

DEEDS REQUISITIONS

Typing - Despatch - and Recording

To facilitate the tracing of applications when it becomes necessary, it is proposed to record all requisitions raised and to prepare a record of all matters which are delayed when the requisitions are being typed and despatched. From this date onwards each bundle of applications sent to the typing pool will be given consecutive numbers which will show on a top sheet, which sheet will be required to be dated and initialled by -

- (a) the enquiry clerk when he refers them;
- (b) the typist when she types them;
- (c) the person who checks them; and finally by
- (d) the officer who despatches the typed requisitions.

The bundles are to be dealt with strictly in numerical order as regards those from the 6th floor, and strictly in numerical order as regards those from the Postal Section. The top sheets when completed are to be filed by the enquiry clerk in numerical order and held for a period of six months.

If a delay occurs at any point, the following action is to be taken:-

- (1) The number of each application in the bundle is to be set out on the back of the top sheet in numerical order.
- (2) An explanation of the delay is to be referred direct to the Deputy Commissioner (Deeds) so that remedial action can be considered.

The enquiry clerk is to record in his hold-up book the requisition raised and the number of the bundle in which the requisition is sent for typing and also the date on which the held-up matter was finally passed by the checking officer. The checking officer in future will separate completed hold-up matters from the original ones and have them collected and marked off by the enquiry clerk before being placed in the lift in transit to the Stamping Room.

Positions of all officers in the Deeds Branch will in future be known by code and such code, together with the telephone number 517, is to show on each requisition when typed and the code is to be used in the hold-up book.

Matters once marked off to a position will remain with that position irrespective of the officer occupying it, except in those cases where the matter is re-allocated to another position.

Attached is a code list of the various positions.

H.K. LIPSCOMB
Commissioner of Stamp Duties

15th October, 1965.

DISTRIBUTION.

Commissioner,
Assistant Commissioner,
Deputy Commissioners, Sydney
Deputy Commissioner, Newcastle.

DEEDS BRANCH - All Staff

<u>CODE</u>	<u>POSITION</u>	<u>BRANCH</u>	<u>OFFICER PRESENTLY HOLDING POSITION</u>
N1	Section Leader	Enquiry	P.O'Rourke
N2	1st Assessor	Enquiry	J. Struck
N3	2nd Assessor	Enquiry	L. Trevithick
N4	2nd Assessor	Enquiry	D. Kitchcock
N5	3rd Assessor	Enquiry	G. Watson
N6	3rd Assessor	Enquiry	J. Morrison
N7	3rd Assessor	Enquiry	R. Williamson
N8	Cadet Assessor	Enquiry	C. Newey
N9	Attendant Grade 1	Enquiry	P. Jones
N10	Attendant Grade 11	Enquiry	R. Kitchener
N11	Attendant Grade 111	Enquiry	G. Scott
N12	Attendant Grade 111	Enquiry	A. Doerrmann
P1	Section Leader	Postal	J. Smith
P2	1st Assessor	Postal	D. Rose
P3	2nd Assessor	Postal	S. Herft
P4	2nd Assessor	Postal	J. Robinson
P5	3rd Assessor	Postal	J. Vincent
P6	3rd Assessor	Postal	K. Ramshaw
P7	Acting 3rd Assessor	Postal	P. Webster
P8	Clerk	Postal	J. Dowe
P9	Office Assistant	Postal	Miss R. Ward
Q1	Section Leader	General Deeds "A"	W. Pilton
Q2	1st Assessor	General Deeds "A"	K. Nonnenmacher
Q3	2nd Assessor	General Deeds "A"	C. Froud
Q4	3rd Assessor	General Deeds "A"	M. Oscroft
Q5	3rd Assessor	General Deeds "A"	K. Parsons
Q6	Acting 3rd Assessor	General Deeds "A"	N. Sargeant
Q7	Acting 3rd Assessor	General Deeds "A"	R. Robey
Q8	Cadet Assessor	General Deeds "A"	C. Hodge
Q9	Clerk	General Deeds "A"	D. Greig
R1	Section Leader	General Deeds "B"	F. Tanswell
R2	Acting 1st Assessor	General Deeds "B"	L. Thompson
R3	2nd Assessor	General Deeds "B"	J. Agius
R4	3rd Assessor	General Deeds "B"	J. Blake
R5	3rd Assessor	General Deeds "B"	J. Calderon
R6	3rd Assessor	General Deeds "B"	B. Murtagh
R7	Acting 3rd Assessor	General Deeds "B"	T. Porter
R8	Cadet Assessor	General Deeds "B"	K. Love

1965
Deeds
Branch

S1	Section Leader	Special
S2	1st Assessor	Special
S3	2nd Assessor	Special
S4	2nd Assessor	Special
S5	3rd Assessor	Special
S6	Clerk	Special

R. Roberts

F. Simonsen

R. Gordon

~~B. Buchanan~~

~~F. Gorry~~

P. Anderson

T1	Officer-in-Charge	Typing
T2	Typist	Typing

Miss F. Kennedy

Miss K. Hughes

U1	Acting Supervisor	Urgent
U2	1st Assessor	Urgent
U3	1st Assessor	Urgent
U4	2nd Assessor	Urgent
U5	Acting 2nd Assessor	Urgent
U6	3rd Assessor	Urgent
U7	Acting 3rd Assessor	Urgent
U8	Acting 3rd Assessor	Urgent

M. Fox

S. Nurcombe

C. Wasson

T. Enman

J. Falconer

R. Muddle

P. Eades

P. Flood