Service Officer Class 1 \$11662-22070, Department of Defence, South Australia

To: Administrative Service Officer Class 2 \$22600-25060, Supply Section, Salisbury (No. 375) (PS13, 4.4.91)

Note: Position was advertised as (several positions).
N.N.—100011672

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D. Gaghan: 256-28988

From: General Service Officer Level 4 \$20750-21700,
Department of Defence, South Australia
To: Stores Supervisor \$23830-25060, Supply Section,
Salisbury (No. 681) (PS17, 2.5.91)

N.N.—100011773

S. Collingwood: 342-01329

From: Administrative Service Officer Class 4 \$28690-
31150, Department of Defence, South Australia
To: Administrative Service Officer Class 5 \$32000-
33930, Supply Section, Salisbury (No. 51) (PS17, 2.5.91)

N.N.—100011774

Electronic Research Laboratory

J. Mulholland: 343-15422

From: General Service Officer Level 4 \$20750-21700,
Department of Defence
To: Administrative Service Officer Class 2 \$22600-
25060, Information Systems Branch, Salisbury
(No. 1382) (PS15, 18.4.91)

N.N.—24262125

S. L. Baker: 343-14622

From: Administrative Service Officer Class 1 \$11981-
22070, Department of Defence
To: Administrative Service Officer Class 2 \$22600-
25060, Information Systems Branch, Salisbury
(No. 1388) (PS15, 18.4.91)

N.N.—24262128

**Headquarters Maritime Patrol Group, Base Support
Wing Edinburgh**

C. Davies: 514-66601

From: Administrative Service Officer Class 1 \$11981-
22070, Department of Defence, South Australia
To: Administrative Service Officer Class 2 \$22600-
25060, Administrative Support Squadron, Edinburgh
(No. 1550) (PS11, 21.3.91)

N.N.—100011768

TASMANIA

Defence Regional Office, Operations

C. J. Weaver: 505-77967

From: Administrative Service Officer Class 2 \$22600-
25060, Department of Defence, Tasmania
To: Administrative Service Officer Class 3 \$25740-
27780, Finance/Personnel Section, Hobart (No. 11) (PS1,
10.1.91)

N.N.—100011755

D. R. Gaul: 704-38649

From: Administrative Service Officer Class 2 \$22600-
25060, Comecare, Tasmania
To: Administrative Service Officer Class 3 \$25740-
27780, Finance/Personnel Section, Hobart (No. 5) (PS1,
10.1.91)

N.N.—100011756

Resources

J. C. Pearce: 538-70333

From: Administrative Service Officer Class 1 \$11981-
22070, Department of Defence, Tasmania
To: Administrative Service Officer Class 3 \$25740-
27780, Resources Branch, Hobart (No. 14) (PS1, 10.1.91)

N.N.—100011754

DEFENCE HOUSING AUTHORITY

CENTRAL OFFICE

Corporate Services and Special Capital Projects

J. E. Worthy: 506-86338

From: Administrative Service Officer Class 4 \$28690-
31150, Defence Housing Authority, Central Office
To: Administrative Service Officer Class 5 \$32000-
33930, Canberra (No. 207) (PS17, 2.5.91)

N.N.—100012394

Employment, Education and Training

DEPARTMENT OF EMPLOYMENT, EDUCATION AND TRAINING

CENTRAL OFFICE

Higher Education Division, Higher Education Grants and Finance Branch

S. E. Bennett: 543-07219

From: Administrative Service Officer Class 2 \$22600-
25060, Civil Aviation Authority, Central Office
To: Administrative Service Officer Class 3 \$25740-
27780, Executive and Branch Support Section, Canberra
(No. 26516) (PS11, 21.3.91)

N.N.—100012112

Research Policy and Grants Branch

A. M. Herbert: 238-92048

From: Administrative Service Officer Class 2 \$22600-
25060, Department of Employment, Education and
Training, Central Office
To: Administrative Service Officer Class 3 \$25740-
27780, Executive and Branch Support Section, Canberra
(No. 4842) (PS14, 11.4.91)

Note: This position was advertised as (No. 4855).

N.N.—100012113

Management, Resources Management

M. B. McDonnell: 504-29163

From: Administrative Service Officer Class 3 \$25740-
27780, Department of Community Services and Health,
Central Office
To: Administrative Service Officer Class 4 \$28690-
31150, Resources Policy and Analysis Section, Canberra
(No. 6604) (PS13, 4.4.91)

N.N.—100011664

Programs Division, Aboriginal Education Branch

M. R. Murray: 548-31889

From: Administrative Service Officer Class 1 \$11662-
22070, Department of Employment, Education and
Training, Central Office
To: Administrative Service Officer Class 2 \$22600-
25060, Policy Coordination Section, Canberra (No. 4724)
(PS49, 13.12.90)

N.N.—100012370

Vocational Education and Training Division, Industry Training Programs Branch

T. M. Quilty: 341-20879

From: Administrative Service Officer Class 4 \$28690-
31150, Department of Employment, Education and
Training, Central Office
To: Administrative Service Officer Class 6 \$34560-
39700, Innovative Training Projects Section, Canberra
(No. 575) (PS9, 7.3.91)

Note: This position was advertised as VET 4 (several
positions) and as being located in the Industry Training
Program Support Branch, Industry Training Support
Section.

N.N.—100012366

A. E. Marr: 550-16480

From: Administrative Service Officer Class 4 \$28690-
31150, Department of Employment, Education and
Training, Victoria
To: Administrative Service Officer Class 6 \$34560-
39700, Industry Training Services Section, Canberra
(No. 7503) (PS9, 7.3.91)

Note: This position was advertised as VET 4 (several
positions) and as being located in the Industry Training

Program Support Branch, Industry Training Support Section.

N.N.—100012367

TAFE and Training Infrastructure Branch

L. H. L. Mills: 308-32860

From: Administrative Service Officer Class 4 \$28690-31150, Department of Employment, Education and Training, Queensland

To: Administrative Service Officer Class 6 \$34560-39700, TAFE Policy Section, Canberra (No. 6668) (PS12, 28.3.91)

Note: This position was advertised as a new position and as being located in the TAFE and Training Services Branch.

N.N.—100012365

L. B. Kruger: 315-43139

From: Senior Officer Grade C \$40906-44435, Department of Employment, Education and Training, Central Office

To: Senior Officer Grade B \$45402-52100, Training Standards, Canberra (No. 5523) (PS8, 28.2.91)

Note: This position was advertised as VET3 (several positions) and located in Strategic, Planning and Development Branch.

N.N.—100012369

Training Guarantee Unit

J. J. Reid: 539-97000

From: Administrative Service Officer Class 2 \$22600-25060, Department of Employment, Education and Training, Central Office

To: Administrative Service Officer Class 3 \$25740-27780, Canberra (No. 16536) (PS13, 4.4.91)

Note: This position was advertised as being located in the Strategic, Planning and Development Branch.

N.N.—100012368

AUSTRALIAN CAPITAL TERRITORY

ACT/Southern NSW Area, Murray Riverina Region

K. A. Smith: 531-05543

From: Administrative Service Officer Class 3 \$25740-27780, Department of Employment, Education and Training, New South Wales

To: Administrative Service Officer Class 4 \$28690-31150, CES, Griffith (No. 18666) (PS41, 18.10.90)

N.N.—100011667

NEW SOUTH WALES

Aboriginal Programs Branch

T. Koeneman: 542-87158

From: Administrative Service Officer Class 3 \$25740-27780, Department of Employment, Education and Training, New South Wales

To: Administrative Service Officer Class 4 \$28690-31150, Program Development Section, Sydney (No. 13725) (PS41, 18.10.90)

N.N.—100011814

Western NSW Area

K. A. Rawson: 547-43838

From: Administrative Service Officer Class 5 \$32000-33930, Department of Employment, Education and Training, New South Wales

To: Administrative Service Officer Class 6 \$34560-39700, Resources and Systems, Dubbo (No. 18569) (PS43, 22.11.90)

N.N.—100011762

M. Savage: 339-98540

From: Administrative Service Officer Class 4 \$28690-31150, New South Wales

To: Administrative Service Officer Class 5 \$32000-33930, Special Service Centre, Dubbo (No. 18457) (PS48, 6.12.90)

N.N.—100011763

P. Donnellan: 505-27046

From: Administrative Service Officer Class 4 \$28690-31150, New South Wales

To: Administrative Service Officer Class 5 \$32000-33930, Job Centre, Dubbo (No. 18455) (PS48, 6.12.90)

N.N.—100011764

Client Services Division, Employment Access Branch

G. Carlino: 511-08345

From: Administrative Service Officer Class 3 \$25740-27780, Department of Employment, Education and Training, New South Wales

To: Administrative Service Officer Class 4 \$28690-31150, Western Sydney Area, Cluster 2, Auburn SSC (No. 16377) (PS46, 22.11.90)

Note: The above promotion has been made under the Promotion to Level Trial Section 50DB of Public Service Act 1922 on the recommendation of a Joint Selection Committee and is not subject to appeal.

N.N.—100012295

Hunter/Hastings

K. Muddle: 521-65878

From: Administrative Service Officer Class 4 \$28690-31150, Department of Employment, Education and Training, New South Wales

To: Regional Trainer, Administrative Service Officer Class 5 \$32000-33930, Hunter/Hastings Area, Newcastle (No. 15906) (PS18, 9.5.91)

N.N.—100011815

Sydney City Eastern Area

S. Sutherland: 550-94518

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, CBD Suburbs Region, Martin Place Industry Service Centre (No. 16874)

Duties: Industry Consultant. Provide subject matter expertise, policy advice and/or administrative support across a range of programs and activities undertaken within a service unit. Research, compilation and analysis of regional labour market information.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012220

V. Moore: 503-50930

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, City Centre Region, Broadway Special Services Centre (No. 16887)

Duties: Undertake more complex tasks associated with program activity for disadvantaged clients, conduct client assessments, casework and liaison with external agencies in order to provide the most appropriate service for clients.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012221

C. Kogias: 305-49598

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Eastern Suburbs Region, Bondi Job Centre (No. 16897)

Duties: Undertake more complex tasks, liaise with DSS, promote services to the community, administer

and implement the activity test and participate in the development and monitoring of work plans, strategies and systems for the unit.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012222

K. McDermott: 539-45307

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Eastern Suburbs Region, Bondi Special Services Centre (No. 16900)

Duties: Undertake more complex tasks associated with program activity for disadvantaged clients, conduct client assessments, casework and liaise with external agencies in order to provide the most appropriate service for clients.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012223

S. Warren: 544-04764

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Eastern Suburbs Region, Bondi Special Services Centre (No. 16901)

Duties: Undertake more complex tasks associated with program activity for disadvantaged clients, conduct client assessments, casework and liaise with external agencies in order to provide the most appropriate service for clients.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012224

D. Richards: 544-33629

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Eastern Suburbs Region, Maroubra Junction Job Centre (No. 16902)

Duties: Undertake more complex tasks, liaise with DSS, promote services to the community, administer and implement the activity test and participate in the development and monitoring of work plans, strategies and systems for the unit.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012225

M. McCallum: 544-33943

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Eastern Suburbs Region, Maroubra Junction Special Services Centre (No. 16905)

Duties: Undertake more complex tasks associated with program activity for disadvantaged clients, conduct client assessments, casework and liaise with external agencies in order to provide the most appropriate service for clients.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012226

P. Kerr: 505-18772

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Eastern Suburbs Region, Mascot Industry Services Centre (No. 16911)

Duties: Industry Consultant. Provide subject matter expertise, policy advice and/or administrative support across a range of programs and activities undertaken within a service unit. Research, compilation and analysis of regional labour market information.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012227

D. H. Lam: 511-51108

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Inner West Region, Marrickville Special Services Centre (No. 16920)

Duties: Undertake more complex tasks associated with program activity for disadvantaged clients, conduct client assessments, casework and liaise with external agencies in order to provide the most appropriate service for clients.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012228

C. Sequeira: 508-54856

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Inner West Region, Petersham Special Services Centre (No. 16930)

Duties: Undertake more complex tasks associated with program activity for disadvantaged clients, conduct client assessments, casework and liaise with external agencies in order to provide the most appropriate service for clients.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012229

H. Freed: 504-56049

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Inner West Region, Petersham Special Services Centre (No. 16931)

Duties: Undertake more complex tasks associated with program activity for disadvantaged clients, conduct client assessments, casework and liaise with external agencies in order to provide the most appropriate service for clients.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012230

J. McKellar: 544-07420

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Inner West Region, Newtown Special Services Centre (No. 7245)

Duties: Undertake more complex tasks associated with program activity for disadvantaged clients, conduct client assessments, casework and liaise with external agencies

in order to provide the most appropriate service for clients.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012231

F. Lee: 306-24463

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Inner West Region, Newtown Special Services Centre (No. 7251)

Duties: Undertake more complex tasks associated with program activity for disadvantaged clients, conduct client assessments, casework and liaise with external agencies in order to provide the most appropriate service for clients.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012232

L. Stewart: 505-29033

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Inner West Region, Newtown Special Services Centre (No. 7253)

Duties: Undertake more complex tasks associated with program activity for disadvantaged clients, conduct client assessments, casework and liaise with external agencies in order to provide the most appropriate service for clients.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012233

S. Fan: 348-44498

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Inner West Region, Marrickville Special Services Centre (No. 7254)

Duties: Undertake more complex tasks associated with program activity for disadvantaged clients, conduct client assessments, casework and liaise with external agencies in order to provide the most appropriate service for clients.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012234

W. Sonter: 511-02285

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Inner West Region, Marrickville Special Services Centre (No. 7255)

Duties: Undertake more complex tasks associated with program activity for disadvantaged clients, conduct client assessments, casework and liaise with external agencies in order to provide the most appropriate service for clients.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012235

M. Peterswald: 542-86083

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Inner West Region, Petersham Special Services Centre (No. 7258)

Duties: Undertake more complex tasks associated with program activity for disadvantaged clients, conduct client assessments, casework and liaise with external agencies in order to provide the most appropriate service for clients.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012236

D. Sherring: 311-08604

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Inner West Region, Petersham Special Services Centre (No. 7267)

Duties: Undertake more complex tasks associated with program activity for disadvantaged clients, conduct client assessments, casework and liaise with external agencies in order to provide the most appropriate service for clients.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012237

E. Trama: 544-07535

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Eastern Suburbs Region, Bondi Special Services Centre (No. 7273)

Duties: Undertake more complex tasks associated with program activity for disadvantaged clients, conduct client assessments, casework and liaise with external agencies in order to provide the most appropriate service for clients.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012238

S. Knoll: 511-05865

From: Administrative Service Officer Class 3 \$25740-27780

To: Employment Officer, Administrative Service Officer Class 4 \$28690-31150, CBD Region, Martin Place Job Centre (No. 16869)

Duties: Undertake more complex tasks, liaise with DSS, promote services to the community, administer and implement the activity test and participate in the development and monitoring of work plans, strategies and systems for the unit.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012251

J. Pollock: 506-27901

From: Administrative Service Officer Class 3 \$25740-27780

To: Employment Officer, Administrative Service Officer Class 4 \$28690-31150, City Centre Region, City South Industry Service Centre (No. 16893)

Duties: Industry Consultant. Provide subject matter expertise, policy advice and/or administrative support across a range of programs and activities undertaken

2760 Promotions

within a service unit. Research, compilation and analysis of regional labour market information.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012252

S. Bycroft: 542-87465

From: Administrative Service Officer Class 3 \$25740-27780

To: Employment Officer, Administrative Service Officer Class 4 \$28690-31150, CBD Region, Martin Place Industry Service Centre (No. 16875)

Duties: Industry Consultant. Provide subject matter expertise, policy advice and/or administrative support across a range of programs and activities undertaken within a service unit. Research, compilation and analysis of regional labour market information.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012253

J. Poulter: 343-08820

From: Administrative Service Officer Class 3 \$25740-27780

To: Employment Officer, Administrative Service Officer Class 4 \$28690-31150, CBD Region, Martin Place Industry Service Centre (No. 16876)

Duties: Industry Consultant. Provide subject matter expertise, policy advice and/or administrative support across a range of programs and activities undertaken within a service unit. Research, compilation and analysis of regional labour market information.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012254

B. Hall: 229-07316

From: Administrative Service Officer Class 3 \$25740-27780

To: Employment Officer, Administrative Service Officer Class 4 \$28690-31150, CBD Region, Martin Place Industry Service Centre (No. 16877)

Duties: Industry Consultant. Provide subject matter expertise, policy advice and/or administrative support across a range of programs and activities undertaken within a service unit. Research, compilation and analysis of regional labour market information.

Note: This position was not advertised but is identical to the new position advertised in PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100012255

VICTORIA

M. Wilson: 503-03173

From: Administrative Service Officer Class 2 \$22600-25060, Department of Employment, Education and Training, Victoria

To: Administrative Service Officer Class 3 \$25740-27780, State Directors Office (No. 3936) (PS10, 14.3.91)

N.N.—100011687

Area Central

L. Sutcliffe: 512-06076

From: Administrative Service Officer Class 3 \$25740-27780, Department of Employment, Education and Training, Victoria

To: Administrative Service Officer Class 4 \$28690-31150, Fitzroy (No. 33005) (PS13, 5.4.91)

N.N.—100011686

F. M. Kenny: 503-80056

From: Administrative Service Officer Class 3 \$25740-27780, Department of Employment, Education and Training, Victoria

To: Administrative Service Officer Class 4 \$28690-31150, South Melbourne Region (No. 33004) (PS13, 5.4.91)

N.N.—100011688

Education and Access

D. Weinman: 302-29930

From: Administrative Service Officer Class 1 \$11981-22070, Department of Employment, Education and Training, Victoria

To: Administrative Service Officer Class 2 \$22600-25060, Schools Programs (No. 23858) (PS5, 7.2.91)

N.N.—100011765

QUEENSLAND

Central Queensland Area

P. A. Gooda: 702-13415

From: Administrative Service Officer Class 1 \$11981-22070, Department of Employment, Education and Training, Queensland

To: Administrative Service Officer Class 2 \$22600-25060, Rockhampton Assessing Centre, Austudy (No. 15574) (PS1, 10.1.91)

N.N.—100011685

WESTERN AUSTRALIA

Area North

J. D. McNamara: 302-18553

From: Administrative Service Officer Class 4 \$28690-31150, Department of Employment, Education and Training, Western Australia

To: Administrative Service Officer Class 5 \$32000-33930, Broome (No. 15607) (PS6, 14.2.91)

N.N.—100012151

Area South, Bunbury Region

V. Gilbert: 515-12401

From: Administrative Service Officer Class 1 \$11981-22070, Department of Employment, Education and Training

To: Administrative Service Officer Class 3 \$25740-27780, Bunbury Region, Collie Job Centre, Collie (No. 6664) (PS15, 18.4.91)

N.N.—24281674

K. Smith: 541-45889

From: Administrative Service Officer Class 1 \$11981-22070, Department of Employment Education and Training

To: Administrative Service Officer Class 3 \$25740-27780, Bunbury Region, Manjimup Job Centre, Manjimup (No. 6665) (PS15, 18.4.91)

N.N.—24281682

D. Farrer: 603-67138

From: Administrative Service Officer Class 1 \$11981-22070, Department of Administrative Services

To: Administrative Service Officer Class 3 \$25740-27780, Bunbury Region, Bunbury Job Centre, Bunbury (No. 6666) (PS15, 18.4.91)

N.N.—24281690

SOUTH AUSTRALIA

Area North

V. Bourke: 546-72400

From: Administrative Service Officer Class 1 \$20593-22694, Department of Employment, Education and Training, South Australia

To: Administrative Service Officer Class 3 \$26364-28404, Jobseeker And Special Services, Port Pirie (No. 9111) (PS6, 14.2.91)

N.N.—100011770

C. M. Rosier: 551-18591

From: Administrative Service Officer Class 4 \$29314-31774, Department of Employment, Education and Training, South Australia

To: Administrative Service Officer Class 5 \$32624-34554, Jobseeker Services, Area North Office (No. 15981) (PS15, 18.4.91)

N.N.—100011771

L. A. Germinario: 238-25339

From: Administrative Service Officer Class 4 \$29314-31774, Department of Employment, Education and Training, South Australia

To: Administrative Service Officer Class 5 \$32624-34554, Industry Services, Port Pirie (No. 15979) (PS6, 14.2.91)

N.N.—100011772

TASMANIA

Area South

R. McQueeney: 546-41153

From: Administrative Service Officer Class 1 \$11981-22070, Department of Employment, Education and Training, Tasmania

To: Administrative Service Officer Class 3 \$25740-27780, Area South, Tasmania (No. 8384) (PS50, 20.12.90) (expected vacancy)

N.N.—100012078

A. Davis: 538-71117

From: Administrative Service Officer Class 1 \$11981-22070, Department of Employment, Education and Training, Tasmania

To: Administrative Service Officer Class 3 \$25740-27780, Area South, Tasmania (No. 5273) (PS50, 20.12.90) (expected vacancy)

N.N.—100012079

R. Taylor: 510-86406

From: Administrative Service Officer Class 1 \$11981-22070, Department of Employment, Education and Training, Tasmania

To: Administrative Service Officer Class 3 \$25740-27780, Area South, Tasmania (No. 14910) (PS50, 20.12.90) (expected vacancy)

N.N.—100012080

J. Reynolds: 538-76268

From: Administrative Service Officer Class 1 \$11981-22070, Department of Employment, Education and Training, Tasmania

To: Administrative Service Officer Class 3 \$25740-27780, Area South, Tasmania (No. 3523) (PS50, 20.12.90) (expected vacancy)

N.N.—100012081

C. Eiszele: 503-11878

From: Administrative Service Officer Class 1 \$11981-22070, Department of Employment, Education and Training, Tasmania

To: Administrative Service Officer Class 3 \$25740-27780, Area South, Tasmania (No. 16827) (PS50, 20.12.90) (expected vacancy)

N.N.—100012082

A. Prouse: 546-40759

From: Administrative Service Officer Class 1 \$11981-22070, Department of Employment, Education and Training, Tasmania

To: Administrative Service Officer Class 3 \$25740-27780, Area South, Tasmania (No. 5276) (PS50, 20.12.90) (expected vacancy)

N.N.—100012083

W. Pearce: 538-73497

From: Administrative Service Officer Class 1 \$11981-22070, Department of Employment, Education and Training, Tasmania

To: Administrative Service Officer Class 3 \$25740-27780, Area South, Tasmania (No. 5036) (PS50, 20.12.90) (expected vacancy)

N.N.—100012084

L. McDonald: 546-36629

From: Administrative Service Officer Class 1 \$11981-22070, Department of Employment, Education and Training, Tasmania

To: Administrative Service Officer Class 3 \$25740-27780, Area South, Tasmania (No. 6219) (PS50, 20.12.90) (expected vacancy)

N.N.—100012137

G. Lee: 516-01025

From: Administrative Service Officer Class 1 \$11981-22070, Department of Employment, Education and Training, Tasmania

To: Administrative Service Officer Class 3 \$25740-27780, Area South, Tasmania (No. 5039) (PS50, 20.12.90)

N.N.—100012138

A. Mudge: 542-22530

From: Administrative Service Officer Class 1 \$11981-22070, Department of Employment, Education and Training, Tasmania

To: Administrative Service Officer Class 3 \$25740-27780, Area South, Tasmania (No. 12057) (PS50, 20.12.90)

N.N.—100012139

G. Watts: 516-14977

From: Administrative Service Officer Class 1 \$11981-22070, Department of Employment, Education and Training, Tasmania

To: Administrative Service Officer Class 3 \$25740-27780, Area South, Tasmania (No. 3557) (PS50, 20.12.90)

N.N.—100012140

P. Nilsen: 546-39387

From: Administrative Service Officer Class 1 \$11981-22070, Department of Employment, Education and Training, Tasmania

To: Administrative Service Officer Class 3 \$25740-27780, Area South, Tasmania (No. 7550) (PS50, 20.12.90)

N.N.—100012141

C. Winzenberg: 509-80473

From: Administrative Service Officer Class 1 \$11981-22070, Department of Employment, Education and Training, Tasmania

To: Administrative Service Officer Class 3 \$25740-27780, Area South, Tasmania (No. 3507) (PS50, 20.12.90) (expected vacancy)

N.N.—100012142

NORTHERN TERRITORY

Area Office, Regional Office

L. N. Turner: 501-53363

From: Administrative Service Officer Class 3 \$25740-27780, Department of Employment, Education and Training, Northern Territory

To: Administrative Service Officer Class 5 \$32000-33930, Field Operations, Darwin (No. 15656) (PS46, 22.11.90)

N.N.—100011816

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R. B. Hayes: 506-06828

From: Administrative Service Officer Class 4 \$28690-31150, Department of Employment, Education and Training, Northern Territory

To: Administrative Service Officer Class 5 \$32000-33930, Field Operations, Darwin (No. 15657) (PS46, 22.11.90)

N.N.—100011817

J. P. Mullins: 227-80570

From: Administrative Service Officer Class 4 \$28690-31150, Department of Employment, Education and Training, Northern Territory

To: Administrative Service Officer Class 5 \$32000-33930, Field Operations, Darwin (No. 15660) (PS46, 22.11.90)

N.N.—100011818

B. J. Walford: 504-65471

From: Administrative Service Officer Class 4 \$28690-31150, Department of Employment, Education and Training, Northern Territory

To: Administrative Service Officer Class 5 \$32000-33930, Field Operations, Katherine (No. 15667) (PS46, 22.11.90)

N.N.—100011819

D. S. Herbison: 542-25918

From: Administrative Service Officer Class 3 \$25740-27780, Department of Employment, Education and Training, Northern Territory

To: Administrative Service Officer Class 5 \$32000-33930, Field Operations, Katherine (No. 15668) (PS46, 22.11.90)

N.N.—100011820

R. K. Baird: 537-38228

From: Administrative Service Officer Class 4 \$28690-31150, Department of Employment, Education and Training, Northern Territory

To: Administrative Service Officer Class 5 \$32000-33930, Field Operations, Katherine (No. 15669) (PS46, 22.11.90)

N.N.—100011821

K. R. W. Leitch: 514-11117

From: Administrative Service Officer Class 4 \$28690-31150, Department of Employment, Education and Training, Northern Territory

To: Administrative Service Officer Class 5 \$32000-33930, Field Operations, Nhulunbuy (No. 15675) (PS46, 22.11.90)

N.N.—100011822

M. J. Burns: 538-79805

From: Administrative Service Officer Class 4 \$28690-31150, Department of Employment, Education and Training, Northern Territory

To: Administrative Service Officer Class 5 \$32000-33930, Field Operations, Nhulunbuy (No. 15676) (PS46, 22.11.90)

N.N.—100011823

J. P. Berto: 700-67235

From: Administrative Service Officer Class 4 \$28690-31150, Department of Employment, Education and Training, Northern Territory

To: Administrative Service Officer Class 5 \$32000-33930, Field Operations, Nhulunbuy (No. 15677) (PS46, 22.11.90)

N.N.—100011824

F. Trindle: 507-95219

From: Administrative Service Officer Class 4 \$28690-31150, Department of Employment, Education and Training, Northern Territory

To: Administrative Service Officer Class 5 \$32000-33930, Field Operations, Alice Springs (No. 15683) (PS46, 22.11.90)

N.N.—100011825

ABORIGINAL AND TORRES STRAIT ISLANDER COMMISSION

CENTRAL OFFICE

**Corporate Services Division, Human Resources Branch
B. Hill: 503-41436**

From: Administrative Service Officer Class 6 \$34560-39700, Public Service Commission, Central Office

To: Senior Officer Grade C \$40906-44435, Equal Employment Opportunity Section, Canberra (No. 316) (PS15, 18.4.91)

N.N.—100012348

E. R. Howard: 517-34557

From: Administrative Service Officer Class 1 \$11981-22070, Aboriginal and Torres Strait Islander Commission, Central Office

To: Administrative Service Officer Class 3 \$25740-27780, Equal Employment Opportunity Section, Canberra (No. 320) (PS49, 13.12.90)

N.N.—100012350

Ministerial, Commission Services and Information Branch

L. L. Kyle: 527-71667

From: Administrative Service Officer Class 3 \$25740-27780, Aboriginal and Torres Strait Islander Commission, Central Office

To: Administrative Service Officer Class 4 \$28690-31150, Commission Secretariat Section, Canberra (No. 359) (PS9, 7.3.91)

N.N.—100012347

Office of Public Affairs

P. C. Fletcher: 304-81044

From: Administrative Service Officer Class 6 \$34560-39700, Department of Trade, (Australian Trade Commission), Central Office

To: Journalist Grade A1 \$43630-45072, Corporate Communications Section, Canberra (No. 348) (PS6, 14.2.91)

N.N.—100012349

NORTHERN TERRITORY

Alice Springs Regional Office

C. D. Lang: 030-78348

From: Administrative Service Officer Class 3 \$25740-27780, Aboriginal and Torres Strait Islander Commission, Alice Springs

To: Administrative Service Officer Class 4 \$28690-31150, Field Operations, Alice Springs (No. 994) (PS9, 7.3.91)

N.N.—100012351

Finance

DEPARTMENT OF FINANCE

CENTRAL OFFICE

Financial Management Division, ADP Branch

J. R. Terrill: 537-51174

From: Administrative Service Officer Class 1 \$11981-22070, Department of Finance, Central Office

To: Administrative Service Officer Class 2 \$22600-25060, Operations Section, Computer Operations Sub-section, Canberra (No. 492) (PS12, 28.3.91)

N.N.—100012276

VICTORIA

**Financial Management Division, Regional Office,
Melbourne**

V. Mercieca: 550-79991

From: Administrative Service Officer Class 2 \$22600-25060, Department of Finance, Victoria

To: Administrative Service Officer Class 3 \$25740-27780, Executive Section, Melbourne (No. 2283) (PS11, 21.3.91)

N.N.—100012275

QUEENSLAND

Financial Management, Accounting Operations

A. L. Scanlon: 527-72782

From: Administrative Service Officer Class 3 \$25740-27780, Department of Finance, Queensland

To: Administrative Service Officer Class 4 \$28690-31150, Training and Corporate Services, Brisbane (No. 02345) (PS14, 11.4.91)

N.N.—100012155

RETIREMENT BENEFITS OFFICE

AUSTRALIAN CAPITAL TERRITORY

Resources Management Branch

J. L. Richardson: 547-11852

From: Administrative Service Officer Class 1 \$11981-22070, Retirement Benefits Office

To: Administrative Service Officer Class 2 \$22600-25060, Staff and Office Management Section, Staff Management Subsection, Canberra (No. 267) (PS16, 25.4.91)

N.N.—24284338

Foreign Affairs and Trade

**DEPARTMENT OF FOREIGN AFFAIRS AND
TRADE**

CENTRAL OFFICE

**Corporate Management Division, Resources and Liaison
Branch**

T. P. Giddings: 502-01994

From: Administrative Service Officer Class 5 \$32000-33930, Civil Aviation Authority, Central Office

To: Administrative Service Officer Class 6 \$34560-39700, Budget and Resources Section, Canberra (No. 1542) (PS48, 6.12.90)

N.N.—100012211

NEW SOUTH WALES

**Systems, Programs and Consular Division, Sydney
Office**

M. T. Orme: 510-10209

From: Administrative Service Officer Class 2 \$22600-25060, Department of Foreign Affairs and Trade, New South Wales

To: Administrative Service Officer Class 3 \$25740-27780, Personnel, Sydney (No. 1013) (PS15, 18.4.91)

N.N.—100012212

**Immigration, Local
Government and Ethnic
Affairs**

**DEPARTMENT OF IMMIGRATION, LOCAL
GOVERNMENT AND ETHNIC AFFAIRS**

CENTRAL OFFICE

**Migration and Ethnic Affairs Division, Divisional
Administration Unit**

D. J. Finn: 543-17046

From: Administrative Service Officer Class 2 \$22600-25060, Attorney-General's Department, Canberra

To: Administrative Service Officer Class 3 \$25740-27780, Divisional Administration Unit, Canberra (No. 603) (expected vacancy)

Duties: This position is responsible for paying salaries and allowances to staff of the Division through NO-MAD Computerised Personnel System and the Department of Finance Salaries System, interpretation of conditions of employment relating to APS staff and the provision of comprehensive quality advice and service to clients. Applicants should possess sound organisational skills, including the ability to meet deadlines and work under pressure. Basic knowledge of a computerised personnel system would be desirable.

Note: This position was not advertised but is identical to (NO. 11853) advertised in PS18, 9.5.91. Any suitably qualified officer may appeal against the promotion.

N.N.—24323710

**Settlement and Ethnic Affairs, Determination of
Refugee Status**

S. V. Kasynathan: 522-23118

From: Administrative Service Officer Class 4 \$28690-31150, Australian International Development Assistance Bureau, Victoria

To: Administrative Service Officer Class 6 \$34560-39700, Canberra (No. 1117) (PS5, 7.2.91)

N.N.—24332353

J. P. Nankervis: 702-67747

From: Administrative Service Officer Class 1 \$19969-22070, Department of Immigration, Local Government and Ethnic Affairs, Central

To: Administrative Service Officer Class 2 \$22600-25060, Canberra (No. 823) (PS5, 7.2.91)

N.N.—24332392

M. P. De Silva: 527-77663

From: Administrative Service Officer Class 4 \$28690-31150, ACT Housing Trust, Central

To: Administrative Service Officer Class 5 \$32000-33930, Canberra (No. 1151) (PS5, 7.2.91)

Note: The above three promotions have been made under s.50DB(1) of the Public Service Act on the unanimous recommendation of a Joint Selection Committee and are not subject to appeal.

N.N.—24332455

NEW SOUTH WALES

Northern Region, Client Services

K. Davern: 313-28535

From: Administrative Service Officer Class 3 \$25740-27780, Department of Immigration, Local Government and Ethnic Affairs, New South Wales

To: Administrative Service Officer Class 4 \$28690-31150, Corporate Services, Chatswood (No. 404) (PS13, 4.4.91)

N.N.—100012166

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Settlement and Ethnic Affairs, Determination of Refugee Status

J. Flynn: 700-17481

From: Administrative Service Officer Class 2 \$22600-25060, Immigration Local Government and Ethnic Affairs, New South Wales

To: Administrative Service Officer Class 3 \$25740-27780, Sydney (No. 1205) (PS5, 7.2.91)

Note: This promotion has been made under s.50DB(1) of the Public Service Act on the unanimous recommendation of a Joint Selection Committee and is not subject to appeal.

N.N.—24259059

Southern Region, Settlement, Ethnic Affairs and Corporate Services

P. Turrens: 503-60733

From: Administrative Service Officer Class 4 \$28690-31150, Department of Immigration, Local Government and Ethnic Affairs, New South Wales

To: Administrative Service Officer Class 5 \$32000-33930, Personnel, Rockdale (No. 10674) (PS7, 21.2.91)

N.N.—100011788

VICTORIA

Settlement and Corporate Services, Settlement Programs Unit

L. Parker: 312-62476

From: Administrative Service Officer Class 5 \$32000-33930, Department of Immigration, Local Government and Ethnic Affairs, Victoria

To: Grant Consultant, Administrative Service Officer Class 6 \$34560-39700, Settlement Programs, Central Regional Office (No. 11391) (PS34, 30.8.90)

N.N.—100012174

A. Gelperowicz: 347-83947

From: Administrative Service Officer Class 5 \$32000-33930, Department of Immigration, Local Government and Ethnic Affairs, Victoria

To: Grant Consultant, Administrative Service Officer Class 6 \$34560-39700, Settlement Programs, Central Regional Office (No. 666) (PS34, 30.8.90)

N.N.—100012175

V. Ponsford: 522-29958

From: Social Worker Class 2 \$34021-37330, Department of Immigration, Local Government and Ethnic Affairs, Victoria

To: Grant Consultant, Administrative Service Officer Class 6 \$34560-39700, Settlement Programs, Central Regional Office (No. 11820) (PS34, 30.8.90)

N.N.—100012176

Settlement and Ethnic Affairs, Determination of Refugee Status

J. S. Lopatecki: 312-69985

From: Administrative Service Officer Class 5 \$32000-33930, Department of Social Security, Central

To: Administrative Service Officer Class 6 \$34560-39700, Melbourne (No. 1147) (PS5, 7.2.91)

N.N.—24333519

A. Lew: 512-47097

From: Administrative Service Officer Class 3 \$25740-27780, Department of Immigration, Local Government and Ethnic Affairs, Central

To: Administrative Service Officer Class 5 \$32000-33930, Melbourne (No. 1170) (PS5, 7.2.91)

N.N.—24333694

J. J. Fox: 500-58315

From: Administrative Service Officer Class 4 \$28690-31150, Department of Employment, Education and Training, Central

To: Administrative Service Officer Class 5 \$32000-33930, Melbourne (No. 1169) (PS5, 7.2.91)

N.N.—24333798

I. J. Brand: 546-15262

From: Research Officer 2 \$28690-31150, Immigration, Local Government and Ethnic Affairs, Central

To: Administrative Service Officer Class 5 \$32000-33930, Melbourne (No. 1172) (PS5, 7.2.91)

N.N.—24333900

M. Ferre: 229-51990

From: Administrative Service Officer Class 3 \$25740-27780, Department of Employment, Education and Training, Central

To: Administrative Service Officer Class 5 \$32000-33930, Melbourne (No. 1171) (PS5, 7.2.91)

Note: The above five promotions have been made under s.50DB(1) of the Public Service Act on the unanimous recommendation of a Joint Selection Committee and are not subject to appeal.

N.N.—24333958

QUEENSLAND

Planning and Development Branch

J. Minter: 502-74309

From: Administrative Service Officer Class 1 \$19969-22070, Department of Immigration, Local Government and Ethnic Affairs, Queensland

To: Administrative Service Officer Class 3 \$25740-27780, Brisbane (No. 537) (PS2, 17.1.91)

N.N.—100012158

North Queensland Region, Cairns Office

D. S. Yeomans: 308-51965

From: Administrative Service Officer Class 4 \$28690-31150, Department of Immigration, Local Government and Ethnic Affairs, Queensland

To: Administrative Service Officer Class 6 \$34560-39700, North Queensland Region, Cairns (No. 11705) (PS10, 14.3.91)

N.N.—100012156

P. W. Petter: 308-60386

From: Administrative Service Officer Class 3 \$25740-27780, Department of Immigration, Local Government and Ethnic Affairs, Queensland

To: Administrative Service Officer Class 5 \$32000-33930, North Queensland Region, Cairns (No. 976) (PS10, 14.3.91)

N.N.—100012157

Industrial Relations

COMMISSION FOR THE SAFETY, REHABILITATION AND COMPENSATION OF COMMONWEALTH EMPLOYEES (COMCARE)

VICTORIA

State Office

E. Sagiadellis: 512-83119

From: Administrative Service Officer Class 1 \$11981-22070, Comcare, Victoria State Office

To: Administrative Service Officer Class 2 \$22600-25060, Legal Services Section, Melbourne (No. 3158) (PS3, 24.1.91)

N.N.—100012210

Industry, Technology and Commerce

DEPARTMENT OF INDUSTRY, TECHNOLOGY AND COMMERCE

CENTRAL OFFICE

Corporate Services Division, Corporate Information Branch

A. L. Brownsdon: 256-81711

From: Senior Information Technology Officer Grade C \$40906-44435, Department of Industry, Technology and Commerce, Central Office

To: Senior Information Technology Officer Grade B \$45402-52100, Information Systems Section, Canberra (No. 8528) (PS16, 25.4.91)

N.N.—100012339

Resource Management Branch

K. K. Singh: 501-52977

From: Administrative Service Officer Class 5 \$32000-33930, Department of Industry, Technology and Commerce, Central Office

To: Administrative Service Officer Class 6 \$34560-39700, Personnel Management Section, Canberra (No. 7938) (PS4, 24.1.91)

N.N.—100012338

Heavy Industries Division, NIES Branch

D. K. Chen: 550-75974

From: Administrative Service Officer Class 6 \$34560-39700, Canberra

To: Senior Officer Grade C \$40906-44435, Canberra (No. 7387)

Duties: Responsible for the efficient and effective functioning of a subsection. Development, implementation and revision of industry specific programs and NIES products. Liaison and coordination with relevant areas of the department and the NIES network on program delivery.

Note: This position was not advertised but is identical to (No. 7384) advertised in PS45, 15.11.90.

N.N.—100012257

L. Kumar: 517-16105

From: Administrative Service Officer Class 6 \$34560-39700, Department of Industry, Technology and Commerce, Central Office

To: Senior Officer Grade C \$40906-44435, Canberra (No. 7384) (PS45, 15.11.90)

N.N.—100012336

Light Industries Division, Australian Space Office Branch

J. J. Zaraza: 545-79169

From: Administrative Service Officer Class 6 \$34560-39700, Department of Foreign Affairs and Trade, Central Office

To: Senior Officer Grade C \$40906-44435, NASA Operations Section, Administration and Finance Subsection, Canberra (No. 8722) (PS45, 15.11.90)

N.N.—100012335

AUSTRALIAN CAPITAL TERRITORY

Patent, Trade Marks and Designs Offices, Patents and Designs Branch

N. R. Anderson: 545-86190

From: Administrative Service Officer Class 1 \$11981-22166, Patent, Trade Marks and Designs Offices, Central Office

To: Administrative Service Officer Class 2 \$22600-25060, Patent Operations Section, Patent Operations 1 Subsection, Canberra (No. 4286) (PS7, 21.2.91)

N.N.—100012217

VICTORIA

State Office

T. O'Lincoln: 512-06033

From: Administrative Service Officer Class 5 \$32000-33930, Industry, Technology and Commerce, Victoria

To: Administrative Service Officer Class 6 \$34560-39700, Melbourne (No. 8355) (PS2, 18.1.91)

N.N.—100012337

AUSTRALIAN CUSTOMS SERVICE

CENTRAL OFFICE

Barrier Control Subprogram, Barrier Operations Component

P. Nicol: 225-75921

From: Administrative Service Officer Class 5 \$32000-33930, Australian Customs Service, Central Office

To: Customs Officer Band 5 \$34560-39700, Support Subcomponent, Canberra (No. 13280) (PS8, 28.2.91)

N.N.—100012387

Import/Export Control Subprogram, Electronic Initiatives Component

J. E. Long: 517-33634

From: Administrative Service Officer Class 3 \$25740-27780, Central Office

To: Customs Officer Band 3 \$29238-31750, EXIT Subcomponent, Central Office (No. 16290)

Duties: Under general direction, undertake tasks such as: carry out prescribed checks and inquiries either independently or as a member of a team to determine compliance with ACS and other relevant legislation; prepare reports; make recommendations and decisions on technical issues as appropriate; apply risk assessment techniques; supervise and direct the work of subordinate staff where applicable.

Note: The above position was not advertised but is identical to (No. 16291) advertised in PS8, 28.2.91. Any suitably qualified officer may appeal against this promotion.

N.N.—100012250

L. Skinner: 517-07057

From: Administrative Service Officer Class 3 \$25740-27780, Australian Customs Service, Central Office

To: Customs Officer Band 3 \$29238-31750, EXIT Subcomponent, Canberra (No. 16291) (PS8, 28.2.91)

N.N.—100012388

Systems Subprogram, Systems Support Component

M. H. Davis: 543-09054

From: Administrative Service Officer Class 2 \$22600-25060, Australian Customs Service, Central Office

To: Customs Officer Band 2 \$26203-28304, Systems Administration Subcomponent, Canberra (No. 16105) (PS15, 18.4.91)

N.N.—100012389

NEW SOUTH WALES

Barrier Control Subprogram

M. McLaughlin: 350-20124

From: Administrative Service Officer Class 2 \$22600-25060, New South Wales

To: Customs Officer Band 1 \$23010-25482, Cargo Control and Accounting Component, Cargo Control and Accounting Subcomponent, Sydney (No. 20682) (PS42, 25.10.90)

N.N.—100012376

2766 Promotions

Import/Export Subprogram

R. Sayed: 502-34518

From: Administrative Service Officer Class 2 \$22600-25060, New South Wales

To: Customs Officer Band 1 \$23010-25482, Import Audit Component, Entry Processing Subcomponent, Cargo Exams Group, Sydney (No. 20150) (PS42, 25.10.90)

N.N.—100012373

H. Adams: 314-03515

From: Administrative Service Officer Class 2 \$22600-25060, New South Wales

To: Customs Officer Band 1 \$23010-25482, Import/Audit Component, Entry Processing Subcomponent, Sydney (No. 20147) (PS42, 25.10.90)

N.N.—100012378

S. I. Fraser: 511-20088

From: Administrative Service Officer Class 2 \$22600-25060, New South Wales

To: Customs Officer Band 1 \$23010-25482, Import/Audit Component, Entry Processing Subcomponent, Sydney (No. 20146) (PS42, 25.10.90)

N.N.—100012379

S. J. Doyle: 505-23424

From: Administrative Service Officer Class 1 \$11981-22070, New South Wales

To: Customs Officer Band 1 \$23010-25482, Exports Component, Export Processing Subcomponent, Sydney (No. 20111) (PS42, 25.10.90)

N.N.—100012380

J. P. Burnell: 300-01995

From: Administrative Service Officer Class 2 \$22600-25060, New South Wales

To: Customs Officer Band 1 \$23010-25482, Import/Audit Component, Entry Processing Subcomponent, Sydney (No. 20144) (PS42, 25.10.90)

N.N.—100012381

S. C. Grech: 504-51790

From: Administrative Service Officer Class 2 \$22600-25060, New South Wales

To: Customs Officer Band 1 \$23010-25482, Exports Component, Exports Processing Subcomponent, Sydney (No. 21504) (PS42, 25.10.90)

N.N.—100012382

Inland Revenue Subprogram

J. Christodoulou: 551-15251

From: Administrative Service Officer Class 1 \$11981-22070

To: Customs Officer Band 1 \$23010-25482, Rebates and Subsidies Component, Processing Subcomponent (No. 21932)

Duties: Under direction, undertake a range of duties associated with the management and administration of the ACS. Exercise supervision over subordinate staff where applicable.

Note: The above position was not advertised but is identical to (No. 21941) advertised in PS7, 21.2.91. Any suitably qualified officer may appeal against this promotion.

N.N.—100012243

M. Cucchiara: 510-44820

From: Administrative Service Officer Class 1 \$11981-22070

To: Customs Officer Band 1 \$23010-25482, Rebates and Subsidies Component, Processing Subcomponent (No. 21934)

Duties: Under direction, undertake a range of duties associated with the management and administration of the ACS. Exercise supervision over subordinate staff where applicable.

Note: The above position was not advertised but is identical to (No. 21941) advertised in PS7, 21.2.91. Any suitably qualified officer may appeal against this promotion.

N.N.—100012244

C. A. McLaughlin: 507-25712

From: Administrative Service Officer Class 2 \$22600-25060

To: Customs Officer Band 1 \$23010-25482, Rebates and Subsidies Component, Processing Subcomponent (No. 21935)

Duties: Under direction, undertake a range of duties associated with the management and administration of the ACS. Exercise supervision over subordinate staff where applicable.

Note: The above position was not advertised but is identical to (No. 21941) advertised in PS7, 21.2.91. Any suitably qualified officer may appeal against this promotion.

N.N.—100012245

A. Cristofa: 551-11963

From: Administrative Service Officer Class 2 \$22600-25060

To: Customs Officer Band 1 \$23010-25482, Rebates and Subsidies Component, Processing Subcomponent (No. 21937)

Duties: Under direction, undertake a range of duties associated with the management and administration of the ACS. Exercise supervision over subordinate staff where applicable.

Note: The above position was not advertised but is identical to (No. 21941) advertised in PS7, 21.2.91. Any suitably qualified officer may appeal against this promotion.

N.N.—100012246

C. J. Baihn: 511-68225

From: Administrative Service Officer Class 1 \$11981-22070

To: Customs Officer Band 1 \$23010-25482, Rebates and Subsidies Component, Processing Subcomponent (No. 21938)

Duties: Under direction, undertake a range of duties associated with the management and administration of the ACS. Exercise supervision over subordinate staff where applicable.

Note: The above position was not advertised but is identical to (No. 21941) advertised in PS7, 21.2.91. Any suitably qualified officer may appeal against this promotion.

N.N.—100012247

J. N. Mattis: 511-03966

From: Administrative Service Officer Class 2 \$22600-25060

To: Customs Officer Band 1 \$23010-25482, Rebates and Subsidies Component, Processing Subcomponent (No. 21939)

Duties: Under direction, undertake a range of duties associated with the management and administration of the ACS. Exercise supervision over subordinate staff where applicable.

Note: The above position was not advertised but is identical to (No. 21941) advertised in PS7, 21.2.91. Any suitably qualified officer may appeal against this promotion.

N.N.—100012248

K. Vichidvongsa: 521-35484

From: Administrative Service Officer Class 2 \$22600-25060

To: Customs Officer Band 1 \$23010-25482, Rebates and Subsidies Component, Processing Subcomponent (No. 21940)

Duties: Under direction, undertake a range of duties associated with the management and administration of the ACS. Exercise supervision over subordinate staff where applicable.

Note: The above position was not advertised but is identical to (No. 21941) advertised in PS7, 21.2.91. Any suitably qualified officer may appeal against this promotion.

N.N.—100012249

D. J. Curry: 232-03206

From: Administrative Service Officer Class 2 \$22600-25060, New South Wales

To: Customs Officer Band 1 \$23010-25482, Excise and Warehousing Component, Services Subcomponent, Sydney (No. 22493) (PS42, 25.10.90)

N.N.—100012374

G. C. Nelson: 521-12821

From: Administrative Service Officer Class 2 \$22600-25060, New South Wales

To: Customs Officer Band 1 \$23010-25482, Excise and Warehousing Component, Services Subcomponent, Sydney (No. 21436) (PS42, 25.10.90)

N.N.—100012375

L. A. Giles: 340-06734

From: Administrative Service Officer Class 2 \$22600-25060, New South Wales

To: Customs Officer Band 1 \$23010-25482, Excise and Warehousing Component, Field Group 2 Subcomponent, Sydney (No. 21434) (PS42, 25.10.90)

N.N.—100012377

B. O. Sullivan: 337-23615

From: Administrative Service Officer Class 2 \$22600-25060, Central Office

To: Customs Officer Band 1 \$23010-25482, Excise and Warehousing Component, Services Subcomponent, Sydney (No. 21338) (PS42, 25.10.90)

N.N.—100012383

F. Cunningham: 539-60654

From: Customs Officer Band 1 \$23010-25482, New South Wales

To: Customs Officer Band 2 \$26203-26899, Excise and Warehousing Component, District Offices Subcomponent, Bankstown Group, Sydney (No. 20466) (PS10, 14.3.91)

N.N.—100012384

H. Hukins: 507-29078

From: Customs Officer Band 1 \$23010-25482, New South Wales

To: Customs Officer Band 2 \$26203-26899, Excise and Warehousing Component, District Offices Subcomponent, Parramatta Group, Sydney (No. 20350) (PS10, 14.3.91)

N.N.—100012385

S. Da Costa: 504-51758

From: Administrative Service Officer Class 2 \$22600-25060, New South Wales

To: Customs Officer Band 1 \$23010-25482, Rebates and Subsidies Component, Processing Subcomponent, Sydney (No. 21941) (PS7, 21.2.91)

N.N.—100012386

SOUTH AUSTRALIA

Coordination and Services Subprogram, Resources Management Component

V. M. Jaffer: 514-08786

From: Administrative Service Officer Class 3 \$25740-27780, Australian Customs Service, South Australia

To: Customs Officer Band 2 \$26203-28304, Finance Subcomponent, Port Adelaide (No. 50479) (PS16, 25.4.91)

N.N.—100012371

J. L. Sargent: 316-59174

From: Administrative Service Officer Class 3 \$25740-27780, Australian Customs Service, South Australia

To: Customs Officer Band 2 \$26203-28304, General Services Subcomponent, Port Adelaide (No. 50481) (PS16, 25.4.91)

N.N.—100012372

Primary Industries and Energy

DEPARTMENT OF PRIMARY INDUSTRIES AND ENERGY

CENTRAL OFFICE

Australian Bureau of Agricultural and Resource Economics, Office of the Executive Director

W. M. Launder: 508-85935

From: Administrative Service Officer Class 3 \$25740-27780, Department of Industry, Technology and Commerce, Central Office

To: Administrative Service Officer Class 5 \$32000-33930, Corporate Relations Section, Canberra (No. 13634) (PS14, 11.4.91)

N.N.—100012209

Australian Quarantine and Inspection Service, Corporate Services Branch

Y. J. Cann: 527-82358

From: Administrative Service Officer Class 3 \$25740-27780, Department of Primary Industries and Energy, Central Office

To: Administrative Service Officer Class 5 \$32000-33930, Information Technology Facilities Section, Canberra (No. 13882) (PS49, 13.12.90)

N.N.—100012283

Bureau of Mineral Resources, Geology and Geophysics, Corporate Group, Business Management Branch

R. J. McConchie: 504-11000

From: Administrative Service Officer Class 4 \$28690-31150, Department of Primary Industries and Energy, Central Office

To: Administrative Service Officer Class 5 \$32000-33930, Personnel Management Section, Canberra (No. 11652) (PS1, 10.1.91)

N.N.—100012267

P. S. McVey: 527-12704

From: Administrative Service Officer Class 2 \$22600-25060, Primary Industries and Energy, Central Office

To: Administrative Service Officer Class 3 \$25740-27780, Personnel Management Section, Canberra (No. 11246) (PS14, 4.4.91)

N.N.—100012268

Headquarters Group, Corporate Policy Division, Bilateral Relations Branch

S. P. Campbell: 259-66186

From: Graduate Administrative Assistant \$19504-25060, Attorney-General's Department, Canberra

To: Administrative Service Officer Class 4 \$28690-31150, Asia/Pacific Section, Canberra (No. 10089) (PS6, 14.2.91)

N.N.—100012115

Minerals and Fisheries Group

K. F. Elliott: 311-93546

From: Administrative Service Officer Class 4 \$28690-31150, Department of Primary Industries and Energy, Central Office

To: Administrative Service Officer Class 5 \$32000-33930, Group Support Unit, Canberra (No. 11221) (PS24, 21.6.90)

N.N.—100012114

Prime Minister

DEPARTMENT OF THE PRIME MINISTER AND CABINET

CENTRAL OFFICE

Corporate Services Division, Ceremonial and Information Services Group

K. J. McCarthy: 236-01730

From: Administrative Service Officer Class 5 \$32000-33930, ACT Board of Health, Central Office

To: Administrative Service Officer Class 6 \$34560-39700, Information Services Section, Records Management Unit, Canberra (No. 286) (PS14, 11.4.91)

N.N.—100012281

Corporate Support Branch

J. R. Steele: 517-69952

From: Administrative Service Officer Class 5 \$32000-33930, Office of National Assessments, Canberra

To: Administrative Service Officer Class 6 \$34560-39700, Finance and Services Section, Canberra (No. 882) (PS14, 11.4.91)

N.N.—100012280

Office of the Status of Women, Employment and Education Branch

S. E. Dahl: 501-35333

From: Administrative Service Officer Class 6 \$34560-39700, Department of the Prime Minister and Cabinet, Central Office

To: Senior Officer Grade C \$40906-44435, Consultation and Communications Policy Section, Canberra (No. 1388) (PS9, 7.3.91)

N.N.—100012282

AUSTRALIAN NATIONAL AUDIT OFFICE

CENTRAL OFFICE

Group A

N. J. Hawke: 337-46570

From: Administrative Service Officer Class 6 \$34560-39700, Australian National Audit Office, Central Office

To: †Senior Officer Grade C \$40906-44435, Canberra (No. 0139) (PS10, 14.3.91)

N.N.—100012278

J. R. Grayson: 544-82500

From: Administrative Service Officer Class 6 \$34560-39700, Australian National Audit Office, Central Office

To: †Senior Officer Grade C \$40906-44435, Group A, Canberra (No. 0576) (PS10, 14.3.91)

N.N.—100012279

NEW SOUTH WALES

S. S. Ganeshwaran: 542-88687

From: Administrative Service Officer Class 6 \$34560-39700, Australian National Audit Office, New South Wales

To: Senior Officer Grade C \$40906-44435, Sydney (No. 1283) (PS10, 14.3.91) (expected vacancy)

N.N.—100012277

Social Security

DEPARTMENT OF SOCIAL SECURITY

CENTRAL OFFICE

Computing Facilities Division, Technical Systems Branch

G. B. Harriss: 233-53298

From: Senior Information Technology Officer Grade C \$40906-44435, Department of Social Security, Central Office

To: †Senior Information Technology Officer Grade B \$45402-52100, Communications Section, Canberra (No. 6868) (PS50, 20.12.90)

N.N.—100012258

Resource Management Division

G. M. Campbell: 508-15910

From: Administrative Service Officer Class 4 \$28690-31150, Department of Primary Industries and Energy, Central Office

To: Administrative Service Officer Class 5 \$32000-33930, Divisional Personnel Unit, Canberra (No. 3813) (PS12, 28.3.91)

N.N.—100012294

Resources Branch

N. M. Potrebica: 545-00326

From: Administrative Service Officer Class 1 \$11662-22070, Canberra

To: Administrative Service Officer Class 3 \$25740-27780, Resource Allocation and Monitoring Section, Canberra (No. 3269) (expected vacancy)

Duties: Under direction, assist in the development, maintenance and operation of information systems in a Resource Budgetting environment. Provide systems housekeeping and administrative support to section.

Note: The above promotion was made to an unadvertised position but is identical in classification, duties and location to position (No. 3746) advertised in PS10, 14.3.91. Any suitably qualified officer may appeal against this promotion (PS Reg 112 (c)).

N.N.—100012219

NEW SOUTH WALES

State Office, Management

N. G. Nolan: 313-71461

From: Administrative Service Officer Class 3 \$25740-27780, Department of Social Security, New South Wales

To: Administrative Service Officer Class 5 \$32000-33930, Information and Public Relations, Sydney (No. 7515) (PS41, 18.10.90)

N.N.—100012097

K. C. Dempsey: 511-55512

From: Administrative Service Officer Class 1 \$11981-22070, Department of Social Security, New South Wales

To: Administrative Service Officer Class 5 \$32000-33930, Information and Public Relations, Sydney (No. 7516) (PS41, 18.10.90)

N.N.—100012098

D. J. Callaghan: 311-58652

From: Administrative Service Officer Class 3 \$25740-27780, Department of Social Security, New South Wales

To: Administrative Service Officer Class 5 \$32000-33930, Information and Public Relations, Sydney (No. 7518) (PS41, 18.10.90) (expected vacancy)

N.N.—100012099

J. D. Hatton: 544-67220

From: Administrative Service Officer Class 1 \$11981-22070, Department of Social Security, New South Wales
To: Administrative Service Officer Class 3 \$25740-27780, Information and Public Relations, Sydney (No. 7558) (PS41, 18.10.90) (expected vacancy)
N.N.—100012100

M. L. Horton: 411-17168

From: Administrative Service Officer Class 1 \$11981-22070, Department of Social Security, New South Wales
To: Administrative Service Officer Class 3 \$25740-27780, Information and Public Relations, Sydney (No. 7557) (PS41, 18.10.90) (expected vacancy)
N.N.—100012101

Area Hunter, Regional Offices

M. Watson: 311-24516

From: Administrative Service Officer Class 3 \$25740-27780, Department of Social Security, New South Wales
To: Administrative Service Officer Class 4 \$28690-31150, Pensions, Regional Office, Maitland (No. 5328) (PS49, 13.12.90)
N.N.—100011800

L. O'Toole: 349-21115

From: Administrative Service Officer Class 3 \$25740-27780, Department of Social Security, New South Wales
To: Administrative Service Officer Class 4 \$28690-31150, Pensions, Regional Office, Maitland (No. 2393) (PS49, 13.12.90)
N.N.—100011801

E. Johnson: 306-17466

From: Administrative Service Officer Class 4 \$28690-31150, Department of Social Security, New South Wales
To: Administrative Service Officer Class 5 \$32000-33930, Family Payments, Regional Office, Gosford (No. 2668) (PS12, 28.3.91)
N.N.—100012096

Area North, Regional Offices

A. G. Ellem: 700-05202

From: Administrative Service Officer Class 1 \$19969-22070, Department of Social Security, New South Wales
To: Administrative Service Officer Class 3 \$25740-27780, Field Assessor, Accelerated Claimant Matching Assessor Review Section, Regional Office Grafton (No. 10218) (PS10, 14.3.91)
N.N.—100011676

Area South Metropolitan, Area Office

S. K. Mulheron: 502-38332

From: Administrative Service Officer Class 2 \$22600-25060, Department of Social Security, New South Wales
To: Administrative Service Officer Class 3 \$25740-27780, Personnel, Liverpool (No. 8112) (PS44, 8.11.90)
N.N.—100012171

T. Semenoff: 539-37120

From: Administrative Service Officer Class 1 \$11981-22070, Department of Social Security, New South Wales
To: Administrative Service Officer Class 3 \$25740-27780, Personnel, Liverpool (No. 8110) (PS44, 8.11.90)
N.N.—100012172

Area South West, Regional Offices

W. J. Heaney: 301-72188

From: Administrative Service Officer Class 4 \$28690-31150
To: Administrative Service Officer Class 5 \$32000-33930, Administration Section, Albury Regional Office (No. 1440) (PS12, 28.3.91)
N.N.—100012214

V. R. O'Brien: 544-46868

From: Administrative Service Officer Class 1 \$11981-22070
To: Administrative Service Officer Class 3 \$25740-27780, U&SB Section, Woden Office (No. 8206) (PS7, 21.2.91)
N.N.—100012216

VICTORIA

State Office, Field Services

C. Hayes: 502-48928

From: Administrative Service Officer Class 5 \$32000-33930, Department of Social Security, Victoria
To: Administrative Service Officer Class 6 \$34560-39700, Information and Public Relations, Melbourne (No. 1639) (PS5, 7.2.91)
N.N.—100011790

Area East, Area Office

D. A. Watson: 312-85002

From: Administrative Service Officer Class 2 \$22600-25060, Department of Defence, Victoria
To: Administrative Service Officer Class 3 \$25740-27780, Resources, Box Hill (No. 4568) (PS4, 31.1.91)
N.N.—100011752

J. Beruldsen: 541-60050

From: Administrative Service Officer Class 1 \$11981-22070, Department of Social Security, Victoria
To: Administrative Service Officer Class 2 \$22600-25060, Personnel, Box Hill (No. 4539) (PS48, 6.12.90) (expected vacancy)
N.N.—100012159

Regional Offices

A. Pugliese: 512-86109

From: Administrative Service Officer Class 2 \$22600-25060, Department of Social Security, Victoria
To: Administrative Service Officer Class 3 \$25740-27780, U&SB Section, Camberwell Regional Office (No. 2945) (PS44, 8.11.90)
N.N.—100011666

D. Pope: 552-08028

From: Administrative Service Officer Class 2 \$22600-25060, Department of Social Security, Victoria
To: Administrative Service Officer Class 3 \$25740-27780, U&SB Section, Camberwell Regional Office (No. 2954) (PS44, 8.11.90)
N.N.—100011673

B. Gladwell: 512-26878

From: Administrative Service Officer Class 1 \$11662-22070
To: Administrative Service Officer Class 3 \$25740-27780, U&SB Section, Camberwell Regional Office (No. 2946)

Duties: Counter Assessor. This is the first major public contact level with the public contact being at the counter or by phone. Staff at this level must have a broad knowledge of departmental services and exercise delegated powers to assess and determine claims.

Note: The above position was not advertised but is identical to (No. 2945) advertised in PS44, 8.11.90. Any suitably qualified officer may appeal against this position.

N.N.—100011836

D. Mitchell: 541-86605

From: Administrative Service Officer Class 1 \$11662-22070
To: Administrative Service Officer Class 3 \$25740-27780, U&SB Section, Camberwell Regional Office (No. 5175)
Duties: Counter Assessor. This is the first major public contact level with the public contact being at the

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counter or by phone. Staff at this level must have a broad knowledge of departmental services and exercise delegated powers to assess and determine claims.

Note: The above position was not advertised but is identical to (No. 5174) advertised in PS44, 8.11.90. Any suitably qualified officer may appeal against this position.

N.N.—100011839

Area North, Area Office

A. Stuart: 541-89777

From: Administrative Service Officer Class 1 \$11981-22070, Department of Social Security, Victoria

To: Administrative Service Officer Class 2 \$22600-25060, Resources, Area North (No. 916) (PS7, 21.2.91)

N.N.—100011796

G. Ritchie: 512-98249

From: Administrative Service Officer Class 1 \$11981-22070, Department of Social Security, Victoria

To: Administrative Service Officer Class 3 \$25740-27780, Personnel, Area North (No. 805) (PS14, 11.4.91)

N.N.—100011798

Regional Offices

D. Howes: 512-57535

From: Administrative Service Officer Class 3 \$25740-27780, Department of Social Security, Victoria

To: Administrative Service Officer Class 4 \$28690-31150, Review and Recovery Section, Swan Hill Regional Office (No. 5370) (PS14, 11.4.91)

N.N.—100011792

T. Gadsden-Brown: 512-95152

From: Administrative Service Officer Class 2 \$22600-25060, Department of Social Security, Victoria

To: Administrative Service Officer Class 3 \$25740-27780, U&SB Section, Swan Hill Regional Office (No. 4984) (PS14, 11.4.91)

N.N.—100011793

D. Gleeson: 537-94254

From: Administrative Service Officer Class 1 \$11981-22070, Department of Social Security, Victoria

To: Administrative Service Officer Class 3 \$25740-27780, Pensions, Swan Hill Regional Office (No. 5371) (PS14, 11.4.91)

N.N.—100011794

D. Murphy: 512-57439

From: Administrative Service Officer Class 2 \$22600-25060, Department of Social Security, Victoria

To: Administrative Service Officer Class 3 \$25740-27780, Office Support Unit, Swan Hill Regional Office (No. 87) (PS14, 11.4.91)

N.N.—100011795

T. Skaltsis: 522-07126

From: Administrative Service Officer Class 1 \$11981-22070, Department of Social Security, Victoria

To: Administrative Service Officer Class 3 \$25740-27780, U&SB Section, Northcote Regional Office (No. 3020) (PS10, 13.3.91)

N.N.—100011797

C. Bowman: 514-08604

From: Administrative Service Officer Class 2 \$22600-25060

To: Administrative Service Officer Class 3 \$25740-27780, Pensions, Swan Hill Regional Office (No. 3433)

Duties: This is the first major public contact level, with public contact being at the counter or by phone. Staff at this level will have a broad knowledge of agency; sound knowledge of major activities; review work of subordinates. Scope for exercise of initiative, degree of planning and coordination.

Note: The above position was not advertised but is identical to (Nos 87, 5371, 4984) advertised in PS14, 11.4.91. Any suitably qualified officer may appeal against this promotion.

N.N.—100011838

Area South, Regional Offices

R. Van De Laak: 347-09587

From: Administrative Service Officer Class 2 \$22600-25060, Department of Social Security, Victoria

To: Administrative Service Officer Class 3 \$25740-27780, Pensions Section, Oakleigh (No. 167) (PS48, 6.12.90)

N.N.—100011660

D. North: 316-59254

From: Administrative Service Officer Class 1 \$11662-22070, Department of Social Security, Victoria

To: Administrative Service Officer Class 3 \$25740-27780, Family Allowance Supplement, Oakleigh (No. 709) (PS48, 6.12.90)

N.N.—100011661

G. O. Knipe: 307-58859

From: Administrative Service Officer Class 4 \$28690-31150, Department of Social Security, Victoria

To: Administrative Service Officer Class 5 \$32000-33930, Pensions, Springvale (No. 4518) (PS2, 17.1.91)

N.N.—100011791

QUEENSLAND—NORTHERN TERRITORY

Area Northern Territory, Darwin Regional Office

L. S. Baird: 514-18116

From: Administrative Service Officer Class 2 \$22600-25060, Department of Social Security, Northern Territory

To: Counter Assessor, Administrative Service Officer Class 3 \$25740-27780, Darwin Regional Office (No. 254)

Duties: Public contact at the counter and by telephone. Action the following assessment or assessment-related tasks: complex suspensions and cancellations; counter cheques for continuation payments; split custody overpayments.

Note: This position was not advertised but is identical to (Nos 363, 374) advertised in PS1, 10.1.91. Any suitably qualified officer may appeal against this promotion.

N.N.—100011834

Regional Offices

A. Fernando: 538-86714

From: Administrative Service Officer Class 2 \$22600-25060, Department of Social Security, Northern Territory

To: Counter Assessor, Administrative Service Officer Class 3 \$25740-27780, Darwin Regional Office (No. 255)

Duties: Public contact at the counter and by telephone. Action the following assessment or assessment-related tasks: complex suspensions and cancellations; counter cheques for continuation payments; split custody, overpayments.

Note: This position was not advertised but is identical to (Nos 363, 374) advertised in PS1, 10.1.91. Any suitably qualified officer may appeal against this promotion.

N.N.—100011835

Area South, Regional Offices

M. Abbott: 509-37301

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Annerley (No. 7540) (PS46, 22.11.90)

Note: This promotion and the promotions below (to Turner) have been made under s.50DA of the Public

Service Act on the recommendation of a Joint Selection Committee and are not subject to appeal.

N.N.—100012296

E. L. Hooper: 513-11044

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Annerley (No. 7668) (PS46, 22.11.90)

N.N.—100012297

C. M. Cogill: 507-10633

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Annerley (No. 8070) (PS46, 22.11.90)

N.N.—100012298

K. Lunda: 506-43813

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Beenleigh (No. 7895) (PS46, 22.11.90)

N.N.—100012299

A. Summers: 546-01928

From: Administrative Service Officer Class 1 \$19969-22070

To: Administrative Service Officer Class 4 \$28690-31150, Beenleigh (No. 8071) (PS46, 22.11.90)

N.N.—100012300

L. A. Perera: 502-80338

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Goodna (No. 7474) (PS46, 22.11.90)

N.N.—100012301

A. K. Sheffield: 513-15221

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Goodna (No. 8072) (PS46, 22.11.90)

N.N.—100012302

R. J. Bannah: 513-04354

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Inala (No. 8073) (PS46, 22.11.90)

N.N.—100012303

J. Bradder: 502-70906

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Inala (No. 8074) (PS46, 22.11.90)

N.N.—100012304

W. B. Fox: 516-09393

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Inala (No. 8075) (PS46, 22.11.90)

N.N.—100012305

M. S. Turbane: 502-72266

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Inala (No. 8076) (PS46, 22.11.90)

N.N.—100012306

J. L. Bryant: 347-74573

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Ipswich (No. 6878) (PS46, 22.11.90)

N.N.—100012307

K. E. Reichmann: 507-06327

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Ipswich (No. 7536) (PS46, 22.11.90)

N.N.—100012308

J. T. Sampson: 509-39649

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Ipswich (No. 8077) (PS46, 22.11.90)

N.N.—100012309

I. J. Smith: 513-45121

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Ipswich (No. 8078) (PS46, 22.11.90)

N.N.—100012310

M. Desipris: 500-89146

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Mt. Gravatt (No. 7490) (PS46, 22.11.90)

N.N.—100012311

K. D. Johnson: 505-36444

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Mt. Gravatt (No. 7775) (PS46, 22.11.90)

N.N.—100012312

R. L. Strugar: 308-59713

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Mt. Gravatt (No. 8079) (PS46, 22.11.90)

N.N.—100012313

D. J. Kittle: 513-69692

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Southport (No. 7130) (PS46, 22.11.90)

N.N.—100012314

H. Mitchell: 513-17892

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Southport (No. 6622) (PS46, 22.11.90)

N.N.—100012315

M. V. Raahauge: 508-41473

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Southport (No. 7722) (PS46, 22.11.90)

N.N.—100012316

S. B. Snell: 506-51995

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Southport (No. 7401) (PS46, 22.11.90)

N.N.—100012317

2772 Promotions

S. A. Sterling: 503-99996

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Southport (No. 7136) (PS46, 22.11.90)
N.N.—100012318

N. Williams: 504-00512

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Southport (No. 8080) (PS46, 22.11.90)
N.N.—100012319

C. Foster: 509-39841

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Stones Corner (No. 6650) (PS46, 22.11.90)
N.N.—100012320

C. Hardman: 308-61901

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Stones Corner (No. 8081) (PS46, 22.11.90)
N.N.—100012321

T. J. Poole: 303-10077

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Stones Corner (No. 8082) (PS46, 22.11.90)
N.N.—100012322

J. Seabrook: 315-47260

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Stones Corner (No. 8083) (PS46, 22.11.90)
N.N.—100012323

P. F. Cooper: 506-51530

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Stones Corner (No. 8084) (PS46, 22.11.91)
N.N.—100012324

S. M. Burns: 551-05731

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Woodridge (No. 7524) (PS46, 22.11.90)
N.N.—100012325

S. Hanna: 513-10527

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Woodridge (No. 8085) (PS46, 22.11.90)
N.N.—100012326

L. Mason: 506-51960

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Woodridge (No. 8086) (PS46, 22.11.90)
N.N.—100012327

C. Miles: 316-03613

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Woodridge (No. 8087) (PS46, 22.11.90)
N.N.—100012328

K. Readman: 308-67772

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Woodridge (No. 8088) (PS46, 22.11.90)
N.N.—100012329

R. Sims: 505-35601

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Woodridge (No. 8089) (PS46, 22.11.90)
N.N.—100012330

A. Woodman: 513-13218

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Woodridge (No. 8090) (PS46, 22.11.90)
N.N.—100012331

B. K. Dudman: 344-80700

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Wynnum (No. 8091) (PS46, 22.11.90)
N.N.—100012332

N. Kozloff: 341-77920

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Wynnum (No. 8092) (PS46, 22.11.90)
N.N.—100012333

D. F. Turner: 506-94733

From: Administrative Service Officer Class 3 \$25740-27780

To: Administrative Service Officer Class 4 \$28690-31150, Wynnum (No. 8093) (PS46, 22.11.90)

Note: The above promotions have been made under s.50DA of the Public Service Act on the recommendation of a Joint Selection Committee and are not subject to appeal.

N.N.—100012334

G. Burke: 506-51223

From: Administrative Service Officer Class 4 \$28690-31150

To: Administrative Service Officer Class 5 \$32000-33930, Mount Gravatt (No. 7645)

Duties: Manage a section in a regional office.

Note: This position was not advertised but is identical to (No. 6363) advertised in PS1, 10.1.91. Non applicants may appeal.

N.N.—100012241

L. Scharf: 308-46613

From: Administrative Service Officer Class 4 \$28690-31150, Department of Social Security, Queensland - Northern Territory

To: Administrative Service Officer Class 5 \$32000-33930, Mt. Gravatt (No. 6363) (PS1, 10.1.91)

N.N.—100012259

WESTERN AUSTRALIA

Area North, Regional Offices

P. Maishman: 506-28795

From: Administrative Service Officer Class 3 \$25740-27780, Department of Social Security, Western Australia

To: Pensions Officer, Administrative Service Officer Class 4 \$28690-31150, South Hedland (No. 2637) (PS4, 31.1.91)

N.N.—100012173

SOUTH AUSTRALIA

Area North, Regional Offices

J. Greenslade: 502-84689

From: Administrative Service Officer Class 3 \$25740-27780, Department of Social Security, South Australia
To: Administrative Service Officer Class 4 \$28690-31150, Area North, Kadina Regional Office (No. 3133) (PS50, 20.12.90)

N.N.—100012190

TASMANIA

Area Support

E. M. Aldridge: 516-02239

From: Administrative Service Officer Class 3 \$25740-27780, Social Security
To: Administrative Service Officer Class 4 \$28690-31150, Pensions, Family Allowance, Mowbray Regional Office (No. 1069) (PS14, 11.4.91)

N.N.—100012265

Transport and Communications

DEPARTMENT OF TRANSPORT AND COMMUNICATIONS

CENTRAL OFFICE

Executive Division

R. A. Forster: 550-52588

From: Administrative Service Officer Class 6 \$34560-39700, Department of Transport and Communications, Canberra

To: †Senior Officer Grade C \$40906-44435, Canberra (No. 6682) (PS7, 21.2.91)

N.N.—100012274

Maritime Policy Division

D. A. Gabriel: 527-08502

From: Administrative Service Officer Class 3 \$25740-27780, Department of Transport and Communications, Canberra

To: Administrative Service Officer Class 5 \$32000-33930, Policy Pool, Canberra (No. 514) (PS7, 21.2.91)

N.N.—100012270

Road Safety Division

F. M. Foster: 701-50952

From: Administrative Service Officer Class 1 \$11981-22070, Department of Transport and Communications, Canberra

To: Administrative Service Officer Class 2 \$22600-25060, Clerical Pool, Canberra (No. 435) (PS3, 24.1.91)

N.N.—100012271

Telecommunications Policy Division

J. S. Metcalfe: 545-78019

From: Principal Research Officer \$40906-44435, Department of Transport and Communications, Canberra

To: †Senior Officer Grade B \$45402-52100, Research Pool, Canberra (No. 154) (PS6, 14.2.91)

N.N.—100012269

B. K. McConnell: 706-22446

From: Administrative Service Officer Class 1 \$11981-22166, Department of Transport and Communications, Canberra

To: Administrative Service Officer Class 2 \$22600-25060, Research Pool, Canberra (No. 136) (PS12, 28.3.91)

N.N.—100012272

D. Harkess: 704-68995

From: Administrative Service Officer Class 3 \$25740-27780, Department of Transport and Communications, Canberra

To: Administrative Service Officer Class 4 \$28690-31150, Research Pool, Canberra (No. 10072) (PS15, 18.4.91)

N.N.—100012273

AUSTRALIAN MARITIME SAFETY AUTHORITY

HEAD OFFICE

Corporate Service Branch

P. Moisis: 504-33082

From: Administrative Service Officer Class 5 \$32000-33930, Department of Industry, Technology and Commerce, Central Office

To: Information Technology Officer Class 2 \$34560-36390, Information Systems Subsection, Canberra (No. 20006) (PS7, 21.2.91)

N.N.—100012261

Marine Navigation Aids Branch

D. I. Kennedy: 704-68848

From: Technical Officer Grade 3 \$29800-34540, Australian Maritime Safety Authority, Head Office

To: Senior Technical Officer (Engineering) Grade 2 \$35123-36957, Engineering Operations Section, Canberra (No. 20219) (PS42, 25.10.90)

Note: Advertised as Maritime Operations Division, (No. 706).

N.N.—100012260

SPECIAL BROADCASTING SERVICE

NEW SOUTH WALES

Marketing and Resources Division, Finance and Resources Branch

M. W. Gregory: 313-33991

From: Administrative Service Officer Class 5 \$32000-33930

To: Administrative Service Officer Class 6 \$34560-39700, Finance Section, Sydney (No. 488) (PS11, 21.3.91)

N.N.—100012165

Resources and Marketing Division, Finance Branch

J. S. Brignell: 548-51054

From: Administrative Service Officer Class 1 \$19969-22070, Special Broadcasting Service, New South Wales

To: Administrative Service Officer Class 3 \$25740-27780, Resources and Budget Section, Sydney (No. 1003) (PS8, 28.2.91)

N.N.—100012161

Treasurer

DEPARTMENT OF THE TREASURY

CENTRAL OFFICE

Economic Division, Domestic Economy Branch

B. S. Ryder: 517-77661

From: Senior Research Officer Grade 2 \$34560-39700, Department of the Treasury

To: †Senior Officer Grade C \$40906-44435, Modelling Section, Canberra (No. 131) (PS9, 7.3.91)

N.N.—24333027

Finance and Investment Division

W. B. Brosnan: 238-76654

From: Administrative Service Officer Class 5 \$32000-33930, Department of the Treasury

To: Administrative Service Officer Class 6 \$34560-39700, Administrative Support Unit, Canberra (No. 98) (PS11, 21.3.91)

N.N.—24333034

2774 Promotions

Fiscal Policy Division, State and Local Government Finance Branch

G. R. Bruten: 539-76058

From: Research Officer Grade 2 \$28690-31150, Department of the Treasury

To: Senior Research Officer Grade 1 \$32000-33930, Pool Section, Canberra (No. 644) (PS47, 29.11.90)

Note: This position was advertised as one of several positions.

N.N.—24333065

Structural Policy Division, Infrastructure and Resource Allocation Branch

J. G. Pallesen: 539-75880

From: Research Officer Grade 2 \$28690-31150, Department of the Treasury

To: Senior Research Officer Grade 1 \$32000-33930, Transport and Resource Allocation Section, Canberra (No. 426) (PS47, 29.11.90)

Note: This position was advertised as one of several positions.

N.N.—24333047

Manufacturing and General Structural Branch

G. Grech: 546-83644

From: Research Officer Grade 2 \$28690-31150, Department of the Treasury

To: Senior Research Officer Grade 1 \$32000-33930, Manufacturing and Science Policy Section, Canberra (No. 460) (PS47, 29.11.90)

Note: This position was advertised as one of several positions.

N.N.—24333061

Taxation Policy Division, Business and Structures Branch

S. J. Miners: 546-83767

From: Research Officer Grade 2 \$28690-31150, Department of the Treasury

To: Senior Research Officer Grade 1 \$32000-33930, Pool Section, Canberra (No. 436) (PS47, 29.11.90)

Note: This position was advertised as one of several positions.

N.N.—24333054

Superannuation Policy Branch

R. E. Snabel: 548-35505

From: Research Officer Grade 2 \$28690-31150, Department of the Treasury

To: Senior Research Officer Grade 1 \$32000-33930, Pool Section, Canberra (No. 786) (PS47, 29.11.90)

Note: This position was advertised as one of several positions.

N.N.—24333070

AUSTRALIAN BUREAU OF STATISTICS

CENTRAL OFFICE

Computer Services Division, Technology Resource Administration

S. Gardiner: 50807494

From: Administrative Service Officer Class 2 \$22600-25060, Australian Bureau of Statistics, Central Office

To: Administrative Service Officer Class 5 \$32000-33930, Technology Resource Administration, Canberra (No. 1127) (PS04.04.91) (expected vacancy)

N.N.—100012354

C. Webster: 50671136

From: Administrative Service Officer Class 3 \$25740-27780, Australian Bureau of Statistics, Central Office

To: Administrative Service Officer Class 5 \$32000-33930, Technology Resource Administration, Canberra (No. 4434) (PS04.04.91) (expected vacancy)

N.N.—100012355

User Support Branch

A. Hodge: 527-25468

From: Information Technology Officer Grade 2 \$34560-39700, Australian Bureau of Statistics, Central Office

To: Senior Information Technology Officer Grade C \$40906-44435, Applications and Database and Applications Software, Canberra (No. 3196) (PS13.12.90) (expected vacancy)

N.N.—100012356

Statistical and Information Services Division, Information Services Branch

A. A. Edworthy: 547-14260

From: Administrative Service Officer Class 2 \$22600-25060, Australian Bureau of Statistics, Central Office

To: Administrative Service Officer Class 3 \$25740-27780, Library, Canberra (No. 1655) (PS11, 21.3.91)

N.N.—100012357

Population Census and Surveys Section

A. F. Buchanan: 547-14113

From: Administrative Service Officer Class 1 \$11981-22070, Australian Bureau of Statistics, Central Office

To: Administrative Service Officer Class 3 \$25740-27780, Processing and User Services Section, Canberra (No. 3789) (PS4, 7.2.91)

N.N.—100012358

Y. A. Alphenaar: 527-34911

From: Administrative Service Officer Class 4 \$28690-31150, Australian Bureau of Statistics, Central Office

To: Administrative Service Officer Class 5 \$32000-33930, Processing and User Services Section, Canberra (No. 3652) (PS4, 7.2.91)

N.N.—100012359

QUEENSLAND

Management and Client Services

P. V. McMillan: 316-53952

From: Administrative Service Officer Class 5 \$32000-33930

To: Administrative Service Officer Class 6 \$34560-39700, Management Services Section, Brisbane (No. 3825) (PS14, 11.4.91)

N.N.—100011674

TASMANIA

Management Services, Administration

N. P. Bacon: 310-26529

From: Administrative Service Officer Class 2 \$22600-25060, Australian Bureau of Statistics, Tasmania

To: Administrative Service Officer Class 3 \$25740-27780, Management Services, Administration, Tasmania (No. 6438) (PS7, 21.2.91)

N.N.—100011753

AUSTRALIAN TAXATION OFFICE

AUSTRALIAN CAPITAL TERRITORY

Taxpayer Audit Group

B. L. Heathcote: 504-12417

From: Administrative Service Officer Class 4 \$28690-31150, Australian Taxation Office, Australian Capital Territory

To: Administrative Service Officer Class 5 \$32000-33930, Source Deduction Audit Section, Operations Subsection, Canberra (No. 334102) (PS12, 28.3.91)

Note: This position was advertised as (No.4102). All Canberra Branch Office positions now begin with '33'.

N.N.—100012218

NEW SOUTH WALES

Sydney South, Revenue Collection Group

A. Gaudiello: 550-92934

From: Administrative Service Officer Class 3 \$25740-27780, Australian Taxation Office

To: Administrative Service Officer Class 4 \$28690-31150, Computer Operations, Sydney South (No. 1721) (PS47, 29.11.90) (expected vacancy)

Note: The above position was not advertised but is identical to (No. 1722) advertised in PS47, 29.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—24284195

NEW SOUTH WALES—ALBURY-WODONGA

Revenue Collection Group

S. Marks: 348-86559

From: Administrative Service Officer Class 2 \$22600-25060, Albury-Wodonga

To: Administrative Service Officer Class 3 \$25740-27780, Returns Processing Section, Albury-Wodonga (No. 310981)

Duties: Prepare and update training packages. Present training packages.

N.N.—100011837

QUEENSLAND—BRISBANE

Corporate Services Group

A. Martin: 341-81217

From: Administrative Service Officer Class 6 \$34560-39700, Australian Taxation Office, Queensland - Brisbane

To: Senior Officer Grade C \$40906-44435, Office Environment Section, Brisbane (No. 6565) (PS8, 28.2.91)

N.N.—100011663

G. O'Hara: 240-99949

From: Administrative Service Officer Class 4 \$28690-31150, Australian Taxation Office, Queensland

To: Administrative Service Officer Class 5 \$32000-33930, Personnel Management Section, Brisbane (No. 6456) (PS1, 10.1.91)

N.N.—100012146

L. Keys: 343-65120

From: Administrative Service Officer Class 4 \$28690-31150, Australian Taxation Office, Queensland

To: Administrative Service Officer Class 5 \$32000-33930, Personnel Management Section, Brisbane (No. 6457) (PS1, 10.1.91)

N.N.—100012147

T. Anderson: 503-93105

From: Administrative Service Officer Class 4 \$28690-31150, Australian Taxation Office, Queensland

To: Administrative Service Officer Class 5 \$32000-33930, Personnel Management Section, Brisbane (No. 1028) (PS1, 10.1.91)

N.N.—100012148

B. Drescher: 521-66635

From: Administrative Service Officer Class 4 \$28690-31150, Australian Taxation Office, New South Wales

To: Administrative Service Officer Class 5 \$32000-33930, Personnel Management Section, Newcastle (No. 2662) (PS10.1.91)

N.N.—100012149

Corporate Services Section

C. Cotterell: 315-40050

From: Administrative Service Officer Class 4 \$28690-31150, Australian Taxation Office, Queensland

To: Administrative Service Officer Class 5 \$32000-33930, Personnel Management Section, Brisbane (No. 2663) (PS1, 10.1.91)

N.N.—100012150

Taxpayer Assistance Group

I. Walsh: 513-24099

From: Administrative Service Officer Class 1 \$19437-22070, Australian Taxation Office, Queensland - Brisbane

To: Administrative Service Officer Class 2 \$22600-25060, Correspondence Control Section, Queensland—Brisbane (No. 2569) (PS46, 22.11.90)

N.N.—100012085

A. Sammons: 545-44513

From: Administrative Service Officer Class 1 \$19437-22070, Australian Taxation Office, Queensland - Brisbane

To: Administrative Service Officer Class 2 \$22600-25060, Correspondence Control Section, Queensland—Brisbane (No. 6028) (PS46, 22.11.90)

N.N.—100012086

M. Henderson: 513-23838

From: Administrative Service Officer Class 1 \$19437-22070, Australian Taxation Office, Queensland - Brisbane

To: Administrative Service Officer Class 2 \$22600-25060, Correspondence Control Section, Queensland—Brisbane (No. 6027) (PS46, 22.11.90)

N.N.—100012087

B. Bellchambers: 513-56605

From: Administrative Service Officer Class 1 \$19437-22070, Australian Taxation Office, Queensland - Brisbane

To: Administrative Service Officer Class 2 \$22600-25060, Correspondence Control Section, Queensland—Brisbane (No. 6026) (PS46, 22.11.90)

N.N.—100012088

L. Ferguson: 702-19964

From: Administrative Service Officer Class 1 \$19437-22070, Australian Taxation Office, Queensland - Brisbane

To: Administrative Service Officer Class 2 \$22600-25060, Correspondence Control Section, Queensland—Brisbane (No. 6025) (PS46, 22.11.90)

N.N.—100012089

Taxpayer Audit Group

J. Moore: 547-98281

From: Administrative Service Officer Class 4 \$28690-31150, Australian Taxation Office, Queensland

To: Administrative Service Officer Class 5 \$32000-33930, Job Family: All supervisory/managerial ASOC's across the office, Brisbane (No. 6392) (PS29, 26.7.90)

Note: This promotion was made on a unanimous recommendation of a Joint Selection Committee established under s.50DB of the Public Service Act and is not subject to appeal.

N.N.—100011662

QUEENSLAND—TOWNSVILLE

Corporate Services Group

T. J. Rawlins: 303-51151

From: Administrative Service Officer Class 5 \$32000-33930, Australian Taxation Office, Adelaide

To: Administrative Service Officer Class 6 \$34560-39700, Infoplace Section, Townsville (No. 440) (PS11, 21.3.91)

N.N.—100012108

L. J. Anderson: 315-22100

From: Administrative Service Officer Class 3 \$25740-27780, Australian Taxation Office, Townsville

To: Administrative Service Officer Class 5 \$32000-33930, Office Services Section, Townsville (No. 917) (PS2, 17.1.91)

N.N.—100012109

2776 Promotions

Revenue Collection Group

L. G. Ison: 513-63733

From: Administrative Service Officer Class 1 \$11662-22070, Australian Taxation Office, Brisbane
To: Administrative Service Officer Class 2 \$22600-25060, Accounting Section, Townsville (No. 165) (PS12, 28.3.91) (expected vacancy)

N.N.—100012110

T. R. Soppa: 513-11298

From: Administrative Service Officer Class 1 \$11662-22070, Australian Taxation Office, Townsville
To: Administrative Service Officer Class 2 \$22600-25060, File Control Section, Townsville (No. 218) (PS14, 11.4.91)

N.N.—100012111

I. M-A. Cross: 540-87391

From: Administrative Service Officer Class 1 \$11662-22070, Australian Taxation Office, Townsville
To: Administrative Service Officer Class 2 \$22600-25060, Lodgement Control Section, Townsville (No. 164) (PS8, 28.2.91)

N.N.—100012143

A. M. Simon: 513-29789

From: Administrative Service Officer Class 1 \$11662-22070, Australian Taxation Office, Townsville
To: Administrative Service Officer Class 2 \$22600-25060, Lodgement Control Section, Townsville (No. 776) (PS8, 28.2.91)

N.N.—100012144

M. J. Gray: 540-88175

From: Administrative Service Officer Class 1 \$11662-22070, Australian Taxation Office, Townsville
To: Administrative Service Officer Class 2 \$22600-25060, Lodgement Control Section, Townsville (No. 777) (PS8, 28.2.91)

N.N.—100012145

WESTERN AUSTRALIA

Corporate Services Group

K. F. Humphreys: 346-44189

From: Administrative Service Officer Class 1 \$11662-22070, Australian Taxation Office, Western Australia
To: Administrative Service Officer Class 2 \$22600-25060, Occupational Health and Safety Section, Perth (No. 3338) (PS14, 11.4.91)

N.N.—100011759

Taxpayer Audit Group

K. J. Hester: 509-47884

From: Administrative Service Officer Class 3 \$25740-27780, Australian Taxation Office, Western Australia
To: Administrative Service Officer Class 4 \$28690-31150, Audit General Support Section, Perth (No. 4663) (PS15, 18.4.91)

N.N.—100011760

Business Audit Branch

M. A. Arnold: 502-97877

From: Administrative Service Officer Class 1 \$11662-22070, Australian Taxation Office, Western Australia
To: Administrative Service Officer Class 2 \$22600-25060, Business Audit Support Section, Perth (No. 2719) (PS14, 11.4.91)

N.N.—100011761

SOUTH AUSTRALIA

Revenue Collection Group

A. R. Watkins: 527-19981

From: Administrative Service Officer Class 2 \$22600-25060, Australian Taxation Office, South Australia
To: Administrative Service Officer Class 3 \$25740-27780, Debt Management, Adelaide (No. 2049) (PS32, 16.8.90) (expected vacancy)

N.N.—100011786

TASMANIA

Corporate Services Group, Property Management Section

G. McCauley: 231-54328

From: Administrative Service Officer Class 2 \$22600-25060, Australian Taxation Office, Tasmania
To: Administrative Service Officer Class 4 \$28690-31150, Property Management Section, Hobart (No. 653) (PS45, 15.11.90)

N.N.—100011799

INSURANCE AND SUPERANNUATION COMMISSION

CENTRAL OFFICE

Corporate Services Group

C. S. Swale: 504-09111

From: Administrative Service Officer Class 2 \$22600-25060, Insurance and Superannuation Commission, Central Office
To: Administrative Service Officer Class 3 \$25740-27780, Personnel and Financial Management Section, Canberra (No. 187) (PS1, 10.1.91)

N.N.—100012346

Veterans' Affairs

DEPARTMENT OF VETERANS' AFFAIRS

CENTRAL OFFICE

Benefits Program, Canberra Regional Office

L. Duck: 510-04001

From: Administrative Service Officer Class 3 \$25740-27780, Director of Public Prosecutions
To: Administrative Service Officer Class 4 \$28690-31150, Veterans' Affairs Advisory Service Subsection, Canberra (No. 5704) (PS5, 7.2.91)
Note: This is a New South Wales position outposted to Canberra.

N.N.—24322453

Corporate Services Program, Human Resources and Services

L. M. Cameron: 546-91468

From: Graduate Administrative Assistant \$19504-25060, Department of Veterans' Affairs
To: Administrative Service Officer Class 5 \$32000-33930, Staff Planning and Management, Staff Planning and Conditions, Canberra (No. 826) (PS7, 21.2.91)

N.N.—24322409

AUSTRALIAN CAPITAL TERRITORY

Benefits

A. Verghese: 511-54851

From: Administrative Service Officer Class 1 \$11981-22070, Department of Veterans' Affairs, Sydney
To: Administrative Service Officer Class 2 \$22600-25060, Entitlement Section, Sydney (No. 1197)
Duties: As directed, investigate primary level compensation claims.

Note: The above position was not advertised but is identical to (Nos 515, 524, 543, 547) advertised in

PS46, 22.11.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100011833

NEW SOUTH WALES

Branch Office

A. A. Tierney: 505-18123

From: Administrative Service Officer Class 1 \$11981-22070, Department of Veterans' Affairs, New South Wales

To: Administrative Service Officer Class 2 \$22600-25060, Records Administration and Recruitment Section, Sydney (No. 5780) (PS12, 28.3.91)

N.N.—100011678

M. E. Andrew: 506-10181

From: Administrative Service Officer Class 1 \$11981-22070, Department of Veterans' Affairs, New South Wales

To: Administrative Service Officer Class 2 \$22600-25060, Records Administration and Recruitment Section, Sydney (No. 314) (PS12, 28.3.91)

N.N.—100011679

P. A. Wells: 313-64261

From: Administrative Service Officer Class 1 \$11981-22070, Department of Veterans' Affairs, New South Wales

To: Administrative Service Officer Class 2 \$22600-25060, Records Administration and Recruitment Section, Sydney (No. 1789) (PS12, 28.3.91)

N.N.—100011680

G. M. Tollefsen: 508-75542

From: Administrative Service Officer Class 2 \$22600-25060, Department of Veterans' Affairs, New South Wales

To: Administrative Service Officer Class 3 \$25740-27780, Records Administration and Recruitment Section, Sydney (No. 982) (PS12, 28.3.91)

N.N.—100011681

M. Catania: 511-70341

From: Administrative Service Officer Class 1 \$19969-22070, Department of Veterans' Affairs, New South Wales

To: Administrative Service Officer Class 2 \$22600-27780, Executive Section, Branch Office (No. 4804) (PS10, 14.3.91)

N.N.—100011766

Repatriation General Hospital

F. Miskelly: 504-47572

From: Administrative Service Officer Class 2 \$22600-25060, Department of Veterans' Affairs, Concord

To: Treatment Aids Supervisor, Administrative Service Officer Class 3 \$25740-27780, Domiciliary Support Section, Concord (No. 1268) (PS18, 9.5.91)

N.N.—100012170

VICTORIA

Repatriation General Hospital

M. T. Peluffo: 701-90604

From: General Service Officer Level 2 \$18435-19200
To: General Service Officer Level 3 \$19969-20750, Nursing Services, Heidelberg (No. 1180)

Duties: Under direction, assist in the provision of sterilisation services at RGH Heidelberg.

Note: The above position was not advertised but is identical to (Nos 2550, 2595, 2598) advertised in PS50, 20.12.90. Any suitably qualified officer may appeal against this promotion.

N.N.—100011842

J. L. Harris: 026-42293

From: Administrative Service Officer Class 1 \$19969-22070

To: Administrative Service Officer Class 2 \$22600-25060, Business Management (Patient Services), Outpatients Subsection, Heidelberg (No. 961) (PS7, 21.2.91)

N.N.—100012102

M. Mokdissi: 347-81263

From: Administrative Service Officer Class 2 \$22600-25060

To: Administrative Service Officer Class 3 \$25740-27780, Business Management, Organisation Planning and Review Subsection, Heidelberg (No. 893) (PS44, 8.11.90)

N.N.—100012103

E. Sarmas: 344-62764

From: General Service Officer Level 3 \$19969-20750

To: General Service Officer Level 4 \$20750-21700, Food Services, Heidelberg (No. 2042) (PS14, 11.4.91)

N.N.—100012104

QUEENSLAND

Branch Office

D. D. Gibson: 315-46807

From: Administrative Service Officer Class 4 \$28690-31150, Department of Veterans' Affairs, Queensland

To: Administrative Service Officer Class 5 \$32000-33930, Planning and Resource Management Section, Brisbane (No. 2499) (PS3, 24.1.91)

N.N.—100012167

Repatriation General Hospital

R. M. Luder: 545-42294

From: Administrative Service Officer Class 1 \$11981-22070, Department of Veterans' Affairs, Queensland

To: Administrative Service Officer Class 2 \$22600-25060, Executive Section, Administrative Services Subsection, Greenslopes (No. 268) (PS18, 9.5.91)

N.N.—100011775

C. D. Desmond: 510-83280

From: Administrative Service Officer Class 1 \$11981-22070, Department of Veterans' Affairs, Queensland

To: Administrative Service Officer Class 2 \$22600-25060, Medical Section, Department of Anaesthesia Subsection, Greenslopes (No. 2131) (PS9, 7.3.91)

N.N.—100011776

U. A. Smith: 238-02567

From: Administrative Service Officer Class 1 \$11981-22070, Department of Veterans' Affairs, Queensland

To: Administrative Service Officer Class 2 \$22600-25060, Patient Services Section, Clinics Subsection, Greenslopes (No. 1430) (PS9, 7.3.91)

N.N.—100011777

M. L. Neill: 308-56811

From: Administrative Service Officer Class 1 \$11981-22070, Department of Veterans' Affairs, Queensland

To: Administrative Service Officer Class 2 \$22600-25060, Personnel and General Services Section, Policy, Practices and Projects Subsection, Greenslopes (No. 592) (PS1, 11.1.91)

N.N.—100011778

SOUTH AUSTRALIA

Repatriation General Hospital

I. M. Moss: 543-85823

From: Registered Nurse Level 1 \$24000-32400, Department of Veterans' Affairs, South Australia

To: Registered Nurse Level 2 \$32600-36000, Nursing Services Section, Surgical Division (Theatre), Daw Park (No. 1433) (PS15, 18.5.91)

N.N.—100011677

2778 Promotions

Health Program, Branch Office

J. Olivieri: 514-47080

From: Administrative Service Officer Class 1 \$11981-22070, Department of Veterans' Affairs

To: Administrative Service Officer Class 2 \$22600-25060, Treatment and Assistance, Adelaide (No. 243)

Duties: Examine process and make recommendations in relation to treatment matters. Examine and process proposals for the provision of treatment to eligible beneficiaries by private physiotherapists, podiatrists and optometrists.

Note: The above position was not advertised. Any suitably qualified officer may appeal against this promotion.

N.N.—24295537

TASMANIA

Repatriation General Hospital

L. K. George-Gamlyn: 538-75812

From: Registered Nurse Level 1 \$23502-30752, Department of Veterans' Affairs, Tasmania

To: Registered Nurse Level 2 \$31749-34123, Nursing Services Section, Hobart (No. 544) (PS15, 18.4.91)

N.N.—100012185

S. R. Carey: 504-38852

From: Registered Nurse Level 1 \$23502-30752, Department of Veterans' Affairs, Tasmania

To: Registered Nurse Level 2 \$31749-34123, Nursing Services Section, Hobart (No. 606) (PS15, 18.4.91)

N.N.—100012186

L. M. Wright: 546-49374

From: Registered Nurse Level 1 \$23502-30752, Department of Veterans' Affairs, Tasmania

To: Registered Nurse Level 2 \$31749-34123, Nursing Services Section, Hobart (No. 560) (PS15, 18.4.91)

N.N.—100012187

K. E. Cooper: 516-17019

From: Registered Nurse Level 1 \$23502-30752, Department of Veterans' Affairs, Tasmania

To: Registered Nurse Level 2 \$31749-34123, Nursing Services Section, Hobart (No. 607) (PS15, 18.4.91)

N.N.—100012188

Corrigenda

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

**Arts, Sport, the Environment,
Tourism and Territories**

NATIONAL LIBRARY OF AUSTRALIA

AUSTRALIAN CAPITAL TERRITORY

J. Bush, 6.6.91 (p. 2547) position number should read: '(No. 1115)'

N.N.—9139116

Defence

DEPARTMENT OF DEFENCE

SOUTH AUSTRALIA

K. Retallick, 6.6.91 (p. 2583) name should read: Retallick

N.N.—9139117

**Employment Education and
Training**

**DEPARTMENT OF EMPLOYMENT EDUCATION
AND TRAINING**

CENTRAL OFFICE

Banful 30.5.91 (p. 2447) AGS number should read: '545-01089'

N.N.—9139118

NEW SOUTH WALES

R. Page, 2.5.91, (p. 1956) promotion lapsed

N.N.—9139119

VICTORIA

R. T. M. Vivier, 2.5.91 (p. 1972) position number should read: '(No. 3226)'

N.N.—9139120

L. J. Hathaway, 2.5.91, (p. 1973) position number should read: '(No. 1888)'

N.N.—9139121

S. M. Henry, 2.5.91, (p. 1972) position number should read: '(No. 1859)'

N.N.—9139122

TASMANIA

A. Brownrigg, 2.5.91 (p. 1978) position number should read: '(No. 7486)'

J. Luck, 2.5.91 (p. 1978) position number should read: '(No. 7487)'

J. Hardinge, 2.5.91 (p. 1978) position number should read: '(No. 7491)'

G. Leonard, 2.5.91 (p. 1978) position number should read: '(No. 7504)'

M. Yapp, 2.5.91 (p. 1978) position number should read: '(No. 7494)'

J. Trent, 2.5.91 (p. 1977) position number should read: '(No. 7492)'

J. Lawrence, 2.5.91 (p. 1978) position number should read: '(No. 7495)'

R. Cameron, 2.5.91 (p. 1978) position number should read: '(No. 16697)'

D. Ling, 2.5.91 (p. 1976) position number should read: '(No. 7496)'

N.N.—9139123

**Immigration, Local
Government and Ethnic
Affairs**

**DEPARTMENT OF IMMIGRATION, LOCAL
GOVERNMENT AND ETHNIC AFFAIRS**

CENTRAL OFFICE

E. Banful, 30.5.91 (p. 2451) should read: 'Department of Social Security, Central Office'

N.N.—4344999

Industry, Technology and Commerce

AUSTRALIAN CUSTOMS SERVICE

CENTRAL OFFICE

A. McArthur, 16.5.91 (p. 2227) promotion from should read: 'Customs Officer Band 4 \$32627-34558'

N.N.—9139124

J. Dostral, 23.5.91 (p. 2338) name should read: 'J. Dostal'

N.N.—9139125

Primary Industries and Energy

DEPARTMENT OF PRIMARY INDUSTRIES AND ENERGY

CENTRAL OFFICE

L. C. Chaffer, 6.6.91 (p. 2566) section should read: 'Land and Water Economics', position number should read: '(No. 14175)'

N.N.—9139126

R. Curtotti, 6.6.91 (p. 2566) position number should read: '(No. 12873)'

N.N.—9139127

Social Security

DEPARTMENT OF SOCIAL SECURITY

NEW SOUTH WALES

J. M. Coad, 9.5.91 (p. 2111) promotion to (No. 10450) has lapsed

N.N.—9139128

M. H. Host, 9.5.91 (p. 2111) promotion to (No. 8206) has lapsed

N.N.—9139129

SOUTH AUSTRALIA

G. McIntosh, 16.5.91 (p. 2232) promotion to (No. 1701) has lapsed

N.N.—9139130

Treasurer

AUSTRALIAN TAXATION OFFICE

QUEENSLAND—BRISBANE

R. Light, 30.5.91 (p. 2469) position number should have read: '(No. 6295)'

N.N.—9139131

B. Thompson, 30.5.91 (p. 2469) position number should have read: '(No. 6293)'

N.N.—9139132

G. Davis, 30.5.91 (p. 2469) position number should have read: '(No. 6294)'

N.N.—9139133

INSURANCE AND SUPERANNUATION COMMISSION

CENTRAL OFFICE

J. F. Sartrapa, 30.5.91 (p. 2434) name should read: 'J. F. Satrapa'

N.N.—9139134

Veterans' Affairs

DEPARTMENT OF VETERANS' AFFAIRS

VICTORIA

S. Lunt, 6.6.91 (p. 2581) position number should read: '(No. 679)'

N.N.—9139135

WESTERN AUSTRALIA

A. Chandrasekara, 30.5.91 (p. 2471) Salaries should read: 'From: \$16810-19504' 'To: \$23370-24550'

N.N.—9139136

Promotions—section 50D (5)

The following officers have been promoted under section 50D (5) of the Public Service Act following allowance of their appeals against the promotions of the officers whose names appear in brackets together with the date the original promotions were notified in the *Gazette*.

Employment, Education and Training

DEPARTMENT OF EMPLOYMENT, EDUCATION AND TRAINING

VICTORIA

N. Hayat: 302-26342

From: Administrative Service Officer Class 5 \$32000-33930

To: Employment Office Manager, Administrative Service Officer Class 6 \$34560-39700, Area Central, Fitzroy (No. 6551)

Date of effect of promotion: 28.5.91

(J. B. Reen: 301-93608)

Date promotion notified: 21.2.91

N.N.—9139137

G. D. Millen: 228-25134

From: Administrative Officer Class 5 \$32000-33930

To: Employment Office Manager, Administrative Service Officer Class 6 \$34560-39700, Area West, Footscray (No. 4476)

Date of effect of promotion: 28.5.91

D. I. Henderson: 338-81270)

Date promotion notified: 21.2.91

N.N.—9139138

B. D. Lefebvre: 301-84998

From: Administrative Service Officer Class 4 \$28690-31150

To: Officer-in-Charge, Administrative Service Officer Class 5 \$32000-33930, Education and Access Branch, Jobseeker Services, Migrants Subsection (No. 1466)

Date of effect of promotion: 31.5.91

L. Hasvong: 237-38542)

Date promotion notified: 7.3.91

N.N.—9139139

Industry, Technology and Commerce**AUSTRALIAN CUSTOMS SERVICE
NEW SOUTH WALES****G. M. Dorrington: 317-20983**

From: Customs Officer Band 3

To: Customs Officer Band 4, Barrier Control Subprogram, Cargo Control and Accounting Component, Cargo Control and Accounting Subcomponent, Sydney (No. 21477)

Date of effect of promotion: 17.4.91

(M. Ribarich: 236-70023)

Date promotion notified: 24.1.90

N.N.—9139140

R. A. Nash: 511-91871

From: Customs Officer Band 2

To: Customs Officer Band 3, Barrier Control Subprogram, Barrier Enforcement Component, Shipping Control Subcomponent, CET Cargo Sea Group (No. 22262)

Date of effect of promotion: 23.5.91

(N. W. Smith: 511-27458)

Date promotion notified: 28.3.91

N.N.—9139141

R. B. Roderick: 511-68030

From: Customs Officer Band 1

To: Customs Officer Band 2, Pax Processing Subprogram, Pax Processing Component, Pax Processing and Support Subcomponent, Sydney (No. 22060)

Date of effect of promotion: 24.5.91

(A. T. Gall: 511-27466)

Date promotion notified: 18.10.90

N.N.—9139142

Treasurer**AUSTRALIAN BUREAU OF STATISTICS
TASMANIA****M. W. Nunn: 226-72166**

From: Administrative Service Officer Class 5, Demography Labour and Social Branch, Hobart

To: Administrative Service Officer Class 6, Management Services Branch, Hobart

Date of effect of promotion: 24.5.91

(S. L. Atkinson: 227-71308)

Date promotion notified: 18.4.91

N.N.—9139143

**Cancellations—section
50G (1)**The following promotions notified in the *Gazette* on the dates indicated have been cancelled under section 50G (1) of the Public Service Act.**Attorney-General****ATTORNEY-GENERAL'S DEPARTMENT
QUEENSLAND****C. J. Ward, 23.5.91**

N.N.—9139144

SOUTH AUSTRALIA**G. B. Judd, 30.5.91**

N.N.—9139145

Employment, Education and Training**DEPARTMENT OF EMPLOYMENT, EDUCATION
AND TRAINING
VICTORIA****M. McDonald, 2.5.91**

N.N.—9139146

T. Teague, 2.5.91

N.N.—9139147

Industry, Technology and Commerce**DEPARTMENT OF INDUSTRY, TECHNOLOGY
AND COMMERCE****AUSTRALIAN CAPITAL TERRITORY****J. A. Barratt, 9.5.91**

N.N.—9139148

M. E. Keese, 9.5.91

N.N.—9139149

Primary Industries and Energy**DEPARTMENT OF PRIMARY INDUSTRIES AND
ENERGY****CENTRAL OFFICE****C. A. Carroll, 23.5.91**

N.N.—9139150

Transport and Communications**AUSTRALIAN MARITIME SAFETY AUTHORITY
HEAD OFFICE****I. Phan, 30.5.91**

N.N.—9139151

**Cancellations—section
50D (4) (b)**

The following promotions has/have been cancelled under subsection 50D (4) (b) of the Public Service Act as the result of a Promotion Appeal Committee forming the opinion that none of the parties to the appeal were capable of efficiently performing the duties of the office.

**Arts, Sport, the Environment,
Tourism and Territories****DEPARTMENT OF THE ARTS, SPORT, THE
ENVIRONMENT, TOURISM AND TERRITORIES
CENTRAL OFFICE****J. Marsden, 28.3.91**

N.N.—9139152

Retirements and dismissals

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

RETIREMENTS

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

Administrative Services

DEPARTMENT OF ADMINISTRATIVE SERVICES AUSTRALIAN CAPITAL TERRITORY

Section 76W (6) (d) Public Service Act: Diane Lucy Cmcevic, Administrative Service Officer Class 1, 31.5.91
N.N.—4344502

Section 76W (6) (d) Public Service Act: Jennifer Frances Truong, Administrative Service Officer Class 1, 31.5.91
N.N.—4344512

Section 76W (6) (d) Public Service Act: June Maxwell, Administrative Service Officer Class 1, 31.5.91
N.N.—4344518

Section 76W (6) (d) Public Service Act: Paul Douglas Williams, Administrative Service Officer Class 1, 31.5.91
N.N.—4344523

Section 76W (6) (d) Public Service Act: Deborah Anne Shipton, Administrative Service Officer Class 2, 31.5.91
N.N.—4344527

Section 76W (6) (d) Public Service Act: Helen Dawn Martin, Administrative Service Officer Class 2, 31.5.91
N.N.—4344531

Section 76W (6) (d) Public Service Act: Keiren Patricia Muir, Administrative Service Officer Class 2, 31.5.91
N.N.—4344537

Section 76W (6) (d) Public Service Act: Kim Robson, Administrative Service Officer Class 2, 31.5.91
N.N.—4344541

Section 76W (6) (d) Public Service Act: Lynda Maree Smart, Administrative Service Officer Class 2, 31.5.91
N.N.—4344543

Section 76W (6) (d) Public Service Act: Anthony Vincent Lee, Administrative Service Officer Class 3, 31.5.91
N.N.—4344547

Section 76W (6) (d) Public Service Act: Dorothy Irene Comb, Administrative Service Officer Class 3, 31.5.91
N.N.—4344553

Section 76W (6) (d) Public Service Act: Yvonne Elizabeth Scandrett, Administrative Service Officer Class 4, 31.5.91
N.N.—4344555

Section 76W (6) (d) Public Service Act: Peter James Murray, Administrative Service Officer Class 5, 31.5.91
N.N.—4344559

Section 76W (6) (d) Public Service Act: Tricia Gaye Macek, Administrative Service Officer Class 5, 31.5.91
N.N.—4344563

Section 76W (6) (d) Public Service Act: Betty Ann Curtis, Administrative Service Officer Class 6, 3.6.91
N.N.—4344567

Section 76W (6) (d) Public Service Act: Kathryn Dorothy Smith, Administrative Service Officer Class 6, 31.5.91
N.N.—4344570

Section 76W (6) (d) Public Service Act: Louis John Res, Administrative Service Officer Class 6, 31.5.91
N.N.—4344580

Retirements and dismissals 2781

Section 76W (6) (d) Public Service Act: Richard John Brown, General Service Officer Level 2, 31.5.91
N.N.—4344587

Section 76W (6) (d) Public Service Act: James Bernard O'Connell, General Service Officer Level 9, 23.5.91
N.N.—4344593

Section 76W (6) (d) Public Service Act: Robert William Heath, General Service Officer Level 9, 23.5.91
N.N.—4344603

Section 76W (6) (d) Public Service Act: Naum Despotoski, Photographer, 16.1.91
N.N.—4344610

Section 76W (6) (d) Public Service Act: David Harold Smith, Professional Officer Class 2, 14.3.91
N.N.—4344616

Section 76W (6) (d) Public Service Act: Robert Joseph Powell, Professional Officer Class 2, 16.1.91
N.N.—4344620

Section 76W (6) (d) Public Service Act: Stephen John Hogan, Professional Officer Class 2, 16.1.91
N.N.—4344626

Section 76W (6) (d) Public Service Act: Donald William Bloor, Senior Officer (Technical) Grade C, 14.3.91
N.N.—4344631

Section 76W (6) (d) Public Service Act: Anthony Norman, Senior Officer Grade B, 31.5.91
N.N.—4344635

Section 76W (6) (d) Public Service Act: Adrian Roelse, Senior Professional Officer Grade B, 14.3.91
N.N.—4344638

Section 76W (6) (d) Public Service Act: John Kingsley Lemarc Nicolson, Senior Professional Officer Grade B, 16.1.91
N.N.—4344641

Section 76W (6) (d) Public Service Act: John Ulrick Ransom, Senior Professional Officer Grade C, 16.1.91
N.N.—4344643

Section 76W (6) (d) Public Service Act: Marinus Cornelis Bosman, Senior Professional Officer Grade C, 19.3.91
N.N.—4344645

Section 76W (6) (d) Public Service Act: Peter Brian Daly, Senior Professional Officer Grade C, 16.1.91
N.N.—4344647

Section 76W (6) (d) Public Service Act: Gary John Strickland, Surveying Assistant Grade 2, 16.1.91
N.N.—4344650

Section 76W (6) (d) Public Service Act: George William Mapstone, Surveying Assistant Grade 2, 16.1.91
N.N.—4344654

Section 76W (6) (d) Public Service Act: Edward Thomas Evans, Surveying Assistant Supervisor Grade 1, 16.1.91
N.N.—4344660

Section 76W (6) (d) Public Service Act: Debbie Anne Carey, Technical Officer Level 1, 10.4.91
N.N.—4344665

Section 76W (6) (d) Public Service Act: John Patrick McElhone, Technical Officer Level 2, 10.4.91
N.N.—4344668

Section 76W (6) (d) Public Service Act: Paul Richard Dubbelaar, Technical Officer Level 2, 10.4.91
N.N.—4344673

Section 76W (6) (d) Public Service Act: Raymond William Marriott, Technical Officer Level 2, 31.5.91
N.N.—4344678

Section 76W (6) (d) Public Service Act: Reginald Arthur Sheridan, Technical Officer Level 2, 16.1.91
N.N.—4344683

Section 76W (6) (d) Public Service Act: Adrian John Forsyth, Technical Officer Level 3, 16.1.91
N.N.—4344689

Section 76W (6) (d) Public Service Act: Eric John Syne, Technical Officer Level 3, 10.4.91
N.N.—4344699

2782 Retirements and dismissals

Section 76W (6) (d) Public Service Act: Eric MacGibbon,
Technical Officer Level 3, 23.1.91

N.N.—4344705

Section 76W (6) (d) Public Service Act: Gareth Huw
Thomas, Technical Officer Level 3, 10.5.91

N.N.—4344715

Section 76W (6) (d) Public Service Act: Gary Arthur
Travis, Technical Officer Level 3, 10.4.91

N.N.—4344718

Section 76W (6) (d) Public Service Act: Graeme John
Larkin, Technical Officer Level 3, 16.1.91

N.N.—4344724

Section 76W (6) (d) Public Service Act: John Wallace
Lee, Technical Officer Level 3, 16.1.91

N.N.—4344733

Section 76W (6) (d) Public Service Act: Lynn Catherine
Mendham, Technical Officer Level 3, 16.1.91

N.N.—4344744

Section 76W (6) (d) Public Service Act: Roger Bownds,
Technical Officer Level 3, 10.4.91

N.N.—4344753

Section 76W (6) (d) Public Service Act: Warren William
Webb, Technical Officer Level 3, 16.1.91

N.N.—4344764

Section 76W (6) (d) Public Service Act: Donald Beverly
Single, Technical Officer Level 4, 14.3.91

N.N.—4344774

Section 76W (6) (d) Public Service Act: Grant William
Boyes, Technical Officer Level 4, 16.1.91

N.N.—4344781

Section 76W (6) (d) Public Service Act: Noel Patrick
Ticehurst, Technical Officer Level 4, 16.1.91

N.N.—4344791

Section 76W (6) (d) Public Service Act: William Robert
Parkinson, Technical Officer Level 4, 13.3.91

N.N.—4344796

NEW SOUTH WALES

Section 76W Public Service Act: Erika Langereis, Admin-
istrative Service Officer Class 2, 31.5.91

Section 76W Public Service Act: Georges Bernard Cour-
tin, Administrative Service Officer Class 3, 31.5.91

Section 76W Public Service Act: Peter John Woomack,
Administrative Service Officer Class 2, 31.5.91

Section 76W Public Service Act: John Douglas Patterson,
Administrative Service Officer Class 3, 31.5.91

Section 76W Public Service Act: Grace Pauline Longo,
Administrative Service Officer Class 1, 31.5.91

Section 76W Public Service Act: Wayne Robert Herod,
Administrative Service Officer Class 1, 31.5.91

Section 76W Public Service Act: Julieanne Moina Wil-
liams, Administrative Service Officer Class 2, 31.5.91

Section 76W Public Service Act: Janice Hilda Wilson,
Administrative Service Officer Class 1, 31.5.91

Section 76W Public Service Act: Josephine Santangelo,
Administrative Service Officer Class 4, 31.5.91

N.N.—9139061

SOUTH AUSTRALIA

Section 76W Public Service Act: John Arthur Endicott,
General Service Officer Level 9, 23.5.91; Wallace Ed-
ward Hart, General Service Officer Level 9, 23.5.91;
Kenneth McAlpine, General Service Officer Level 9,
23.5.91; Edward Vincent Schlaikier, General Service
Officer Level 9, 23.5.91; Marcell Kevin Smart, General
Service Officer Level 8, 23.5.91; Douglas Lawrence Sto-
neham, General Service Officer Level 8, 23.5.91; Sergio
Marsilli, Technical Officer Level 4, 31.5.91

N.N.—9139062

Defence

DEPARTMENT OF DEFENCE
SOUTH AUSTRALIA

Section 76U Public Service Act: Geoffrey Robinson
Sieben, Technical Officer Level 4, 24.5.91

N.N.—9139063

Foreign Affairs and Trade

DEPARTMENT OF FOREIGN AFFAIRS AND
TRADE

CENTRAL OFFICE

Section 20 Public Service Act: Brian Christopher Wilson,
Administrative Service Officer Class 6, 13.2.89

Section 67 (2) Public Service Act: Catherine Farrugia,
Attendant, 15.11.89

Section 67 (2) Public Service Act: Brian Dennis Hawk-
ins, Administrative Service Officer Class 8, 26.10.88

Section 67 (2) Public Service Act: Aleksandra Semmar,
Attendant, 2.6.88

Section 85 (1) Public Service Act: Jean Anderson,
Administrative Service Officer Class 4, 7.9.88

Section 85 (1) Public Service Act: Raymond Winton
Clarke, Technical Assistant Grade 1, 2.2.90

Section 85 (1) Public Service Act: Brian Henry Dobbyn,
Journalist Grade A2, 5.4.88

Section 85 (1) Public Service Act: Harry Goodall,
Administrative Service Officer Class 6, 17.2.88

Section 85 (1) Public Service Act: Francis James Adam
McRae, Administrative Service Officer Class 5, 19.6.88

Section 85 (1) Public Service Act: Norma Grace O'Brien,
Administrative Service Officer Class 2, 17.7.89

Section 85 (2) Public Service Act: Gabrielle Meredith
Andrews, Administrative Service Officer Class 6, 3.3.89

Section 85 (2) Public Service Act: Eileen Dorothy Bailey,
Administrative Service Officer Class 1, 27.4.88

Section 85 (2) Public Service Act: John Stephen Bailey,
Administrative Service Officer Class 8, 31.3.89

Section 85 (2) Public Service Act: Laurence Matthew
Brennan, Technical Officer (Engineering) Grade 2, 3.3.89

Section 85 (2) Public Service Act: Ronald Edward Briton,
Technical Officer (Engineering) Grade 2, 13.7.88

Section 85 (2) Public Service Act: Denis Gerard Brophy,
Administrative Service Officer Class 6, 3.3.89

Section 85 (2) Public Service Act: Raymond John Casley-
Smith, Administrative Service Officer Class 8, 15.5.88

Section 85 (2) Public Service Act: Peter Albert Chek,
Dark Room Operator Grade 2, 11.3.88

Section 85 (2) Public Service Act: Eric Clark,
Administrative Service Officer Class 6, 3.3.89

Section 85 (2) Public Service Act: John Peter Cleary,
Administrative Service Officer Class 7, 31.3.89

Section 85 (2) Public Service Act: John David Colman,
Administrative Service Officer Class 6, 22.3.89

Section 85 (2) Public Service Act: Ronald Corson,
Administrative Service Officer Class 5, 20.7.88

Section 85 (2) Public Service Act: Charles Francis John
Crowther, Press Photographer, 3.3.89

Section 85 (2) Public Service Act: Walter John Daish,
Principal Technical Officer (Engineering) 22.3.89

Section 85 (2) Public Service Act: Keith Edward Walter
Darrow, Journalist Grade A2, 3.3.89

Section 85 (2) Public Service Act: Allan John Deacon,
Administrative Service Officer Class 8, 3.3.89

Section 85 (2) Public Service Act: Theresa Eileen Dolan,
Administrative Service Officer Class 3, 29.7.89

Section 85 (2) Public Service Act: Bevan George Downing, Administrative Service Officer Class 7, 3.3.89
Section 85 (2) Public Service Act: Ellestan Joyce Dusting, Administrative Service Officer Class 6, 3.3.89
Section 85 (2) Public Service Act: Raymond Marshall Gardiner, Administrative Service Officer Class 8, 3.3.89
Section 85 (2) Public Service Act: John Aloysius Gleeson, Administrative Service Officer Class 8, 3.3.89
Section 85 (2) Public Service Act: Richard Michael Gorman, Administrative Service Officer Class 5, 31.3.89
Section 85 (2) Public Service Act: Sheila Gwynn-Jones, Journalist Grade A2, 3.3.89
Section 85 (2) Public Service Act: Eric Frances Harty, Computer Systems Officer Grade 5, 3.3.89
Section 85 (2) Public Service Act: Reginald Charles Hewat, Administrative Service Officer Class 5, 17.3.88
Section 85 (2) Public Service Act: Herbert Hild, Journalist Grade A1, 3.3.89
Section 85 (2) Public Service Act: Eileen Sylvia Hogan, Administrative Service Officer Class 2, 5.7.89
Section 85 (2) Public Service Act: Donald James Hook, Journalist Grade A2, 3.3.89
Section 85 (2) Public Service Act: Herschel Hurst, Administrative Service Officer Class 8, 3.3.89
Section 85 (2) Public Service Act: Joseph Max Jungmann, Administrative Service Officer Class 6, 13.7.88
Section 85 (2) Public Service Act: Bernard Thomas Kaye, Administrative Service Officer Class 8, 7.3.89
Section 85 (2) Public Service Act: John Joseph Kenna, Administrative Service Officer Class 8, 28.10.88
Section 85 (2) Public Service Act: John Edward Spencer Kirk, Computer Systems Officer Grade 5, 1.3.89
N.N.—9139064

Primary Industries and Energy

DEPARTMENT OF PRIMARY INDUSTRIES AND ENERGY

AUSTRALIAN CAPITAL TERRITORY

Section 76W Public Service Act: Peter David Wardrop, Administrative Service Officer Class 2, 3.6.91
Section 76V Public Service Act: Alexander George Spence, Senior Professional Officer Grade C, 9.6.91
N.N.—9139065

Social Security

DEPARTMENT OF SOCIAL SECURITY VICTORIA

Section 76U Public Service Act: Arthur Edward Turnbull, Administrative Service Officer Class 1, 26.4.91
N.N.—9139066
Section 76W Public Service Act: Johan Peter Woods, Administrative Service Officer Class 2, 1.5.91
N.N.—9139067

Transport and Communications

DEPARTMENT OF TRANSPORT AND COMMUNICATIONS TASMANIA

Section 76W Public Service Act: Denise Mary Brown, Administrative Service Officer Class 1, 14.6.91
Section 76W Public Service Act: John Michael Murray, Technical Officer Level 3, 14.6.91

Section 76W Public Service Act: Robert James Brett Walch, Senior Professional Officer Grade C, 14.6.91
N.N.—9139068

D. J. IVES
Public Service Commissioner

Vacancies

Statutory authorities

General

DEPARTMENT OF THE ARTS, SPORT, THE ENVIRONMENT, TOURISM AND TERRITORIES TERRITORY OF COCOS (KEELING) ISLANDS

The Cocos (Keeling) Islands are located in the Indian Ocean, 2768 kilometres north-west of Perth. West Island has a population of approximately 200 residents and Home Island accommodates a village of approximately 500 Cocos/Malay people. Details concerning the Territory are contained in the Cocos (Keeling) Islands Annual Report which is available from Australian Government Publishing Service outlets.

Personnel income tax, company tax, capital gains tax and fringe benefits tax and the Medicare levy are being introduced into Cocos. Income tax will apply at 50% of the mainland rate from 1 July 1991 with the full taxation applying from 1 July 1992. The Islands will be treated as a remote area for taxation purposes.

Applications are invited from suitably qualified people for the following position:

**Cook/Housekeeper \$19781 (No. 7523)

Duties: Perform general housekeeping duties including cleaning, washing, ironing, polishing, vacuuming and menu planning for the Administrator and family.

Qualifications: Suitable experience as cook/housekeeper in a similar environment. Ability to cater for large gatherings and official receptions. Experience of living in a small community would be an advantage.

Hours of duty: 8.30 a.m. to 1.30 p.m.—Monday to Friday
5.00 p.m. to 7.36 p.m.—Monday to Friday

Total hours of ordinary duty 38 hours per week. Penalty payments at 15% in addition to the normal hourly rate will apply to the second period of attendance and overtime will be payable for any additional duty outside the ordinary hours of duty.

Conditions of service include five weeks, two days annual leave and a return air fare is provided to Perth after 12 months. Personal effects are removed and stored if necessary at Government expense. District Allowance is payable at the rate of \$4430 per annum (with dependants) and \$2740 per annum (without dependants). The mobility provisions contained in Part IV of the Public Service Apply to an appointee from the Australian Public Service. The period of contract is for twelve months with the possibility of a further contract being offered after this period.

Duty statements, selection criteria and any information regarding these positions may be obtained from Pat Abernethy on telephone (09) 481 1705.

Selection for the above positions will be based on specified selection criteria. It is in the interests of applicants to obtain the selection documentation and frame their applications accordingly.

2784 Vacancies

Applicants should clearly state their full name, address, contact telephone number, date and place of birth and full details of relevant experience and employment history. Please submit original plus one copy of your application. Applications should be forwarded to The Recruitment Officer, Department of the Arts, Sport, the Environment, Tourism and Territories, GPO Box 787, Canberra ACT 2601 by close of business 4 July 1991.

N.N.—9139069

International organisations

SOUTH PACIFIC COMMISSION

Position: Finance Manager

Location: Noumea, New Caledonia

Salary: Within the range of \$A56721-70226 per annum

Tenure: Three years in the first instance

Qualifications and responsibilities:

Applicants must possess professional qualifications or a university degree in accountancy or similar disciplines, and have at least 10 years experience in accountancy or high level financial administration.

The position calls for a person with drive and initiative and the ability to determine and achieve objectives. For applicants fluent in English, a working knowledge of French would be useful. For French-speaking applicants, a sound knowledge of English is essential.

The duties and responsibilities of this post include:

- overall management of the accounting and financial operations of the Commission;
- compilation of annual budget estimates and assistance with the development of budget strategy;
- planning development and installation of financial procedures, systems and methods so as to ensure maximum efficiency in utilisation of resources;
- advising Management on the financial implications of policy decisions.

Conditions of appointment are set out below. A full duty statement will be sent on request.

Other benefits:

Accommodation—provided by the Commission to non-residents of New Caledonia, based on the following rates of basic salary:

- House/flat 1 bedroom—10%
- 2 bedrooms—12.5%
- 3 bedrooms—15%

Leave: Annual leave will accrue at the rate of 2.5 working days per month of active duty service and will be credited on each anniversary of initial appointment date. For expatriate staff members, home leave fares are payable after 18 months of service.

Sick leave: thirty (30) working days per annum. Medical Benefits: the Commission's staff Medical Benefits Scheme, to which the appointee would contribute 1.5% of basic salary, reimburses doctor's fees, cost of prescribed medicines, surgical and hospital costs, etc., up to certain limits. Provident Fund: the appointee will be eligible for membership of the Commission's Staff Provident Fund. Fares and removal expenses: for an appointee recruited outside New Caledonia airfares by most direct and/or economic route for the appointee and dependent family members and reasonable removal expenses by sea of personal and household effects will be met by the Commission on appointment and termination.

Applications should be addressed to the Secretary-General, South Pacific Commission, PO Box D5, Noumea Cedex, New Caledonia, to arrive by July 1991. To avoid delay, applicants should give full personal details, qualifications, experience and relevant previous appointments, present position and salary, and the names and addresses of three referees, together with an indication as to how soon they would be available.

N.N.—9139070

Position: Finance Manager

Location: Noumea, New Caledonia

Tenure: Three years

Benefits: Approx. salary Range: \$A5120-6350 per month, tax free for non-Noumea residents, and other allowances as appropriate

Main Duties: Overall financial management of the SPC, including budgeting, financial planning and policy advice.

For further details about the position and applications, please write to The Secretary-General, South Pacific Commission, PO Box D5, Noumea Cedex, New Caledonia, Ph. 687-262000, Fax 687-263818. Applications close on 19 July 1991.

N.N.—9139071

SOUTH PACIFIC FORUM

SOUTH PACIFIC FORUM

Applications are invited for the following positions with the South Pacific Forum Fisheries Agency (FFA):

1. Computer Services Manager;
2. Finance/Administration Officer;
3. Manager, Multilateral Fisheries Treaty;
4. Senior Analyst Programmer; and
5. Fisheries Development Officer.

All the positions should become vacant in 1992, the first three in January, the fourth in April and the fifth in July.

The Agency was established to encourage regional co-operation in fisheries development and management among independent South Pacific States. It is based in Honiara, Solomon Islands and has a small professional staff with economic, legal, computer and technical fisheries expertise and serves the 16 South Pacific member nations.

Computer Services Manager

Applicants should have appropriate academic/technical qualifications and experience in developing and managing statistical data acquisition and processing systems. As tuna constitutes the major marine resources of the region, fisheries (particularly tuna) resources/industry related experience would be an advantage.

The Manager, who is responsible for the effective use of FFA's computer and communication facilities is expected to advise member countries on optimum computer systems to satisfy the needs of their fisheries sectors.

Finance Administration Officer

Applicants should have appropriate academic/technical qualifications in business administration or have formal qualifications in accountancy. Several years of experience in government or international agency service is desirable but relevant private industry experience will qualify.

Duties entail assisting management with administrative work concerned with staff conditions of work and service, supervision of administrative work staff, management of Agency accounts including financial commitments and budgetary organisation, and all other general administrative work involved in the day to day running of the agency.

Applicants should have sound working knowledge of computers including experience with a computerised accounting package.

Manager, Multilateral Fisheries Treaty

The Manager is responsible for the administration of the Multilateral Fisheries Treaty with the United States

Government which provides for the regulation of US tuna fishing vessels in the South Pacific.

The position carries a high degree of responsibility as the Manager will be extensively involved in contact with various agencies in FAA Member Governments (including fisheries, legal, surveillance and finance agencies) with the US Government and with fishing operators.

The appointee should have a sound administrative experience and an understanding of South Pacific fisheries development. Experience in the regulation of foreign fishing vessels would be an advantage.

Senior Analyst Programmer

Applicants should have appropriate academic/technical qualifications and experience in developing and managing statistical data acquisition and processing systems. The SAP assists the Computer Services Manager in the design, development and maintenance of fisheries-oriented ADP systems and equipment. Experience with UNIX and Oracle computer systems would also be an advantage.

Fisheries Development Officer

Applicants should have extensive and sound background in fisheries with detailed knowledge of South Pacific tuna fisheries. Post graduate qualifications in a fisheries related discipline is an advantage. Experience in the establishment and development of fisheries in developing countries also is an advantage.

Essential Requirements for all positions

Applicants should have:

- an ability to work as part of a small inter-disciplinary team and to supervise consultants;
- an ability to work without detailed direction, and to meet project deadlines under difficult circumstances;
- personal qualities of leadership, initiative, resourcefulness and sensitivity;
- administrative abilities to manage staff and to supervise short term consultancies;
- administrative ability to manage staff and to supervise consultants.

Full details including duty statements, terms and conditions of employment and qualifications required for each position are available on request.

The appointees will be based in Honiara but may be required to travel widely especially in the South Pacific region. A tax free salary at a regional level applies with transportation, housing, child and education allowances, recreation and superannuation provisions.

Applicants should detail education and employment background with particulars of three referees with whom the applicant has been associated in a professional capacity and should address all applications which close on Wednesday, 31 July 1991 and enquiries to:

The Director, Forum Fisheries Agency, PO Box 629, Honiara, Solomon Islands.

N.N.—9139072

World Intellectual Property Organisation

Senior Program Officer (Grade P.5), Development Cooperation and External Relations Bureau for Asia and the Pacific, Geneva, (vacancy notice P919), commencing salary US\$39952. Closing date for applications, 2 August 1991.

Assistant Examination Procedures Officer (Grade P.2), PCT Examination Section, PCT Administration Division, Geneva (vacancy notice P913), commencing salary US\$27814. Closing date for applications, 19 July 1991.

National Commission for UNESCO

Programme Specialist (Grade P.4), Division of Development Studies, Paris, (vacancy notice SHS-204), commencing salary US\$37101. Closing date for applications, 16 August, 1991.

Revisor (Grade P.4), Spanish Translation Section, Translation and Records Division, Bureau for Programme Support, Paris, (vacancy notice, BPS-083), commencing salary US\$37101. Closing date for applications, 16 August, 1991.

Programme Specialist (Grade P.4), Division of Development Studies, Paris, (vacancy notice SHS-204), commencing salary US\$37101. Closing date for applications, 16 August 1991.

Purchaser (Grade P.3), Purchase Unit (Purchase, Customs and Stores Section), General Services Division, Bureau for Programme Support, Paris, (vacancy notice BPS-482), commencing salary US\$31325. Closing date for applications, 25 July 1991.

Assistant Programme Specialist (Grade P.1/P.2), Free Flow of Information and Communication Research Section, Division of Communication, Information and Informatics Sector, Paris, (vacancy notice, CII-113), commencing salary US\$20776-US\$26101. Closing dates for applications, 17 July 1991.

Further details can be obtained from Ms Julie Englund on Ext. 3385

Note: The minimum qualifications for these positions is usually a university degree with eight years experience. A higher level degree may be substituted for two years experience.

N.N.—9139073

Australian Postal Corporation

General information

Applications are invited from men and women for appointment to the following vacancies.

Conditions of service are similar to those of the Australian Public Service. Appointees will be required to join the Australia Postal Superannuation Scheme. Further information concerning conditions applicable to particular positions can be obtained from offices of the Corporation.

QUALIFICATIONS

Qualification prescriptions notified are abbreviated and full information on recruitment or examination conditions and qualifications requirements may be obtained from Post Offices or the Personnel/Human Resources area of the Corporation in each capital city.

SECURITY ASSESSMENT

The duties of some positions and the work performed in some areas of Australia Post involve staff in having access to matter that is classified in the interests of national security.

Before staff can be employed in such positions and areas, Australia Post is required to determine suitability for access having regard to all relevant information, including any assessment provided by the Australian Security Intelligence Organisation. An adverse or qualified assessment is subject to appeal.

To facilitate inquiries in this regard applicants will be required to complete Form P266, Personal Particular Form. Applicants short listed for some positions may be required to complete a Security Questionnaire. An applicant who declines to comply with a request to complete this questionnaire will be regarded as having withdrawn from the field of applicants for such a position.

APPLICATIONS

Applications should have a Form P302 which is obtainable from Post Offices or the Personnel/Human Resources area of the Corporation in each capital city.

Applicants who wish to be considered for two or more positions should submit a separate application for each unless they are of similar classification and in the same Section.

Applications for vacancies marked * close on the 21st day after the notification of the vacancy in the *Gazette*. For all other vacancies, including those marked ** applications close on the 14th day after notification. Applications should be addressed in accordance with the following code index:

- AP1 Manager, Administrative Support Services, GPO Box 1777Q, Melbourne Vic. 3001, tel. (03) 204 7153
- AP2 General Manager, Australia Post, GPO Box 7001, Sydney, NSW 2001, tel. (02) 230 7743
- AP3 General Manager, Australia Post, GPO Box 2020S, Melbourne Vic. 3001, tel. (03) 609 4583
- AP4 General Manager, Australia Post, GPO Box 6000, Brisbane Qld 4001, tel. (07) 224 1351
- AP4A Regional Manager, North Queensland Region, PO Box 7001, Townsville Qld 4810, tel. (077) 72 8741
- AP5 General Manager, Australia Post, GPO Box 4000, Adelaide SA 5001, tel. (08) 216 2365
- AP5A Manager, Human Resources Branch, Retail and Delivery Region, GPO Box 4000, Adelaide SA 5001
- AP5B Manager, Human Resources Branch, Mail and Network Region, GPO Box 4222, Adelaide SA 5001
- AP6 General Manager, Australia Post, GPO Box 9000, Perth WA 6001, tel. (09) 326 5370
- AP7 Executive Manager, Australia Post Express Courier, GPO Box 6019 Sydney NSW 2001, tel. (002) 20 7265

Initial notification by lettergram will be accepted. Applications will be acknowledged.

Duty statements may be obtained from the relevant Headquarters or State Administration by telephoning the appropriate number shown above.

NEW SOUTH WALES**Finance and Accounting Department**

*Administrative Officer Level 6 \$41196-42627, Financial and Management Accounting Branch, Business Planning Section (No. 300239)

Responsibilities: Provide expert advice on the application of modern management theory and practice to the analysis and resolution of business challenges facing

Australia Post. Analyse the financial and strategic performance of Australia Post's businesses in NSW. Provide advice and input into strategy formulation. Participate in the facilitation of planning processes in the State. Advise on appropriate forms of management reporting and organisational communication. Undertake complex/commercially sensitive project work, as required.

Qualifications: Tertiary qualifications in commercially oriented studies (e.g., accounting, business administration, economics, finance, marketing) and well-developed research, consulting and communication skills are highly desirable. Experience in the development of pc-based problem solving/analytical applications is desirable—Apply: AP2/6—Selection Criteria (02) 230 7047

N.N.—9139074

**Defence Force
Appointments, etc.***Naval Defence Act 1910***COMMISSIONS**

In pursuance of section 8 (1) of the *Naval Defence Act 1910*, Commissions are issued to the officers nominated in the schedules attached.

Minister of State for Defence

SCHEDULE A

Name	Date of appointment
Michael Valentine Aichholzer	17.9.89
Robert William Anderson	19.1.87
Roslyn Gaye Astfalck	18.8.89
Richard Leslie Barnett	17.9.89
Timothy Joseph Barr	17.1.86
Robin Elizabeth Barrett	18.8.89
Robert Cole Basford	15.1.90
Debra Maree Battisson	16.1.87
Peter Allen Beaumont	16.1.87
Matthew Robert Barclay Blenkin	17.7.87
Steven John Bliss	7.1.90
Lorae Blundin	16.1.87
Gary John Booth	7.1.90
Robyn Gaye Boyd	5.1.88
Anne Catherine Boyle	16.1.87
Graeme Ralph Branford	7.1.90
Mark Antony Lewis Brazier	28.7.89
Christopher Andrew Broughton	19.1.87
Timothy Alan Brown	5.2.88
Catherine Sarah Bryant	16.1.87
Robert Patrick Bryson	5.8.88
Joanne Rhonda Buchanan	21.8.87
Adrian Lindsay Bugg	26.2.88
Scott Gordon Burne	23.1.87
Geoffrey Kenneth Burney	16.1.87
Timothy Scott Byles	26.2.88
Benjamin David Cannon	16.1.87
Carl Loder Capper	8.1.90
Michael Antony Carew	17.9.89
Judith Lea Carter	26.2.88
Julie Miriam Catley	17.7.87
Catherine Sarah Chalmers	17.1.86
Nicholas Clive Chapman	26.2.88
Jeffrey Richard Collinson	7.1.90
Linley Sharon Cornish	17.7.87
Scott Craig	16.1.87
John William Crebbin	21.8.87
Alberto Carmine Crescitelli	16.1.87
James Andrew Crouch	16.1.87

Name	Date of appointment
John Campbell	17.9.88
Russell Lisa Maria Cunningham	22.5.89
Mark Leonard Dally	21.8.87
Paul David De Silva	16.1.87
Robert Ann Dean	16.1.87
Peter John De Wit	16.1.87
Ross Challenor Dixon	26.10.84
Andrew John Dobson	11.8.87
Hans Christian Ernst Donahue	16.1.87
Stephen Guy Dryden	16.1.87
Tanya Marie Egan	21.8.87
Paul James Egan	29.1.87
Albert Frank	19.1.87
Karen Ann Ellis	21.8.87
Stephen John English	17.9.88
Glen Andrew Evans	19.1.87
Garth William Finney Fooker	7.1.88
Benjamin Thomas Fitzgerald	22.8.88

Name	Date of appointment
Peter James Fagan	16.1.87
John Peter Fells	20.1.88
Andrew Brian Fraser	16.1.87
Justin Fuller	16.1.87
James Gilmour	29.1.88
Anthony Charles Harwood	10.10.86
Margaret Ann Watt	22.10.88

SCHEDULE B

Name	Date of appointment
David Harold Fraser Campbell	7.9.84
Bernard Clifford Cunningham	21.12.84
Stephen Robert Doung	14.1.89
Clifford Anthony Le Fournier	5.1.89

N.34—9138875