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Charge of Mechanical Engineering be recommended to the Education Department for appointment to the position of Assistant in Charge of Electrical Engineering, class B, Salary £640.- £700.

(Mrs Kipson & John)

Authority to sign cheques etc.

It was resolved that Mr. G. Boardman be authorised to sign cheques, bills and other negotiable instruments pro Treasurer and that Mr. R. W. Richards be authorised to sign pro Registrar. (Mrs Hawry & Jones)

Long Range Plan.

The President reported that he and Mr. A. Farr had recently interviewed the Minister and had requested him to grant authority for the Public Works Department to prepare plans and specifications for the work under the long-range plan. The Minister had given them a sympathetic hearing and stated that he would discuss the matter with the Chief Inspector and would write the President regarding their application.

Classes of instruction in the operation of office machines.

Mr. Kipson reported that the local firms with comptometers, calculating machines and bookkeeping machines were experiencing great difficulty in obtaining trained operators, particularly for comptometers and calculating

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machines, and asked what were the prospects of the school undertaking such training.

The Registrar stated that about twelve months ago he had made enquiries regarding the training necessary and the cost and availability of machines. He had been informed that in general office machines were in very short supply and were very expensive, machines like comptometers and bookkeeping machines costing hundreds of pounds. With the exception of comptometers and calculating machines the use of other office machines could readily be learnt in an office where these machines were installed. As regards comptometers there was a special training course conducted in Melbourne by the agents and he had been informed that this course extended up to 18 months before an operator was deemed fully trained. It had been pointed out to him at the time that the local demand for trained operators would be very limited and an expert would have to be obtained to act as an instructor. It was resolved that the matter be left in the hands of the Principal to report at the next meeting of the Council. (Mrs Kipson & Hawry)

Diploma of Civil Engineering

It was resolved that the Diploma of Civil Engineering be awarded to.