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DONALD FRANK BURNARD  
PROFESSIONAL PAPERS

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PRG 1724  
Series List

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Donald Frank Burnard was born at Long Plains, SA, and educated at Long Plains Primary School, Prince Alfred College and the University of Adelaide. In 1929 he entered the PMG Department as a Cadet Engineer. In 1935 he graduated with a B.E. degree at Adelaide University, plus a Football Blue, appointed Engineer in Central Office, Melbourne, in 1936. With more interest in field work he moved to Ararat Country Division, then in 1947 returned to Adelaide. For nine years he was Project Engineer for the Long Range Weapons Project (Woomera); also State Training Engineer (Professional and Technical). He occupied various Supervising and Superintending Engineer positions prior to appointment as Assistant Director Engineering in 1973. He was a member of the Institute of Engineers Australia from 1934. He was for some years a committee member of the Professional Officers' Association (POA) and founded the Engineers' Group in SA. In December 1975 Telecom took over the functions of the PMG. He retired as Chief Engineer SA Telecom in 1976.

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- Presentation volume given to D.F. Burnard on his retirement 1  
1976. 4 cm (1 volume, 18 photographs). OUTSIZE 1.  
See page 4 for detailed listing.
- Papers relating to working as a cadet engineer and new graduate 2  
1926-1937. 14 cm. Items 13-14 OUTSIZE 6.  
Covers education and training to 1936, and as a Cadet Engineer with  
The PMG's Department 1929-1936, Adelaide 1936.  
See page 5 for detailed listing.
- Papers relating to work as an engineer in Melbourne and Ararat 3  
1936-1947. 21 cm. PART OUTSIZE 6.  
Covers work as Engineer, Country Division, Ararat, Victoria, 1941-1944;  
Acting Divisional Engineer, Ararat, 1944-1947; Acting Divisional Engineer,  
Metro Lines Section, Melbourne, May-July 1947.  
See pages 6-8 for detailed listing.
- Papers relating to his personal professional career 4  
1941-1965. 14 cm.  
Relates to his involvement with the Institution of Engineers Australia, the  
Professional Officers' Association (P.O.A.), and correspondence with the  
Postmaster-General's Department in relation to duties and remuneration.  
See page 8 for detailed listing.

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Papers relating to work as Divisional Engineer in Adelaide 1947-1954. 15 cm. PART OUTSIZE 6. Covers work as Divisional Engineer, Training Section, Adelaide. See page 9 for detailed listing.	<u>5</u>
Papers relating to work as Divisional Engineer at Woomera 1947-1957. 17 cm. PART OUTSIZE 6. Covers work as Divisional Engineer, Long Range Weapons and Woomera Projects. See page 9 for detailed listing.	<u>6</u>
Papers relating to work as Divisional Acting Superintending Engineer, Adelaide 1956-1970. 34 cm. Covers work as Divisional Acting Superintending Engineer in Adelaide, 1956-1970. – see 'Appendix A – Official History' for details, including Acting Assistant Director Engineer (Engineering) 1967-1968 (14 months). See pages 10-12 for detailed listing.	<u>7</u>
Papers relating to final years to retirement 1969-1976. 39 cm. See pages 13-14 for detailed listing.	<u>8</u>
Papers relating to continuing education, as a leader/lecturer 1953-1971. 8 cm. See page 14 for detailed listing.	<u>9</u>
Papers relating to continuing education, as a participant 1960-1973. 30 cm. See page 15 for detailed listing.	<u>10</u>
Work diaries kept by D.F. Burnard 1960-1973 [incomplete sequence]. 33.5 cm (18 volumes) Volumes 1-5: 'Invicta Australian Handy' diaries, 1943-1947. 8 cm. Volumes 6-11: 'Collin's Australian' diaries, 1953-1961. 8.5 cm. (No volumes for 1957-1959.) Volumes 12-14: 'Invicta Australian Handy' diaries, 1962-1964. 6 cm Volumes 15-18: Various A5 diaries, 1972-1975. 11 cm.	<u>11</u>
Time books kept by D.F. Burnard July 1947 – July 1960, October 1966 – February 1967. 12.5 cm (24 volumes). These are the carbon copies (the original pages having been handed in – see item 24 for example of top page).	<u>12</u>

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Note books kept by D.F. Burnard 1947–1975. 16 cm (16 volumes). A number of note books documenting D.F. Burnard's working life. Some overlap in the time period covered. See page 16 for detailed listing.	<u>13</u>
Miscellaneous papers 1947–1985. 5 cm (5 files). <ol style="list-style-type: none"><li>1. Report and background material on 2-week visit with the British Post Office in 1956. Includes manuscript talk to Engineers Group on his experience. 1 cm</li><li>2. Correspondence with T Pearson (Chief Engineer), and Report on visit to the Department of Posts and Telegraphs, Papua New Guinea, in May 1956.</li><li>3. <i>A Recommended National Telephone Plan for Papua and New Guinea</i>, Engineering and Planning Division, Australian Post Office Headquarters, Melbourne, 1969.</li><li>4. A Christmas message to all Engineering Division staff from D.F. Burnard, 1974. 1 page.</li><li>5. Program for community singing at the Professional Officers' Association 'Arcadia', 21 July 1950.</li><li>6. Copy of poem about the hereafter for engineers given to D.F. Burnard; signature of author undecipherable.</li><li>7. File containing papers relating to Burnard's role on the Roadside Vegetation Committee, 1979-1985. 1 cm.</li></ol>	<u>14</u>
Photographs ca.1950-1975. 1 cm. See pages 17-18 for details of items.	<u>15</u>
Papers with historical interest 1922-1982. 7 cm. See page 19 for detailed listing.	<u>16</u>
Technical material collected by D.F. Burnard 1922-1967. 3 cm (reprints in a springback binder). See pages 20-22 for details.	<u>17</u>
Papers relating to Hawthorn Presbyterian Church 1956-1985. 2.5 cm Don Burnard was the Sunday School Superintendent and an Elder of the Church. See page 22 for details of items.	<u>18</u>

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## Series 1 – Personal professional

Presentation Album. Presented to D.F. Burnard B.E., Chief Engineer, S.A. Telecom Australia, on his retirement after 47 years' service, 1929–1976.

4 cm (1 volume, 35 pages).

1. Portrait of D.F. Burnard at his desk.
2. D.F. Burnard, portraits, 1948 – 1976
3. Inspecting first Athel tree, Woomera H.G.A Sansom/ 20 miles from Range Head, L. Beadell, R.A. Foord, Major Wynn Williams, H.G.A. Sansom, D.F. Burnard
4. Survey on track line to Mt Eba/ Stuck in the sand between Woomera West and Tech Area
5. F.Ashton A/G/ Sen. Tech, E. Reeves Tech, Woomera Repeater Station – 1948
6. Woomera Repeater Station, H.G.A. Sansom, F. Ashton, 1948
7. Working on pole to Range G, New and Old Australians (W. Bowden)/ Cocky Perch used to raise new pole
8. Map: East-West Trunk Route, S.A. Section/ Platform Trucks reconstructing route
9. Unlabelled: tents / Unlabelled: sheds
10. At Yorkey's Crossing, 1963 Ray Lowry, D.F.B., Frank Gubbins, Jack Stranhan, Hal Fitzpatrick / Slavy Cable Truck recovering cable
11. Tension truck / Running out new 'C Wire
12. Platform truck working in wet conditions near Kingoonya / Tensioning tower fitted to 3 Tonne truck
13. Map: Communications System to Moomba / Sturt Desert Pea
14. Unlabelled: Site (? Moomba/ Murnpoewie) / Erecting mast near Murnpoewie
15. Mile Post 190.near Murnpoewie / Hallet Hill
16. "All the comforts of home." Campsite / Looking just South of West towards main camp (3 miles West of Lake Crossing Bore)
17. Unlabelled: Technical Equipment Room / Pipe Wrapping team at 71 ½ miles South of Moomba
18. Map: Adelaide to Berri Coaxial Cable Route
19. Coaxial Cable sign, 1969 – 1970 / Transportables, (? Site)
20. Unlabelled: Group photo, meal (incl. D.F.B) / Unlabelled: Cable Layer
21. Unlabelled: Front end Loader /Unlabelled: Cable layer crossing lake
22. Map: East-West micro-wave radio, telecommunications link / Old Eucla Telegraph Station, relic
23. Unlabelled: towers (?site) / Balladonia
24. Refuge Rock Tower / Broadbent Hill Tower
25. Site 14 , Kalgoorlie, tower / Broadbents Tower
26. Map: Darwin to Mt Isa Radio relay system / "An early start, " campsite
27. Unlabelled: Transportables on truck – tower / Tower and termite mounds
28. Unlabelled: Plotting the road / Tower (?site)
29. Unlabelled: LandRover in scrub / Edge of access track to DK4B
30. Grass fire, Frewena / Katherine Bridge
31. Map: Darwin – Nhulunbuy Tropospheric Scatter System
32. Unlabelled: satellite dishes / Unlabelled: satellite dishes
33. Unlabelled: satellite dishes/satellite dishes
34. Cartoons of D.F.B. X2
35. Cartoons of D.F.B. X3
36. "The end, or is it just the beginning." D.F.B. walks into the sunset

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**Series 2 - 1926–1937. Cadet Engineer and new graduate. Mostly lecture/training notes’.**

1. Folder “Instructions, Circulars and General Notes”, D F Burnard, [1929-1934. Includes List of duties for Cost Clerk, West Terrace Workshops, 18 Feb 1932, and summary and description of duties for D F Burnard, 1932; memos re safety instructions S.E. 34/1031 and A.35/1536; various instructions; attenuation tables. 1 cm.
2. Notebook “Circuits Notes” for D.F. Burnard, Cadet Engineer, 8 Leader Street Wayville, undated. 1 cm
3. Telephony II lecture notes in exercise book. 1 cm.
4. Folder “Carrier Transpositions”, International Standard Electric Corporation, New York, 1926. 1 cm
5. Minutes of First Extra Ordinary Meeting of P.O. Cadet Engineer’s Section, 27 March 1931, held to ‘examine a report from Central Office dealing with training and status of Cadets, and to consider certain proposals embodied therein’. 2 pp ts.
6. Technical Telegraphy Correspondence Course – Grade 1, Victorian Postal Institute Papers 3-6, with DFB’s ‘Answers to Paper 5’ dated 8 July 1931; list of Telegraph Offices Call Letters, undated. 0.5 cm
7. Folder ‘Ventilation and air-conditioning’. Notes and articles 1932-1935. 1 cm.
8. ‘Notes on the Adelaide Network’ 18 October 1937, for Modbury, St Peters, Edwardstown, Glen Osmond, Paradise (t.s.) with pencil notes by DFB for Stirling, Blackwood. 2 pp. With foolscap pad with pencil notes and calculations by DFB, 1 cm. [This may have been what he was working on after graduation and before he transferred to Melbourne in 1936.] 1 cm
9. Spring-back folder labelled D F Burnard, Cadet Engineer. Most of the notes relate to 1935-1936, with his postings to West Terrace Test Room, Repeater Station (to mid-January 1936), Port Augusta (January/February 1936), McLaren Vale trunk lines (February/March 1936), and Unley Exchange (mid-March). See monthly reports. Also includes his application for position at Central Office, Melbourne where he commenced duty on 22 February 1936. Photos transferred to series 15, items 21-35.
10. 1936 Diary ‘Metro lines section’. 1.5 cm.
11. 1937 Field notebook. 0.5 cm.
12. “Oil up, grease up. pump under...” doggerel in 7 verses, refers to lecturers, 1 page in DFB’s writing.
13. ‘General Trunking Scheme of the Adelaide Automatic Network’, Drawing No. GAC.298, 31/7/1930. Blueprint. OUTSIZE 6.
14. Pole Route Map of South Australia, drawn by G.H.K. 6-10-37. OUTSIZE 6.
15. Roneoed notes “Single-sided Rack Equipment of B.P.C. 2000 type: Summary of information available at 31/10/35 – Serial 1”. 15 pages fs

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### Series 3 Victorian years 1936-1947

1. 'Uniselectors'. Reports and draft notes in DFB's hand writing, data and information. Ca 1936-1938. 4 cm. Includes 10 drawings (dyelines, blueprints) in OUTSIZE 6.
  - Drawing 1: Rotary section line switch. Drawing no. C519. 1926
  - Drawing 2: Rotary Line Switch Circuit. Drawing no. C529. 1926.
  - Drawing 3: Rotary Line Switch Circuit. Drawing no. C530. 1926. (2 copies)
  - Drawing 4: Auto exchanges delayed alarm circuit. Drawing no. C1048. 1934.
  - Drawing 5: Secondary finder. Drawing no. C1185. 1937.
  - Drawing 6: BPO standard uniselector – wiper assembly details. Drawing no. CE-136, sheet 1 of 15. 1941.
  - Drawing 7: BPO standard uniselector – wiper assembly details. Drawing no. CE-136, sheet 2 of 15. 1941.
  - Drawing 8: BPO standard uniselector – armature & pawl assemblies and details. Drawing no. CE-136, sheet 3 of 15. 1942.
  - Drawing 9: BPO standard uniselector – test jack & axle assemblies, details, bracket, screw details, etc. Drawing no. CE-136, sheet 4 of 15. 1942.
  - Drawing 10: BPO standard uniselector – frame, coil, detent and spring assemblies. Drawing no. CE-136, sheet 5 of 15. 1942.
  
2. "Subscribers' Telephone Lines". 1937-1939. 1 cm
  - a. Draft Report (typed, undated);
  - b. Test Report No. 571 'Subscribers' Local Line Design Limits: Automatic Exchanges', C.E. 97/R, 9/8/1937
  - c. Test Report No. 572 'Subscribers' Local Line Design Limits: Magneto Exchanges', C.E. 97/R, 18/8/1937
  - d. Test Report No. 823, 'The measurement of Telephone and Transmitter D.C. Resistance'. C.E. 7001/G, C.E. 75/R, 19/9/1938
  - e. Test Report No. 833, 'Operator's Circuit, magneto type...' C.E. 5128/G, C.E. 212/R, 25/10/1938.
  - f. Test Report No. 836, 'An anti-sidetone local battery telephone magneto type', C.E. 288/R, 14/10/1938.
  - g. Test Report No. 888, 'An anti-sidetone local battery telephone for long Auto (or C.B.) lines, 23/1/1939
  - h. Map (incomplete) of southern Victoria from Coleraine to Ballarat showing roads, rail lines and telephone trunk routes, 4 miles to 1 inch, undated.
  
3. 'Strength of Timbers'. Notes on selecting timber suitable for flooring in post offices and exchanges. 1936-1937. 1 cm  
Includes:
  - a. Map of Pole Timber Distribution in New South Wales DRG. No. C.A. 1155/1. Revised 1939.
  - b. Map of Pole Timber Distribution in Queensland. DRG. No. C.A. 1155/3. Revised 1939.
  - c. Map of Pole Timber Distribution in South Australia. DRG. No. C.A. 1155/4. 1940.
  - d. Map of Pole Timber Distribution in Western Australia. DRG. No. C.A. 1155/5. Revised 1939.
  - e. Map of Pole Timber Distribution in Tasmania. DRG. No. C.A. 1155/6.
  - f. Chapman, R. W. 'The Strength of South Australian Timbers'. Bulletin no. 9, Department of Forestry, University of Adelaide, Adelaide 1922.

4. 'Power Plant for Rockhampton'. Request and Advice, 1938-1940. 0.5 cm.
5. 'Dynamotor '. Reports and blueprint drawings 1934-1940; Test Report No. 912, 'P.B.X. Exchange Line Indicators – Faulty Operation' C.E. 1614/G, C.E. 233/R, 31/3/1939. 1 cm. [4 drawings in OUTSIZE 6].  
Drawing 1: Automatic exchanges – ringing alarm circuit inductor type machine. .  
Drawing no. C-12, sheet 1 of 3. 1938.  
Drawing 2: Automatic exchanges – ringing alarm circuit inductor type machine. .  
Drawing no. C-12, sheet 2 of 3. 1938.  
Drawing 3: Automatic exchanges – ringing alarm circuit inductor type machine. .  
Drawing no. C-12, sheet 3 of 3. 1938.  
Drawing 4: PABX line finder equipment ring & tones circuit. Drawing no. C-1296, sheet 2 of 4. 1942.
6. '3000 Type Relays and Parts', Serial 261 Issue 1, 2/10/1939. Drawings 'Relays Winding Data 3000 type', C.E. 159 1-4. 0.5 cm.
7. 'Emergency Power Supply for Telephone Exchanges'. G.38/1170. Tender specifications, 1940. Also Catalogues for Crossley Compressorless Diesel Engines and Ruston Airless Injection Oil Engine (ca 1934). 1 cm.
8. 'City West Trunk Exchange Routing diagrams. Commonwealth of Australia, P.M.G.'s Department Drawings VD-475-B #1-4. 1939-1940. OUTSIZE 6.
9. 'The Introduction of the Standard Telephone Relay'. Notes on Relay Springs with drawings of Strowger Horizontal type. Drawing No. C 1520 (2 sheets) 31/1/1940. 1 cm. OUTSIZE 6.
10. 'Underground Cables'. Paper for an unidentified audience, with other notes and illustrations. Undated, ts and ms. 0.5 cm.
11. 'Rectifiers'. Correspondence with the Engineering Branch, Adelaide and information regarding faulty rectifiers. 1938-1941. 1 cm. [Drawings 1-5 & 8 in OUTSIZE 6].
12. Correspondence regarding photos re 'The Engineering of Telephone Communications'. A reference list and some photos included. Also copies of the engineering supplement to the Siemens Magazine on 'The Melbourne Automatic Trunk Exchange'. Nos 215 & 217. February/March and June/July 1944.
13. General: "Report of Inspection of Adelaide Network" by D F Burnard, Engineer, on 5 and 6 January 1937.
14. Map of Sydney Metropolitan Network Proposed Redesign. NG 1617 (Sheet 2), drawing A.L. 10.12.36. OUTSIZE 6.
15. Ararat 1943-1947, 7.5 x 12.5 x 1.5 mm
16. Field/travel diaries 1943-1946, (7) C of A linen-covered A5 notebooks
17. Wagga Wagga exchange specifications. O/S folder 1 cm

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18. Lecture on "The Engineering of Telephone communications", a 'Talk designed to emphasise just a few of the engineering aspects of the service'. Uses Victorian data, ms, circa 1943. 0.5 cm.
  19. General Requirements for Sites and Buildings for Exchange Purposes (30/6/40). [PMG] C.E. 6051/G. 14 pp roneo. 0.5 cm

#### **Series 4 Personal professional correspondence 1941-1975**

1. File: applications to, and correspondence with the Institution of Engineers Australia, 1941-1947.
2. File: Papers relating to the presentation of a case for increased salary payments for country engineers. 1944.
3. File: Professional Officers' Association correspondence, 1944-1947.
4. File: Papers relating to 'sectional seniority', 1946.
5. File: Departmental correspondence to 1956. 1929-1960.
6. File: personal official correspondence, applications. From 1956-1975.
7. File: Cartoons from his PMG colleagues featuring Don Burnard. Ca.1976.
8. File: Copies of the *Professional Officers' Association Chronicle*, March 1958 – December 1959. 1 cm.

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### Series 5 – Training 1947-1953

1. Motor drivers safety training 1948 - 1953
2. Lectures given by DFB on organisation and management circa 1950 - 1953
3. Training for engineers (general) 1953-1954
4. Various training material notes n.d.
5. Technician supervision 1965-1967 2cm
6. Technicians in Training Magazine Vol 1 No. 1 Sep 1948 – Vol. 2 No. 5 Oct 1954 (Incomplete)
7. Technical Training Sport Carnival Program 1949 – 1954, 1967. Incomplete
8. Linesman's Training School, 1953.
  1. Stradbroke Park, 1.2.1953, 22 photos of premises and 3 of official occasions. [Photos 1-25]
  2. Tree-planting at Rostrevor Linesman's Training School, 29.4. 1953. List of trees. 10 photos of those involved in planting. Perhaps members of the Moule family on whose property it is likely that the School was located. See Campbelltown history. [Photos 26-37.]
9. Notes, background papers and minutes, concerning training for personnel in the Engineering Branch. 5 October 1953. 1 cm
10. Programme for Prize Giving and Graduation Ceremony of the Technicians' School, 31 March 1967 with notes for Address by DFB. DFB also presented the prizes. MISSING AT TIME OF PROCESSING.

### Series 6 – Woomera 1947-1957 and East-West Line 1963-1966

1. Woomera 1947-1948
2. Woomera Project Papers: Reconnaissance Report 1949–1953. [3 drawings in OUTSIZE 6].
3. Administrative Papers re setting up of the Woomera Project Division; relationship with Department of Supply; responsibilities. 1950 – 1954 1.5 cm
4. Woomera Telecommunication lines, 1948-1949
5. East-West Reconstruction (13 Photos included entitled Figure 1-15, missing 1, 7). 1955-1957. Also drawing (2 copies) OUTSIZE 6.
6. East-West Project 1963-1965, Folder 1 [PART OUTSIZE 6]
7. East–West Project 1963-1965, Folder 2 [3 drawings in OUTSIZE 6]
8. East–West Project 1966 [1 drawing in OUTSIZE 6]
9. Completion and site map of Line and sites of working party camps, Woomera / Pimba to the West Australian border. [See also correspondence in Personal Professional file].

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**Series 7 : Adelaide. Divisional Engineer/Superintending Engineer, Engineering Division (see DFB, Departmental History) 1944-1971.**

1. "Reclassification of Postal Engineers", 1948-1949 in PMG Department, South Australia. 1 cm  
Reporting on changes to the classification of engineers in the PMG Department with commensurate salaries. DFB's claim was perhaps an example of the changing structure of the Department post-war, as his position in Adelaide was created in April 1948, and no similar position existed prior to this date. Includes notes of meetings of departmental engineers and various proposals, charts and job descriptions; *Rules of the Institution of Engineers, Australia, Adelaide Division, 1947.*
2. Reclassification of Engineers, 1944, 1968. 1 cm
3. Reorganisation 1951-1956. 0.5 cm  
Charts, handwritten memos by DFB and others, including notes discussing the "necessity for change" (DFB), chronology of the reclassification process 1949-1951, 1952-1955. 2 cm
4. Restructuring the Engineering Division, PMG SA, 1952-1955. 2 cm.  
Refining of the departmental structure, responsibilities and functions.
5. Reorganisation of SA Engineering Branch, PMG, circa 1952-1954. 2 cm.  
Duty statements, departmental papers on loading and composition of divisional groups.
6. Organisation of Engineering division, PMG SA, 1964-1966. 1 cm  
The changing pattern of the communication network in the State's country areas. The significant changes considered: the change from manual to automatic working using cross-bar equipment, and introducing Subscriber Trunk Dialling (S.T.D.). Letter from DFB (Superintending Engineer - Country) of 5 April 1965 regarding the significance of network development in country areas with the conversion of manual areas to automatic working, progress of long distance dialling facilities and extended use of radio bearers for broadband telephony. Changes also being implemented in the metropolitan areas.
7. Correspondence with Vernon White, 1967 regarding White's study on the development of fundamental principles for engineering organisation growth in State Plant Branches. 1 cm
8. Country Branch Matters, 1958-67. 1 cm  
Includes Policy Statement of 25.12.1965 on the provision of Engineers in the engineering divisions of the PMG (C Griffiths, First Assistant-Director-General, Engineering Works) and notes discussing its implications for the Country Branch; notes re staffing challenges; reorganisation of the Radio Section, Northern Territory Development, and cooperation between Divisions. Also D F Burnard, "Roughly the Method of Installing", undated MS.
9. Proposed reorganisation of Country Branch, Engineering Division, PMG SA, 1969. 0.5 cm. [Photocopied material fading].
10. Northern Territory reports 1957, 1966. 0.5 cm.  
Notes on Oodnadatta to Alice Springs project, D. F. Burnard, 5 August 1957  
Report of Darwin Visit by F.S.W. Gubbins, 1966.
11. Research and Report of the Staff Reporting Sub-Committee for the P.M.G. Engineer's Group, Adelaide, SA. 1961. 1 cm

12. "Education of an Engineer", collected papers 1942-1952. {DFB responsible for Training}
13. Induction training for Engineers Grade 1, 1961. 0.5 cm.
14. "Recruitment of Cadet Engineers" (ca 1965); Talks to Engineers 1962, 1966-72. 0.5 cm
15. Notes on "Supervisory Training", 1969. 0.5 cm
16. Development in Telephone Systems and Equipment, 1940-1961. 2 cm.  
Includes articles by K D Vawser on Electronic Digital Computer Programming and Punched Card Data Processing (1961); A.R. Gourlay "PABX", a paper on the its history and practice in Australia, presented to cadet engineers in Melbourne, 1940.
17. PMG SA, Engineering Division Country Branch 1958, 1967, "River Area". 0.5 cm  
Information on proposed trunk line deviation at Blanchetown with notes on sag in and tension in distribution wire by K Vawser (1958); Information for inspection of Long Line and Telegraph activities in Murray Bridge Division, for D F Burnard, 14-17 February 1967.
18. Functions and duties of a Line Foreman, 1953-54, with reference to Woomera. 0.5 cm
19. Promotions Appeal Board – discussion of its functions and process, 1963-67. 0.5 cm
20. "Engineering Activities in the Northern Territory". Report to the Divisional Engineer, Darwin of visits to camping parties on the recently commenced reconstruction of the main trunk route by D F Burnard and F S W Gubbins, 29 April to 7 May 1965. Includes maps of major trunk routes, Alice Springs to Darwin. In black CofA springback folder, 2 cm
21. Minutes of a joint conference between representatives of the Postmaster-General's Department and the Electric Supply Association of Australia, November 1965, and copy of the Agreement between them for the Joint Use of Poles. 1965. 0.5 cm
22. Miscellaneous correspondence and reports 1961-1969. 1 cm
23. Reorganisation of the Engineering Divisions and its ramifications for salaries and promotion for engineering staff. 1961-1962. 1.5 cm  
Includes correspondence, DFB's draft notes and relevant Public Service Board Bulletins.
24. Duty Statements, Engineering Branch Divisional and Supervising engineers. Undated [circa 1953-54]. 0.5 cm
25. Staff Responsibilities, Radio and Television. 1964. 0.5 cm
26. Staff Seniority Lists – Engineering, PMG. 1.5 cm. [1944?] -1972. 1 Cm.
27. Functions of a Divisional Engineer, 1946-1947. 0.5 cm.  
Compiled just prior to transfer to Adelaide in July 1947.
28. "Reduction of the Number of Deferred Applicants", Memo 11/3/3 of 13/8/58, D F Burnard, Divisional Engineer, District Works No.2 to Supervising Engineers, External Plant, when the backlog of connections was increasing due to cable congestion. Includes chart of equipment available 30.9.58 and Minutes of a Conference re Funds Allocation 19-20 August 1958. Correspondence and related papers re 'Divisional Planning re 'Clearing backlog in applications for telephone communication'. 1958. 0.5 cm
29. Proposed Introduction of Sub-Professional Grades to the Commonwealth Public Service, 1956-60. 0.5 cm

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30. Professional Officers' Association. Annual Report 21.8.1950; The Professional Officers' Association of the Commonwealth Public Service (POA) Information Booklet (1958); correspondence, minutes and statements regarding conditions, industrial action and award re engineers in the Public Service, 1969-1970; Rules and Constitution 1939, 1952.
  31. Commonwealth Public Service, *Report by Engineer Review Team*, December 1970. Copy No. 34, issued to Assistant Director (Engineering) SA.
  32. Correspondence re removal of Gawler-Willaston trunk line, 1963. 0.5 cm
  33. DFB's rough notepads, March 1964, Dec 1965-January 1966. 0.5 cm
  34. Miscellaneous items including 'switching systems', 1965.
  35. K Vawser, "Cross Bar Principles", Training Division notes, P.M.G. SA, September 1959, with additional notes by DFB
  36. 'Figure 6- coaxial Frequency Chart'. For Adelaide to Berri Coaxial Cable Route, 1969 (see 1/18-19) OUTSIZE 6.
  37. *Climatological survey / Fleurieu Region, South Australia : Region No. 4 of the Regional Planning Committee* comprising duplicated typescript report and maps. Ca.1954. 1.5 cm . OUTSIZE 7.

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## Series 8 – Final years 1970-1976

1. Programme Planning Conference 1969. Folder of papers with comments. Contains Numbered papers 1-22 (no 16) (Listed) plus additional papers. Mixture of format, many printed on the 'heat-copy' paper. 1 cm
2. Central Board of Management, papers for meeting 11 May 1970. Special reference to a paper entitled "The problems of Housing Departmental Staff in Remote Areas" with introduction by DFB. 1 cm
3. Orientation Course for Engineers, BP House, 17-21 April 1972. Notes for opening address given by DFB. General course information. 0.5 cm
4. Report on "Executive Development and Training" by DFB, A/g Assistant Director (Engineering) 14 June 1972. With notes. 0.5 cm.
5. Papers related to a seminar held 4 June 1974 on "Management Issues". 0.5 cm
6. Correspondence with Professor A J Wearing, Melbourne University regarding the application of computer systems in education. 1972-1973. 0.5 cm
7. Farewell for A. H. Kaye, State Manager, 23 August 1975. 0.5 cm
8. Notes following Cyclone Tracy, Darwin 25/12/1974. December 1974-February 1975. 0.5 cm.
9. Cyclone Tracy, Darwin Staff Lists, December 1974-January 1975. 1 cm
10. Miscellaneous notes 1970-1975. Includes correspondence from F Gubbins from Indonesia; on management issues; was Acting Director during Kaye's sick leave, April 1974. 0.5 cm
11. Finance 1973/74. Budget and annual statements. 1 cm
12. Finance 1974/75. Budget papers. [Much on 'heat-copy' paper and fading.] 1 cm
13. Finance – Buildings, 1974-75. 1 cm
14. Notebooks, 1970-1976. These consist of 25 foolscap notepads used to jot notes, draft reports and keep instant records of meetings and phone conversations. Of particular interest for example, is the period following Cyclone Tracy in Darwin, Christmas Day 1974. 20 cm

Note: Dates are not always clear and there is some overlap between notebooks.

1. October to November 1970
2. 19 November to 31 December 1970
3. October to December 1971
4. Approximately 9-10 February 1972
5. 9 December 1971 to March 1972
6. February to May 1972
7. May to June 1972
8. 28 June to August 1972
9. 24 August 1972 to October 1972
10. October 1972 to January 1973
11. January to March 1973
12. April 1973
13. May to July 1973
14. July to ?September 1973
15. August 1973 to March 1974
16. September to October 1973 [sic]
17. November 1973 to January 1974
18. March to April 1974
19. April to June 1974 (LSL taken here)
20. August to November 1974
21. 27 November 1974 to 12 February 1975 {Cyclone Tracy 25/12/1974}
22. February to April 1975

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23. April to July 1975
  24. July 1975
  25. October to December 1975
  26. December 1975 to April 1976
  27. May 1976
  15. "Disposition of Engineers". Prepared 28/11/1974, [PMG, Engineering Branch, Adelaide] 6 pp.
  16. *Telecom 2000: An Exploration of the Long-Term Development of Telecommunications in Australia.. Telecom Australia.* Telecom 1975.
  17. Postmaster General's Dept., *South Australia and Northern Territory: Engineering Construction Programme 1971-1974.* 3 cm. OUTSIZE 1.
  18. *Progress report – FM broadcasting, Interim National Service – Mount Lofty, Adelaide.* Minute from the Engineering Department. 1975.

### **Series 9 Conferences, Professional Continuing Education as a Leader/lecturer**

1. Training Conference, 5-8 October 1953. Comprises annotated notes on Supervisory and Managerial Training, and two photos of group of 13 participants – lecturers or students?
2. Management Course for Engineers Grade 1, November 1960 and 1961. DFB gave lectures on 'Aims of the Course', 'Material Usage', Reports on the Need for Management Training'; lecture notes and information. 1 cm.
3. Divisional Engineers' Conferences, May and August 1962, conference papers and correspondence. 1 cm
4. Management Course, lecture 30.4.1963 "Elements of Management". 0.5 cm.
5. Country Divisional Engineer's Conference 8-11 June 1964. 2 pp. ts
6. 'Responsibility in Management'. Lecture given by D.F.B. on 30 October 1968, State Management Course, Australian Post Office, South Australia.
7. PMG Engineering Division, Country Branch Conference 14 November 1969. DFB Chairman. To provide opportunity for Country Divisional Engineers to be updated on the current situation and discuss matters of mutual interest. Interesting report. 0.5 cm. Notes, ts.
8. The Departmental Role in Community Planning from the Engineering Point of View. Lecture for Engineers, Professional Officers Association, PMG Group SA, 6 April 1970, 0.5 cm
9. Training Course for Supervising Draftsmen, Engineering Division, Australian Post Office, November 1970
10. Training Course for Clerical Supervisors, Engineering Division, Australian Post Office, January 1971.
11. Meeting of State Assistant Director's (Engineering) on Organisation of Technician Districts, Melbourne 28.9.1975. 1 cm
12. Introductory Course for Engineers Class 1, 1969. Brochure..0.5cm MISSING AT TIME OF PROCESSING.

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### Series 10 Conferences, Professional Continuing Education as a participant

1. Administrative Officers' Course, Warburton Victoria, July 1960. 3.5 cm.  
Comprises course brochure and ring folder with course notes.
2. Administrative Officers' Course, Warburton Victoria, July 1960. 3 cm. Comprises four briefs for syndicates "A-D"
3. Administrative Officers' Course, Warburton Victoria, July 1960. 5 cm. Comprises DFB's notes for summary Session in manila folder. Includes two copies of Report of the course prepared by D F Burnard, one official duplicate, one DFB's original with correspondence and original photo of attendees; Copy of brochure for same course October 1960 and accompanying letter.
4. Management Improvement Course, 24-31 October 1960.  
Ring folder with Discussion Papers prepared by the Engineering Training Division of the Australian Post Office. 3 cm.  
Further roneoed notes on "Chairmanship and Meeting Procedure" attached by DFB but uncertain if they belong to this Course.
5. Seminar on 'The Technologist as Administrator'. SAIT 1961 0.5 cm
6. Royal Institute of Public Administration (South Australian Regional Group), One Day Conference 29 May 1968. Papers by A.M. Ramsay (SA Housing Trust) and R.W. Brack (Australian Consolidated Industries Inc.) on "The Public Service as a Vocation"; four lectures on "The Australian Post Office", given to the RIPA New South Wales Regional Group in July to October 1966.
7. Managing People'. Radio University VL5UV, Department of Adult Education, The University of Adelaide, Adelaide, 1973. 0.5 cm
8. "Law for Engineers". Department of Adult Education, University of Adelaide, May – July 1973. 1 cm
9. Conference of State Assistant Director's (Engineering) on Organisation of Technical Districts, Melbourne, 18.9.1973. 1 cm
10. Industrial Mobilisation Course, restricted lecture notes, held at RAAF Base, Edinburgh, August 1965. 2 cm.
11. Industrial Mobilisation Course, Department of Defence manila folder with information 1965-1969. 1 cm
12. Industrial Mobilisation Course Refresher Course Adelaide, Keswick Barracks, May 1970. Lecture notes in linen-covered folder, 3 cm.
13. *A short course of lectures to engineers*. Engineering Branch, Victoria. 1952. 2 cm.

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### Series 13 Work notebooks

1. C of A hardcover notebook (A5), 1947-1951.
2. Tan linen covered notebook (A5), identified as 'Field notes Woomera E-W Line', 1949-1956.
3. C of A hardcover notebook (A5), 1950-1957. Woomera.
4. C of A hardcover notebook (A5), 1958-1959.
5. Loose pages from small ring binder (A6), with detailed notes made on a trip to the Northern Territory in February 1962.
6. C of A soft cover notebook (A5), documenting the East-West Project, 1963-1964.
7. Soft cover notebook (A6), documenting trip to the Northern Territory, 1965.
8. Soft cover notebook (A6), documenting country South Australia, 1965.
9. Soft cover notebook (A6), 1966-1967.
10. Hardcover ring binder (A6), 1966-1972.
11. Spiral bound notebook, March – August 1967.
12. Spiral bound notebook, August 1967 – February 1968.
13. Spiral bound notebook, February – September 1968.
14. Spiral bound notebook, 1969.
15. Green linen-covered C of A hardcover notebook, 1974-1975.
16. Alphabetical notebook for references to files, articles etc., 1938-ca.1951.
17. C of A stenographer notebook 'D.F. Burnard personal', 1948-1972,
18. Notebook, originally kept by L.H. Bethell [predecessor at Ararat] and used by Burnard from 1948 to 1949.
19. 1973, diary notes recording visit to Broken Hill, Port Augusta and Whyalla, 16-18 October 1973, 4 pages from notebook. MISSING AT TIME OF PROCESSING.

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## Series 15 – Photos

Items with an asterix (\*) have been digitised.

- \*1-11. Chain of Ponds Fire, PABX, 19/3/65
- \*12. Woomera Post Office, ca.1969.
- \*13. Woomera Line Depot, ca1969 – Back View
- 14. Presentation to John Gazzard Engineer PMG, 1972
- 16. Underground cables ca.1940.
- 16. Unidentified Post Office
- 17-20. Booklet containing four photographs from the Director's Committee S.A. & N.T., Final Meeting, 24/6/1975. The photos show men seated around dining tables; all are named.
  - Photo 17. E.K. McCann, F.N. Williams, D.F. Burnard, A.H. Kaye, E.J.Turner, C. Leonard.
  - Photo 18. D.A.J. Eastaughffe, C.R. Martin, T.A. Brown, H.J. Townsend, R.T. Prior, D.G. Beverley.
  - Photo 19. C.D. Samuels, A.H. Truss, J.V. Davey, W.R. Cooper, E.D. Chancellor, R.E. Baldock.
  - Photo 20. W.G. Street, A.G.S Sibly, J.M. Healy, I.D. Raftery, K.H. Wait, E.M. Cooper, F.G. Bear.
- \*21. Example of PMG equipment in use in 1936 'Training School model pole and fittings'.
- \*22. Example of PMG equipment in use in 1936 - P.M.G. underground pipes (see March 1936 Report)
- \*23. Example of PMG equipment in use in 1936 - 'cable fault locating, Megger ', probably McLaren Vale 1936 (see March 1936 Report).
- \*24. Example of PMG equipment in use in 1936 – unidentified machine.
- \*25-29. Storm damage to the trunk [telegraph] line between Bruce and Quorn, January 1936.
- \*30. 5CK tower, Crystal Brook, 6 February 1936
- \*31. McLaren Vale line party, February/March 1936 (see March 1936 Report). Members of the party are Les, Otto, Oscar, Vern, Ern, Bob, Joe.
- \*32. McLaren Vale line party, February/March 1936 (see March 1936 Report). Repairs on pole.
- \*33. McLaren Vale line party, February/March 1936 (see March 1936 Report). Near McLaren Vale with line party – Les, Vern, Oscar, Otto.
- \*34. McLaren Vale line party, February/March 1936 (see March 1936 Report). Tree across Dingabledinga Road (Willunga area).
- \*35. DFB 'young linesman, Hyde Park', coatless, holding shovel, ca 1935.
- 36. Trip to Northern Territory, 1969: Darwin motel.
- 37. Trip to Northern Territory, 1969: palm at Berry Springs.
- 38. Trip to Northern Territory, 1969: Berry Springs road.
- \*39. Trip to Northern Territory, 1969: Batchelor Post Office, 10 August 1969.
- \*40. Trip to Northern Territory, 1969: Adelaide River repeater, 10 August 1969.
- 41-42. Trip to Northern Territory, 1969: views at Elsey, N.T.
- \*43. Trip to Northern Territory, 1969: Line Depot at Elliott, 12 August 1969.
- 44. Trip to Northern Territory, 1969: personnel at the Line Depot at Elliott, 12 August 1969.
- 45. Trip to Northern Territory, 1969: Aboriginal man standing beside a truck at the Line Depot at Elliott, 12 August 1969.

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- 46-48. Trip to Northern Territory, 1969: Powell Creek.
49. Trip to Northern Territory, 1969: Tennant Creek Post Office, 13 August 1969.
- \*50. Trip to Northern Territory, 1969: Tennant Creek, yard of Post Office, 13 August 1969.
- 51-53. Trip to Northern Territory, 1969: views over the township of Tennant Creek.
- 54-55. Trip to Northern Territory, 1969: Leigh Creek.
- \*55. View from BP House, which was situated on the north-west corner of Flinders Street and Gawler Place, Adelaide. [The engineering section of the PMG Department moved into the building on the completion of stage 2 in 1969; address now 30 Flinders Street.] This photo shows the upper levels of two multi-storey buildings – these were taken looking from an upstairs window towards Victoria Square, showing the back of the buildings located at 182 Victoria Square (on right) and the Department of Treasury and Finance building at 190 Victoria Square. ca.1969.
- \*56. View from BP House, which was situated on the north-west corner of Flinders Street and Gawler Place, Adelaide. [The engineering section of the PMG Department moved into the building on the completion of stage 2 in 1969; address now 30 Flinders Street.] This image shows a row of terraced buildings believed to have been in Gawler Place (probably the building currently identified as 'Bunyip Buildings' at 144 Gawler Place), with cars parked in the street out front. ca.1969.
- \*57. D.F. Burnard's desk in his office in BP House, Adelaide, ca.1969.
- \*58-60. Slides of line work, probably on the East West Line. 1962.

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## Series 16 : historical records

1. Minutes, notices, publications, Christmas card from Telecom, 1979, and pamphlet relating to the centenary of the Overland Telegraph Line. 1972. The publications are: *The O.T. Line*, published by the Australian Post Office for the Overland Telegraph Line Centenary 22 August 1972; *The Adelaide Telegraph Operating Room*, talk by J.P. Rowe to the Adelaide Branch of the Institution of Engineers, Australia, 10 July 1922; *The story of the Overland Telegraph Line*, delivered 11 October 1932 by A.R. Cameron to the S.A, Postal Institute; *The Overland Telegraph Line* by Peter Taylor, published by Telecom, 1982.  
1922, 1932, 1972, 1982. 1. 5 cm (9 items).
2. Papers collected by D.F. Burnard as 'Adelaide PMG history'. ca.1972-1975. 1 cm.
3. File: general articles on telecommunications. Includes *Telecommunications Museum inaugural report 1980*: booklet *Coronation telecommunications 1953*; (with letter) produced by Standard telephones and Cables Limited, London; *Centenary Souvenir 1874-1974 : 100 years of service to telecommunications* produced by the Telecommunications Society of Australia, 1974; pamphlet from the Telecommunications Museum in King William Street, Adelaide, ca,1878; and newspaper cuttings, 1953-1980. 1.5 cm.
4. *The telephone in S. Aus. it's development and history*. A lecture by L.A. Griffiths, Superintendent of Telephones given to the Postal Institute Lecture Society, 20 June 1933.
5. *Mail Branch history – ancient and modern*. A lecture by C.S. Cerrans, Assistant Superintendent, Mail Branch given to the Postal Institute Lecture Society [Adelaide], 19 September 1933.
6. *The history of the post Office in South Australia since the foundation of the colony*. A lecture by E.P. Ramsay, given to the Postal Institute Lecture Society, 1934.
7. *The Engineering Branch. Its place in the service*. Lecture by S.W. Cleed, superintending engineer, to the S.A. Postal institute lecture Society, 30 June 1936.
8. *The Post Office – partner in industry*. A Daily telegraph special report, 10 February 1964. OUTSIZE 7.
9. *Facts on telecommunications*. Produced by the Australian Telephone Development Association, ca.1966.
10. *A glance at history – the Australian Post Office*. Produced by the Australian Post Office, 1968,
11. *The Australian Post Office – a brief history 1809-1969*.
12. *Radio pioneer work in South Australia 1895-1924*. Talk by J.F. Ross, Supervising Engineer, Radio Section, Australian Post Office at the 1974 Radio Founders' Dinner. Published in the Proceedings of the Institution of Radio and Electronic Engineers Australia, May 1975.
13. Copy of *The Telecommunication Journal of Australia*, vol. 26, no. 2, 1975. Includes two articles on the history of the industry: *1876-1976: A century of telephony* by S.E. Weal, and *The development of the public telephone in Australia* by J.C. Cockrem.

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**Series 17 :Technical material collected by D.F. Burnard,**

Black springback folder holding articles relating to telephony, 1934-1937.

1. Brown, E.C., "Recent developments in Automatic Switching". Extracts of a Paper read at a meeting of the Postal Electrical Society, Melbourne on 12 March 1934. Paper No. 10.
2. McCay, N. "Program Transmission". Lecture delivered to the Postal Electrical Society of Victoria on 14 August 1933. Reprinted from *the Australian Postal Electricians' Union Journal*, Paper No.6.
3. Hosking, C. L. "Faults in Automatic Exchanges". Lecture delivered to the Postal Electrical Society of Victoria on 12 June 1933. Reprinted from *the Australian Postal Electricians' Union Journal*, Paper No.4.
4. Moore, F. E. "Teleprinters and Their Operation". Reprinted from *Electrical Engineer and Merchandiser*, May 1937. Paper presented before the Postal Electrical Society of Victoria, May 10, 1937.
5. Harris, L.M. "Modern Developments in Design and construction of filters". Paper presented before the Postal Electrical Society of Victoria, October 12, 1936, Paper No. 27. Reprinted from *The Electrical Engineer and Merchandiser*, October 1936, Tait Publishing Co, Melbourne, Sydney.
6. Anquetil, C. "The Voice Frequency Carrier Telegraph System". Paper presented before the Postal Electrical Society of Victoria, September 14, 1936, Paper No. 26. Reprinted from *The Electrical Engineer and Merchandiser*, September 1936, Tait Publishing Co, Melbourne, Sydney.
7. Brown, W.J. "Considerations in the Design of a High-fidelity Radio Gramophone". The Institution of Electrical Engineers, Paper first received 11 December 1934, revised 18 February 1936. Proof Copy, 19 pp.
8. Kirke, H. L. and Howe, A. B. "The Acoustical Design of Broadcasting Studios". The Institution of Electrical Engineers, 4 November 1935. Proof Copy, 20 pp.
9. Whipple, G. A. "A Cathode-Ray Oscillograph with High-speed Drum Camera Rotating in Vacuo". The Institution of Electrical Engineers, paper received 23 July 1935. Proof copy, 10pp.
10. Skillman, T.S. "Developments in Long-Distance Telephone Switching". The Institution of Electrical Engineers, proof copy 20 February 1934, 47 pp.
11. Ryan, F. J. "City West Telephone Exchange, Melbourne". Postal Electrical Society of Victoria, Paper No. 23, 10 February 1936, reprinted from *The Electrical Engineer and Merchandiser*, March 1936.
12. Osborne, R.M. "Telephone Exchange Relays". Paper presented before the Postal Electrical Society of Victoria, March 9, 1936, Paper No. 24. Reprinted from *The Electrical Engineer and Merchandiser*, April 1936.
13. Humphries, H. E. "The Motor Uniselector and High-Speed Relay". Paper presented before the Postal Electrical Society of Victoria, June 11, 1936, Paper No. 25. Reprinted from *The Electrical Engineer and Merchandiser*, July 1936.
14. McHenry, C. "Copper-Oxide Rectifiers in Telephone Circuits". Paper presented before the Postal Electrical Society of Victoria, October 11, 1937, Paper No. 30. Reprinted from *The Electrical Engineer and Merchandiser*, October 1937.
15. Hill, John. "Underground Cables for Trunk Telephone Lines—: with special reference to the Melbourne-Geelong Cable." Paper presented before the Postal Electrical Society of Victoria, September 13, 1937, Paper No. 29. Reprinted from *The Electrical Engineer and Merchandiser*, September 1937.

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16. MacGregor, A. S. "Long Telephone and Telegraph Lines in Australia: Aerial and Underground Construction Methods'. Paper presented before the Postal Electrical Society of Victoria, August 12, 1935, paper No. 21. Reprinted from *The Electrical Engineer and Merchandiser*, October 1935.

**The following material has been added to the published collection.**

1. Australian Post Office, Engineer-in-Chief, P.M.G's Department. *Workshop Technicians Data Handbook*. Issued February 1967.
2. Engineer-in-Chief, P.M.G's Department. *Substation Telephone Equipment: Circuits, facilities and stock titles*. Issued 1951.
3. Telecommunications A 301. *Inter-Services Standard Graphical Symbols for use in Telecommunication Engineering*. Issue 3, 24 June 1947. Admiralty Reference BR 1079 (46), Air Ministry Reference AP 2867.
4. Commonwealth of Australia, Training Section, Postmaster-General's Department, Melbourne. *Course of Technical Instruction: Aerial Lines II*, Paper No. 7. 18 pp.
5. Commonwealth of Australia, Postmaster-General's Department, Chief Engineer's Branch. *Trunk and Telegraph Lines: Fault Recording, Locating, Clearing Procedure on Line Apparatus and External Plant*. Distribution List C (modified) Serial No. 71. Maintenance Circular No. 16, May 1934.
6. Commonwealth of Australia, Postmaster-General's Department. *Stationary Secondary Batteries (Lead Acid Type)*. Maintenance Circular No.33, approved 17.10.1932. 30 pp.
7. Commonwealth of Australia, Postmaster-General's Department, Engineering Branch. *Measurement of Noise from Battery charging Generators*. Research Laboratory Report No. 103, 1939, Reference: C.E. 364/R.
8. Standards Association of Australia. *Specifications for Distilled Water and Sulphuric Acid for Use in Secondary Batteries*. Engineering Standards Nos C. 59 and 60 – 1931, March 1931.
9. Engineering Training Section, Headquarters, Postmaster-General's Department, Melbourne. *Course of Technical Instruction: Telephony 1*. Melbourne 3000, undated.
10. *Brown-Boveri Quick Acting Regulators for use with direct current machinery*. British Brown-Boveri Limited, London, October 1928. 7 pp
11. *Mirrlees Diesel Engines: Power with Economy*. Mirrlees Catalogue No.70 – 837. Undated. 35 pp.
12. *Crossley Vertical Diesel Engines: Type BW*. Crossley Brothers Ltd., Manchester 11, England. 33pp, undated.
13. *Aluminium busbars and connections*. The British Aluminium Co. Ltd., Aluminium Producers, Adelaide House, King William Street, London. Catalogue No. 393, England, 1938.
14. Standards Association of Australia. *SAA Wiring rules: Part 1. Wiring Methods*. Revised edition 1961, reprinted incorporating amendments 1966.
15. W.E. Crook, *Elementary Handbook for Wireless Operators*. Second edition, London: Sir Isaac Pitman & Sons, Ltd., 1942.
16. W. L. McPherson, compiler. *Reference Data for Radio Engineers*. Standard Telephones and Cables Limited, London, first presented in 1942, new and enlarged edition, no date.
17. John Murray Crawford. *Automatic Telephony with Special Reference to the Sydney Exchanges*. Read before the Sydney Division, Institution of Engineers, Australia on July 13<sup>th</sup> 1922. Sydney, 1922.
18. W J. King. *The Unwritten Laws of Engineering*. School of Engineering, University of Melbourne, 1952.

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19. The Fourth William Queale Memorial Lecture, *Leadership in Management*, Sir William Slim, Bonython Hall, Adelaide, 4 April 1957.
  20. The Sixth William Queale Memorial Lecture, *The Next Decade Looks at Management*, Walter Scott, Bonython Hall, Adelaide, 28 October 1959.
  21. Rural Reconstruction Commission, *a General Rural Survey*. The commission's FIRST REPORT to the Honourable J. B. Chifley, M.P., Minister for Post-war Reconstruction, 17 January 1944.
  22. D. Gosden. *The principles of colour television*. Distributed by the Telecommunications Society of Australia. Ca.1975.
  23. *Air raid precautions: manual of general training*. Issued by the State Emergency Department for Civil Defence, Victoria. 4<sup>th</sup> Edition. 1941.

### **Series 18 : Papers relating to the Hawthorn Presbyterian Church**

1. Documents relating to the Sunday School, comprising annual reports, draft and roneoed letters, discussion guide, programs, and orders of service. 1956-1961. 0.5 cm.
2. Documents relating to his role as an Elder of the Church, comprising notebook from a national conference, 1960; report from the conference, instructions on the management of the church, and various documents relating to 'faith and the Church'. Ca.1960-1965. 1 cm.
3. Documents relating to the Hawthorn Uniting Parish (created by the amalgamation of the Hawthorn Presbyterian Church and the Westbourne Park Methodist Church), comprising instructions for the management of the combined congregations, role of the Council of Elders, *Operation, organisation and management of Parish Council*, diagrams of the structure of the new church, Parish Council minutes, October 1978, Annual reports 1979, Elders' Council minutes, February & March 1985, program for March 1985, and miscellaneous papers. 1975-1985. 1 cm.

#### **Not retained:**

- *Festival Service of nine lessons and carols* in the Stow Memorial Congregational Church on Monday, December 21, 1959.
- *Witness, works and worship*, program for the Elders' Conference of the Presbyterian Church in S.A., held at Scots College, May 1960.
- *The Good Neighbour*, Hawthorn Presbyterian Church Newsletter, Jubilee Edition, 1903-1973.
- *Church and Community analysis*, Hawthorn Uniting Church, by Vern Cracknell. 1986.