



SUPPLEMENT

TO THE

'VICTORIA

GOVERNMENT GAZETTE

OF WEDNESDAY, DECEMBER 24, 1902.

Published by Authority.

[Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.]

No. 146.]

TUESDAY, DECEMBER 30.

[1902.

REGULATIONS

UNDER THE

PUBLIC SERVICE ACTS.

PUBLIC SERVICE ACTS.—REGULATIONS.

THE Public Service Commissioner, pursuant to the provisions of the Public Service Acts, hereby repeals all Regulations heretofore made under such Acts, and makes the following Regulations, to take effect from the 1st January, 1903 :—

In these Regulations “Commissioner” means the Public Service Commissioner appointed under the provisions of the *Public Service Act* 1901.

These Regulations are divided into the following Chapters, viz :—

- | | |
|---------|---|
| Chapter | I.—Police Magistrates, Appointment of |
| ” | II.—Professional Division, Classification of |
| ” | III.—Clerical Division, Appointment and Transfer to the |
| ” | IV.—Clerical Division from class to class, Promotion in the |
| ” | V.—General Division, Appointment to the |
| ” | VI.—General Division, Classification of |
| ” | VII.—Insurance of Officers |
| ” | VIII.—Temporary Employment |
| ” | IX.—Travelling Allowances |
| ” | X.—Boards of Inquiry |
| ” | XI.—General Division, Appointment, Promotion, &c., of
certain Officers of the |
| ” | XII.—Supernumeraries and Apprentices in the Government
Printing-Office, and Pupil Draughtsmen, Appointment
of |
| ” | XIII.—Attendance and Conduct of Officers |
| ” | XIV.—Leave of Absence |
| ” | XV.—Stores and Transport |

CHAPTER I.

APPOINTMENT OF POLICE MAGISTRATES.

[Act No. 1133, Section 40.]

1. Candidates for appointment to the Office of Police Magistrate, under the provisions of Clause 2 (a) of Section 39 of the *Public Service Act* 1890, will be examined in the following subjects :—

(a) The Acts in force for the time being relating to—

Acts Interpretation,	Lands Compensation,
Commonwealth of Australia	Licensing,
Constitution,	Marine Law,
Coroners,	Marriage,
Crimes,	Married Women's Property,
Employers and Employés,	Master and Apprentice,
Evidence,	Mines (with Mining Regulations),
Fugitive Offenders,	Police Offences,
Insolvency,	Sale of Goods,
Instruments and Securities,	Water.
Justices of the Peace,	

(b) Also the following Text-books—

Contracts—Anson on
 Contracts—Broom's Maxims.
 Criminal Law—Fitzjames Stephen, or Stephen's Commentaries.
 Gold Mining—Armstrong.
 Evidence—Broom's Maxims ; Taylor and Best.
 Interpretation of Written Instruments—Broom's Maxims.
 Justices of the Peace—Irvine.

2. The full number of marks for any such examination in Statute Law shall be 1,000, and in the Text-books shall be 500.

3. To qualify in such examinations a candidate must obtain at least three-fifths of each full number of marks.

4. Officers desirous of being examined under the provisions of the aforesaid section shall forward a request in writing to that effect to the Commissioner, who will from time to time arrange for an examination to be held. No officer of any grade or standing lower than the fourth class shall be a candidate.

5. For the purpose of such examinations examiners will be appointed as provided in section 55 of the *Public Service Act* 1890.

6. The examiners shall as soon as practicable after any examination forward to the Commissioner a return signed by each examiner showing the names of the candidates who have passed, the marks obtained by every candidate in each subject, and the total of his marks.

CHAPTER II.

CLASSIFICATION OF PROFESSIONAL DIVISION.

[*Act No. 1133, Section 59 (1), and Act No. 1721, Section 13.*]

1. When it is necessary to fill an office in the Professional Division it shall, unless it be found absolutely necessary to appoint to such vacancy a duly qualified person from outside the service, be filled by the promotion thereto of the officer who, in the opinion of the Commissioner, possesses the particular qualifications required for the vacant office, and is next entitled by merit, good and diligent conduct, length of service, relative seniority, and the nature of the work performed by him.

2. In the case of appointments, transfers, or promotions made on or after the 27th December, 1900, to any such office, the scale or amount of salary assigned to the several offices mentioned in the Schedule hereto shall be that respectively entered opposite the name of the office in such Schedule in the "Yearly Rate of Pay, (1)." The rates of pay specified in the "Yearly Rate of Pay (2)," shall apply to officers appointed as described in the heading or the footnotes.

3. When a minimum rate and a maximum rate of salary are attached to any office, the person holding such office shall be paid such amount, being not less than the minimum nor more than the maximum rate, as shall be from time to time approved by the Governor in Council on the recommendation of the Commissioner, provided that an officer on his first appointment to the service shall be paid the minimum rate of his office. In cases where no minimum salary is entered opposite the name of his office in the said Schedule, every officer shall be entitled to receive pay at the rate specified, without addition thereto.

4. Any officer transferred or promoted to any office in the Professional Division shall thereupon be the junior officer in such office or grade to which he is transferred or promoted, but, notwithstanding anything in the Schedule hereto, he shall be paid a salary not less than that which he was receiving immediately before such transfer or promotion provided that it be not greater than the maximum rate for such office.

5. Increments may be granted to officers appointed to the offices mentioned in the Schedule hereto in accordance with the scale shown hereunder, viz. :—

Three increments each equal to one-third of the difference between the minimum and maximum salary of the office to be payable as follows:—

Where the difference exceeds £45—

1st increment, after an interval of one year from appointment, or, in the case of an officer transferred, from the date upon which he commences duty in his new office ;

2nd increment, after a further interval of two years ;

3rd increment, after a further interval of three years.

Where the difference does not exceed £45—

1st and 2nd increments as above ;

3rd increment after a further interval of two years.

6. In cases where officers are in receipt of salaries between the minimum and maximum assigned to their several offices, increments may be granted on the scale shown hereunder, viz. :—

Three increments, each equal to one-third of the difference between the salary of the officer at the date of his transfer or promotion and the maximum of his office, to be payable as under the preceding clause.

Provided that where the difference between the salary of an officer and the maximum of his office does not exceed the sum of £10, one increment of the amount of such difference or increments of any less amount may be granted at an interval or intervals of one year.

7. Every increment shall be discretionary, and no increment shall be payable except on the certificate of the Permanent Head of the Department and (after independent inquiry) of the Commissioner that such increment has been earned by good conduct and efficient service.

8. The following are the Classes of the Professional Division, which apply to officers appointed, transferred, or promoted on or after the 27th December, 1900—

SALARY.				SALARY.			
		Minimum.	Maximum.			Minimum.	Maximum.
Class A	...	£625	£1,000	Class F	...	£255	£300
Class B	...	£537	£600	Class G	...	£204	£240
Class C	...	£450	£504	Class H	...	£156	£192
Class D	...	£378	£432	Class I	...	£100	£150
Class E	...	£315	£360	Class J	...	£60	£80

SCHEDULE.

Department and Office.	Class.	Yearly Rate of Pay. (1.)		Class.	Yearly Rate of Pay. (2.)	
		Minimum.	Maximum.		Minimum.	Maximum.
DEPARTMENT OF CHIEF SECRETARY.						
Explosives—				Scientific and Literary	800
Chief Inspector	A	...	750
Chemical Assistant	F	255	300
Friendly Societies—			
Actuary	B	537	600
Government Botanist and Curator of National Herbarium	E	315	360
Government Botanist, Assistant	G	204	240
Government Medical Officer	A	...	850
Assistant Government Medical Officer	C	450	504
Government Statist	B	537	600
Hospitals for Insane—			
Inspector	A	...	850
Medical Superintendent—			
Kew	A	...	650(a)	{ Medical	700	850(b)
Yarra Bend						
Ararat						
Beechworth	B	537	600(a)
Sunbury						
Ballarat	C	450	504(a)
Medical Officer, Senior—			
Kew	E	315	360(a)
Yarra Bend						
Medical Officer, Junior	F	255	300(a)
Asylum for Idiots—			
Head Teacher	Educational	162	198(b)
Marine Board—			
Engineer Surveyor, Senior, and Examiner of Engineers	C	450	504
Engineer Surveyor	F	255	300
Inspector	E	315	360	General (Professional)	360	450
Shipwright Surveyor	F	255	300
Mercantile Marine—			
Superintendent	F	255	300
Observatory—			
Government Astronomer	A	...	700
Assistant, Chief	D	378	432
Assistant Observer and Computer	F	255	300
Assistant Observer and Computer	G	204	240
Meteorological and Photographic Assistant	G	204	240
Meteorological and General Assistant	G	204	240
Assistant Astronomical Computer (Female)	J	60	80
Penal and Gaols—			
Inspector-General	A	...	800
Governor, Pentridge	C	450	504 (c)
Public Library—			
Chief Librarian and Secretary	A	...	625 (c)
Sub-Librarian	C	450	504
Assistant, Senior	E	315	360
Assistant	F	255	300
Assistant	G	204	240
Assistant	H	156	192
Curator of the Industrial and Technological Museum; of the Geological and Mineralogical Collection; and of the National Museum	F	...	300
Curator of the Zoological Collection	F	...	300
Palaeontologist	F	...	300

(a) With quarters and allowances (other than rations) when required to reside on the premises. — (b) Less usual deductions. — (c) With quarters when required to reside on the premises.

Department and Office.	Class.	Yearly Rate of Pay. (1.)		These rates and classes apply only to Officers who, on the 26th December, 1900, occupied the offices for which salaries are hereunder provided, and who were appointed to such offices prior to the 22nd October, 1894, except where otherwise shown.			
		Minimum.	Maximum.	Class.	Yearly Rate of Pay. (2.)		
					Minimum.	Maximum.	
		£	£		£	£	
DEPARTMENT OF TREASURER.							
Government Printer	A	...	800	
DEPARTMENT OF PUBLIC INSTRUCTION.							
Director of Education	A	850	1,000	
Inspector—							
Chief	A	625	700	
Assistant Chief	B	537	600	
Senior	B	...	537	Educational	610	650	
Grade I.	C	...	468	"	510	600	
Grade II.	D	378	432	"	320	500	
Training College—							
Principal	B	...	537 (a)	
1st Lecturer	"	350	400 (a, c)	
2nd Lecturer	"	275	325 (b, c)	
Inspector of Drawing	"	400	500 (c)	
Teacher of Woodwork—							
Teacher in Charge of Double Centre	G	204	240	
Teacher in Charge of Double Centre	H	156	192	
Teacher in Charge of Double Centre	I	100	150	
Teacher in Charge of Single Centre	H	156	192	
Teacher in Charge of Single Centre	I	100	150	
Assistant Teacher, Double Centre	I	100	150	
Cookery—							
Directress	E	315	360	
Senior Instructor	F	255	300	
Instructor	I	100	125	
DEPARTMENT OF LAW.							
Assistant, Attorney-General's Office	F	255	300	
Crown Solicitor.	A	...	1,000	
Chief Clerk	C	450	504	
Examiner of Patents	E	315	360	General (Professional)	300	400	
Master-in-Equity—							
Chief Clerk and Officer for assessing Duty under Act No. 1060	A	...	800	
Registrar of Probates and Administrations	A	...	700	
Parliamentary Draughtsman	A	...	1,000	Legal	1,000	1,300	
Police Magistrate, Melbourne	A	...	700	"	...	950	
Police Magistrate, to act in more important districts	A	...	650	
Police Magistrate	B	...	600	Legal (Grade II.)	500	650	
Titles Office—							
Chief Examiner of Titles	A	...	725	
Examiner of Titles	A	...	700	
Surveyor and Chief Draughtsman	A	...	650	
Superintending Draughtsman	D	378	432	
Draughtsman, Grade I.	F	255	300	
Draughtsman, Grade II.	G	204	240	

(a) With quarters. —(b) With board and residence. —(c) These rates apply only to officers appointed between the 22nd October, 1894, and the 27th December, 1900.

Department and Office.	Class.	Yearly Rate of Pay. (1.)		Class.	Yearly Rate of Pay. (2.)	
		Minimum.	Maximum.		Minimum.	Maximum.
DEPARTMENT OF LANDS.						
Curator Botanic Gardens	C	450	504(a)	Scientific and Literary ...	510	650 (b)
State Forests—						
Conservator	B	537	600	General (Professional) ...	220	290
Inspector, Assistant	A	...	700			
Surveyor-General	D	378	432			
Surveyor, District	F	255	300			
Surveyor, Assistant	C	450	504			
Draughtsman, Chief	D	378	432			
Draughtsman in Charge	E	315	360			
Draughtsman, Superintending	F	255	300			
Draughtsman, Superintending Lithographic	F	255	300			
Draughtsman, Grade I.	G	204	240			
Draughtsman, Grade II.	H	156	192			
Draughtsman, Grade III.	I	100	150			
Draughtsman, Grade IV.	J	60	80			
Draughtsman, Trainee						
DEPARTMENT OF PUBLIC WORKS.						
Inspector-General	A	...	850	Architectural & Engineering ...	1,000	
Architect, Grade I.	C	450	504	" " "	510	600
Architect	F	255	300	Architectural & Engineering ...	240	360
Architect, Assistant	G	204	240			
Draughtsman						
Electrical—						
Electric Inspector and Electrician	C	450	504			
Technical Assistant	G	204	240			
Engineer, Roads, Bridges, and Harbor Works	C	450	504	Architectural & Engineering ...	405	600
Engineer, Roads, Bridges, and Harbor Works, Assistant	F	255	300	" " "	240	360
Engineer, Dredging	D	378	432			
Mechanical Engineer	G	204	240			
Ports and Harbors—						
Engineer	A	...	650			
Marine Surveyor	E	315	360			
Pilot and Harbor-Master, Lakes Entrance	H	156	192(a)	General (Professional) ...	144	200 (c)
Pilot and Harbor-Master					156	300
DEPARTMENT OF MINES AND WATER SUPPLY.						
Assistant to the Metallurgist	G	204	240			
Chief Draughtsman and Chief Mining Surveyor	C	450	504			
Draughtsman, Grade I.	F	255	300			
Draughtsman, Grade II.	G	204	240			
Draughtsman, Grade III.	H	156	192			
Draughtsman, Geological	D	378	432			
Draughtsman, Lithographic	G	204	240			
Inspector of Mines and Machinery, Melbourne	E	315	360			
Inspector of Mines and Machinery				Architectural & Engineering ...	260	350
Inspector of Mines and Machinery				" " "	220	300 (c)
Victorian Water Supply—						
Chief Engineer	A	...	850	Architectural & Engineering ...	1,200	
Deputy Chief Engineer	C	450	504			
Engineer	D	378	432	Architectural & Engineering ...	350	500 (c)
Engineer, Assistant	E	315	360			
Engineering Draughtsman	G	204	240			

(a) With quarters when required to reside on the premises.—(b) Less usual deductions.—(c) These rates apply only to officers appointed between the 22nd October, 1894, and the 27th December, 1900.

Department and Office.	Class.	Yearly Rate of Pay. (1.)		These rates and classes apply only to Officers who, on the 26th December, 1900, occupied the offices for which salaries are hereunder provided, and who were appointed to such offices prior to the 22nd October, 1894, except where otherwise shown.			
		Minimum.	Maximum.	Class.	Yearly Rate of Pay. (2.)		
					Minimum.	Maximum.	
		£	£		£	£	
DEPARTMENT OF PUBLIC HEALTH.							
Assistant Medical Inspector	B	537	600				
Second Assistant Medical Inspector	D	378	432	
Health Officer and Superintendent, Quarantine Station, Point Nepean	C	...	450	Medical	500(a)	
Inspector and Engineer	C	...	450	Architectural & Engineering	400	500	
Inspector and Engineer, Assistant	E	315	360	
Sanitary Inspector... ..	F	255	300	
Veterinary Inspector	D	378	432	
DEPARTMENT OF AGRICULTURE.							
Analyst	G	204	240	
Analyst, Junior	H	156	192	
Chemist	B	537	600	
Chemist, Assistant	G	204	240	
Chief Inspector of Stock	D	378	432	
Entomologist	E	315	360	
Entomologist, Assistant	G	204	240	
Inspector of Food for Export	E	315	360	
Inspector, <i>Vegetation Diseases Act</i>	General (Professional)	150	210 (b)	

(a) With quarters.—(b) These rates apply only to officers appointed between the 22nd October, 1894, and the 18th July, 1901.

CHAPTER III.

APPOINTMENT AND TRANSFER TO THE CLERICAL DIVISION.

[*Act No. 1133, Section 59 (II.) and (III.)*]

EXAMINATIONS AND TESTS.—LOWER CLASSES.

1. Candidates for employment in the Clerical Division will be examined in the following subjects:—

	Full Marks.
1. Handwriting : to be valued for clearness, regularity, simplicity, moderate size, and rapidity	300
2. Arithmetic : the First Four Rules (simple and compound), Reduction, Vulgar and Decimal Fractions, Practice, Proportion, and Interest	500
3. Spelling ; to be tested by writing from dictation	200
4. Simple Composition, and the correction of grammatical errors	300
5. Parsing, Analysis, and Derivation of Words	250
6. Geography : Outlines of Physical and Political Geography, and the Geography of Australasia (particularly Victoria) in moderate detail	250
Total	1,800

2. To qualify for appointment, a candidate must obtain at least half of the full marks in Handwriting, in Arithmetic, in Spelling, and in Simple Composition, &c.; at least two-fifths of the full marks both in Parsing, &c., and Geography; and secure not less than 1,200 marks in all.

3. Candidates for employment in the Clerical Division in the under-named offices must, prior to registration for examination, comply with the following conditions to the satisfaction of the Commissioner, namely:—

- (a) *Assistant in Public Library*.—The production of evidence of having passed the Matriculation Examination of the University of Melbourne (or some examination which the Commissioner may judge equivalent) in Greek, in Latin, and in French or German :
- (b) *Clerk and Draughtsman, Department of Lands*.—The production of a certificate of qualification from the Secretary for Lands or Surveyor-General, or Chief Draughtsman of the Lands Department.

EXAMINATION AND REGISTRATION.

4. The Commissioner shall give, in the *Government Gazette*, six weeks' clear notice of the date of every examination, and shall in such notice state the number of candidates to be selected from outside the Public Service for appointment thereto.

5. Every candidate for appointment to the Clerical Division must, prior to the date of an examination, be between the ages of sixteen and thirty years, and must forward to the Commissioner an application, in his own handwriting, stating his full name and address, and the date and the place of his birth, together with a certificate of his good moral character and industrious habits.

6. Officers of the General Division who are candidates for examination must furnish a certificate by the Permanent Head of their Department of good conduct and health.

7. The names of all candidates who, in the opinion of the Commissioner, have complied with the requirements of the above regulations shall be entered in the "Register of Candidates."

8. All applications must be lodged with the Commissioner at least twenty-one clear days before the date fixed for the commencement of any examination.

9. The Commissioner shall publish in the *Government Gazette*, at least sixteen days before the date of any examination, the list of candidates entitled to present themselves thereat, and a statement of the places where the examination will be held.

10. Every candidate named in the list must, within seven days from the publication thereof, forward to the Commissioner a postal note (across which two parallel lines should be drawn) payable to the Secretary to the Commissioner, Melbourne, for Ten

shillings, being fee for the examination, and must state at which of the named places he desires to be examined. If a candidate fail to comply with this regulation, he will not be allowed to present himself for examination.

11. The Commissioner may appoint officers in charge, for the purpose of presiding at examinations, and may award them such remuneration as appears to be reasonable.

12. After any examination has been held, the examiners shall, as soon as practicable, forward to the Commissioner a return, signed by every examiner, of all persons qualified for appointment, showing also the marks obtained by every candidate in each subject, and the total of his marks.

13. Immediately after an examination has been held, all the entries in the "Register of Candidates" shall be cancelled, and a new series of entries shall be commenced.

14. The Commissioner shall cause the names of all candidates for transfer from the General Division, and of candidates to be selected from outside the service up to but not beyond the published number, who have qualified for appointment by passing the required standard of examination to be entered in the "Register of Qualified Candidates," in the order of their merit. If two or more candidates obtain the same number of marks, the order of their merit shall be determined by the number of marks severally obtained for (1) Arithmetic, (2) Handwriting, (3) Spelling, and, if these numbers be also the same, then by lot.

15. Qualified candidates included in the number to be selected for appointment as provided in Clause 4 shall, subsequently to the examination, furnish to the Commissioner, within seven days after being notified to that effect, a properly certified extract from some official register of births or other satisfactory evidence of age, and also a certificate of sound bodily health and freedom from physical defects from some medical practitioner registered in Victoria, otherwise their names will be removed from the register; or, at the option of candidates, such certificates may be forwarded prior to the examination. Provided that in the case of candidates who, pursuant to the provisions of any Act of the Parliament of Victoria, have served in South Africa or in China it shall be sufficient if the said medical certificate sets forth that they are of sound bodily health, and do not suffer from any physical defect which would incapacitate them from the proper performance of the duties of the position for which they are registered.

16. The name of any candidate from outside the service shall be removed from the Register on his attaining the age of thirty-one years. If any candidate whose name is entered on the register refuse to accept the appointment to which he is in due course entitled, his name shall be removed from the register. The name of a candidate may also be removed from the register if he fail to reply within seven days to any communication from the Commissioner respecting his nomination to the Public Service, addressed to him at his last place of residence known to the Commissioner.

CHAPTER IV.

PROMOTION IN THE CLERICAL DIVISION FROM CLASS TO CLASS.

[*Act No. 1133, Section 59 (iv.), and Act No. 1324, Section 12.*]

1. In determining the grounds upon which the Commissioner will certify to the promotion of an officer to a superior class, the Commissioner will, in accordance with the provisions of Section 13 of the *Public Service Act* 1893, have regard to the merit, good and diligent conduct, length of service, and relative seniority of such officer, and the nature of the work performed by him.

In judging of the merit of an officer the Commissioner will give consideration to—

- (a) The ability and efficiency shown by the officer in carrying out his duties and those of any superior office in which he may have temporarily acted ;
- (b) Tact and judgment in his dealings with subordinates and the public ;
- (c) The possession of certificates or diplomas evidencing special knowledge of subjects connected with the work of the Department or general literary or scientific attainments ;
- (d) The performance of valuable services of a special nature.

In respect of length of service and seniority the Commissioner will have regard to the records in his office.

In respect of the nature of the work performed by the officer the Commissioner will give consideration as to whether such work is work involving a knowledge of legislation, procedure, &c., required in the superior class, and whether it is work requiring intelligence, tact, or other qualifications required in the superior class.

2. The Commissioner will not (except on allowance of an appeal made as herein provided) certify to the promotion of any officer unless the Permanent Head of his Department, in accordance with Section 13 of Act No. 1324 recommends him, and in accordance with sub-section (iv.) of Section 59 of Act No. 1133, states in writing that in his opinion the person proposed to be promoted is fully qualified to perform the duties which will be required of him in the superior class. The Permanent Head shall notify every officer who applies for promotion, and whose promotion he refuses to recommend, of such refusal, and any such officer may within fourteen days thereafter appeal to the Commissioner against such refusal.

3. The Commissioner will not certify to the promotion of any officer of the Fifth Class to any of the undermentioned offices in the Fourth Class unless he shall have produced evidence satisfactory to the Commissioner that he possesses the requisite knowledge of the subjects set forth under such office, viz. :—

(a) *Clerk of Petty Sessions or Clerk of Courts—*

The Statutes in force for the time being relating to—

Acts Interpretation,	Instruments and Securities,
Audit,	Justices of the Peace,
Commonwealth of Australia	Licensing,
Constitution,	Marriage,
Coroners,	Married Women's Property,
County Courts,	Mines,
Crimes,	Neglected Children,
Employers and Employés,	Police Offences,
Evidence,	Public Moneys,
Factories and Shops,	Sales of Goods,
Fugitive Offenders,	Stamps.
Insolvency,	

Also the following Text-books :—

Broom's Legal Maxims, chapters 8, 9, and 10.
Irvine's Justices of the Peace.

(b) *Clerk and Draughtsman, Department of Lands—*

Competency as a Draughtsman and ability to reduce traverses, to plot from field-notes, to test mathematically the closing of plane figures and to calculate their contents.

4. Any transfer of an officer from one Department to another for the purpose of promotion may be temporary, and the officer so transferred shall not receive promotion to the superior class unless he satisfies the Commissioner of his ability to perform the work. If it shall appear to the Commissioner that such officer is not fitted to perform the duties required of him, he shall return to the position previously occupied by him in the Department from which he was transferred.

CHAPTER V.

APPOINTMENT TO THE GENERAL DIVISION.

[Act No. 1133, Section 59 (v.), (vi.), and (vii.)]

REGISTRATION AND EXAMINATION OF APPLICANTS.

1. Every person applying to be recorded for appointment in the General Division of the Public Service must, at the date of an examination, be between the ages of sixteen and forty-one (or in cases of special duties forty-six) years, and must

forward to the Commissioner an application in his own handwriting, stating his full name and address, the date and the place of his birth, and the particular appointment or the class of appointment which he desires to obtain, and furnish a certificate of his good moral character and industrious habits. (See also Clause 13.) Provided always that persons applying to be recorded for appointment to the undermentioned offices must, at the date of an examination, be between the ages specified opposite the description of the office :—

Branch.	Office.	Age of Applicant.	
		Minimum.	Maximum.
Probationary and Reformatory Schools, and Receiving Depôts	Instructor ...	25 years	41 years
	Driver ...	25 years	41 years
	Attendant—Female *	25 years	41 years
Public Library, Museums, and National Gallery	Attendant ...	30 years	41 years
	Watchman ...	30 years	41 years
Penal and Gaols	Warder—Male ...	25 years	35 years
	Do. Female *	25 years	35 years
	Attendant—Male ...	21 years	41 years
Hospitals for the Insane	Nurse—Female *	21 years	41 years
Public Works	Inspector of Works	...	45 years
Agriculture	Inspector of Stock	...	45 years
All Branches	Junior Messenger	16 years	20 years

2. Every applicant for a position which has been exempted from examination must forward to the Commissioner with his application a properly certified extract from some official register of births, showing the date and the place of his birth, or such other evidence thereof as the Commissioner may consider to be satisfactory, and he must satisfy the Commissioner, by the production of certificates, that he is of good moral character and industrious habits, of sound bodily health, and is free from physical defects, and possesses the necessary physical strength for the performance of the duties of the office which he seeks. Provided that in the case of candidates who, pursuant to the provisions of any Act of the Parliament of Victoria, have served in South Africa or in China it shall be sufficient if the said medical certificate sets forth that they are of sound bodily health, and do not suffer from any physical defect which would incapacitate them from the proper performance of the duties of the position for which they desire to be registered.

3. Every applicant to be recorded for appointment to any office requiring the exercise of skill usually acquired in some mechanical trade or other occupation must satisfy the Commissioner, by the production of certificates, or otherwise, that he possesses the handicraft and experience necessary for the work of the office.

4. The name of every applicant who, in the opinion of the Commissioner, shall have complied with the requirements of the above regulations shall be entered in the "Register of Applicants," together with the date of such compliance.

* These positions are exempt from Examination; but it should be understood that persons appointed to them may be required to pass the prescribed Examination before they are transferred or promoted to other positions.

5. Competitive examinations will be held at such times and places as the Commissioner may consider necessary and desirable, but no examination shall be held until at least six weeks' notice shall have been given in the *Government Gazette*, calling upon applicants to present themselves for examination. The public notice aforesaid shall specifically state the times when, and the places where, the examination will be held, as well as the appointments or classes of appointment the selection for which is to be determined by the results of the examination.

6. The subjects of examination shall be those specified hereunder, and all applicants to whom the examiners award one-half of the maximum number of marks therein in each subject set forth shall be declared qualified for appointment.

	Full Mark Value.
(a) Handwriting; to be tested by copying out at least 200 words from a passage of simple English	250
(b) Spelling; to be tested by writing from dictation an extract from a newspaper containing not less than 100 words	150
(c) Arithmetic; first four rules, simple and money	200
Total	600

In addition to qualifying as above, persons applying to be registered for appointment as Inspector of Works must obtain one-half of the maximum number of marks in each of the following subjects:—

	Full Mark Value.
(a) Knowledge of materials commonly used in engineering and architectural works	200
(b) Supplying particulars, to be illustrated when necessary by diagrams, for repairs to buildings and works, making specifications and estimates, and working-drawings of carpenters' and masons' work	200
(c) Taking out quantities, measuring and valuing work. (The questions set will be such as to test the applicant's skill and correctness in arithmetical calculation)	200
Total	600

7. The "Register of Applicants" shall be closed twenty-one days before the date of examination.

8. The Commissioner shall publish in the *Government Gazette* at least sixteen days before the date of any examination the list of candidates entitled to present themselves thereat, and a statement of the places where an examination will be held; and every candidate named in the list must, within seven days of the publication thereof, forward to the Commissioner a postal note (across which two parallel lines should be drawn) payable to the Secretary to the Commissioner, Melbourne, for Five shillings, being fee for the examination, and must say at which of the named places he desires to be examined. If a candidate fail to comply with this regulation he shall not be allowed to present himself at examination.

9. No person shall be allowed to compete at any examination unless his name is entered in the "Register of Applicants" as an applicant for one of the appointments included in the public notice, and unless he be at the time under the age of forty-one (or in special cases forty-six) years. Provided that officers of the General Division employed in positions exempt from examination may at any age present themselves for examination to qualify for promotion.

10. The Commissioner may appoint officers in charge, for the purpose of presiding at examinations, and may award them such remuneration as appears to be reasonable.

11. Immediately after an examination has been held, all the entries in the "Register of Applicants" made previous to the date of examination shall be cancelled, and a new series of entries shall be commenced.

REGISTRATION OF PERSONS QUALIFIED FOR APPOINTMENT.

12. After an examination has been held, the examiners shall, as soon as practicable, forward to the Commissioner a return of the marks obtained by every candidate in each subject and the total of his marks, and the return shall be signed by every one of the examiners.

13. Qualified candidates shall, subsequently to the examination, furnish to the Commissioner, within seven days after being notified to that effect, a properly certified extract from some official register of births or other satisfactory evidence of age, and also a certificate of sound bodily health and freedom from physical defects from some medical practitioner registered in Victoria, otherwise their names will be removed from the register, or, at the option of candidates, such certificates may be forwarded prior to the examination. Provided that in the case of candidates who, pursuant to the provisions of any Act of the Parliament of Victoria, have served in South Africa or in China it shall be sufficient if the said medical certificate sets forth that they are of sound bodily health, and do not suffer from any physical defect which would incapacitate them from the proper performance of the duties of the position for which they are registered.

14. The names of all persons included in the return of the examiners qualified for appointment, the appointment or class of appointment applied for by every such person, the date of the examination, and the number of marks obtained thereat shall be registered in the "Register of Persons Qualified for Appointment," in the order of merit as determined by the marks gained, provided that the name of any person who obtained less than one-half of the maximum number of marks for each subject specified in the Schedule hereto shall not be registered. If two or more candidates obtain the same number of marks, the order of their merit shall be determined by the number of marks severally obtained for (1) Arithmetic, and (2) Handwriting; and if these numbers be also the same, then by lot. Provided further that no name of any person shall remain on the register as that of a person qualified for appointment after he shall have attained the age of forty-one (or in special cases forty-six) years, or for a longer period than two years, except as herein-after prescribed.*

15. The names of qualified candidates exempt from examination under the provisions of Section 58 of the *Public Service Act* 1890 may be retained in their original positions on the register for a further period of one year upon such candidates renewing their applications before the expiry of the first period of two years.

* Names of qualified candidates for appointment as Inspector of Works, Inspector of Stock, and Attendant, Hospitals for the Insane, may remain on the Register until the 30th June, 1903.

APPOINTMENTS.

16. New appointments shall be made from among those persons whose names are registered in the "Register of Persons Qualified for Appointment," according to priority of registration for vacant offices, combined with fitness in each case for the particular office to be filled.

17. If any person decline to accept an appointment which is offered to him, his name shall thereupon be removed from the register. The name of a candidate may also be removed from the register if he fail to reply within seven days to any communication from the Commissioner respecting his nomination to the Public Service addressed to him at his last place of residence known to the Commissioner.

CHAPTER VI.

CLASSIFICATION OF GENERAL DIVISION.

[Act No. 1133, Section 59 (viii.) and Act No. 1721, Section 13.]

1. In the case of appointments, transfers, or promotions to any office in the General Division, the scale or amount of salary assigned to the several offices mentioned in the schedule hereto shall be that respectively entered opposite the name of the office in such schedule in the "Yearly Rate of Pay (1)," provided; however, that the rates of pay specified in the "Yearly Rate of Pay (2)" shall apply to officers appointed as described in the heading or the footnotes.

2. In cases where no minimum salary is entered opposite the name of his office in the said Schedule, every officer shall be entitled to receive pay at the maximum rate, without addition thereto.

3. In cases where there is a minimum rate and a maximum rate every officer shall be entitled to receive salary at a rate, within the minimum and maximum limits, to be approved by the Governor in Council on the recommendation of the Commissioner provided that an officer on his first appointment to the service shall be paid at the minimum rate of his office.

4. Any officer transferred or promoted to any office or grade in the General Division shall thereupon be junior to any officer already in such office or grade, but notwithstanding anything in the Schedule hereto he shall be paid an amount not less than that which he was receiving immediately before such transfer or promotion provided it be not greater than the maximum rate for such office or grade.

5. In cases where officers are graded, promotion from grade to grade may be approved by the Governor in Council on the recommendation of the Commissioner, and shall be regulated in accordance with Clause 6, Chapter XI., of the Regulations.

6. Increments may be granted to officers appointed to the offices mentioned in the following Schedule, except where otherwise stated therein, on the scale shown hereunder, viz. :—

Three increments, each equal to one-third of the difference between the minimum and maximum, to be payable as follows :—

Where the difference exceeds £45—

1st increment, after an interval of one year from appointment ; or, in the case of an officer transferred, after an interval of one year from the date upon which he commences duty in his new office.

2nd increment, after a further interval of two years.

3rd increment, after a further interval of three years.

Where the difference does not exceed £45—

1st and 2nd increments as above.

3rd increment, after a further interval of two years.

7. In cases where officers are in receipt of salaries between the minimum and maximum assigned to their several offices, increments may be granted on the scale shown hereunder, viz. :—

Three increments, each equal to one-third of the difference between the salary of the officer at the date of his transfer or promotion and the maximum of his office, to be payable as under the preceding clause.

Provided that where the difference between the salary of an officer and the maximum of his office does not exceed the sum of £10, one increment of the amount of such difference or increments of any less amount may be granted at an interval or intervals of one year.

8. Where an officer has previously to his transfer been paid the same salary as in his new office, time served in such former office may be counted in reckoning the interval for the first increment.

9. Every increment shall be discretionary, and no increment shall be payable except on the certificate of the Permanent Head of the Department and (after independent inquiry) of the Commissioner that such increment has been earned by good conduct and efficient service.

10. If any officer is in receipt of pay greater than the maximum rate, he shall continue to receive such greater pay until he can be employed upon work equivalent to his salary.

SCHEDULE.

Department and Office.	Yearly Rate of Pay. (1.)		Yearly Rate of Pay. (2.)	
	Minimum.	Maximum.	(These rates apply only to Officers who, on the 26th December, 1900, occupied the offices for which salaries are hereunder provided and who were appointed to such offices prior to the 22nd October, 1894, except where otherwise shown.)	
			Minimum.	Maximum.
	£	£	£	£
GENERAL.				
Cabinetmaker	144	156	144	168
Carpenter	144	156
Carpenter, Foreman	168
Carpenter, Assistant	96	120
Engine-driver	132	156
Engineer, not otherwise provided for	150	186	168	228
Fireman	120	120	138
Labourer	104	120
Labourer, Foreman	132
Messenger	84	120
Messenger, Senior	126	156
Messenger, Junior	42	72
Office Cleaner	78	96
Painter	120	144
Painter and Writer	156
Plumber	144	156
Printer—				
Lithographic	148	160	144	192
Lithographic, Senior Foreman	204	240
Lithographic, Foreman	192	228	240	288
Lithographic, Assistant	90	120
Lithographic, Assistant and Stone Grinder	108	132
Shorthand and Type Writer	132	160
Typewriter, Male	96	144
Typewriter, Female	64	78
Typewriter (Female), being also a Shorthand Writer	90	108
Watchman	102	120
DEPARTMENT OF CHIEF SECRETARY.				
Caretaker, Government Offices, Spring-street	126	150*	...	180*
Aborigines—				
Superintendent, Coranderrk	141	168†
Matron, Coranderrk	54	66†	84	102
Explosives and Powder Magazines—				
Powder Magazine Keeper, Bendigo	132	150
Powder Magazine Sub-keeper	120	144
Cooper	126*	144	180†
Inspector	159	186
Pupil Chemical Assistant	60	120
Factories—				
Inspector of Factories, Work-rooms, and Shops	192	228	204	240
Inspector of Factories, Work-rooms, and Shops, Senior	240	276
Female Inspector of Factories, Work-rooms, and Shops	138	156
Female Inspector of Factories, Work-rooms, and Shops, Senior	162
Government Botanist—				
Herbarium Assistant	72	144
Mercantile Marine—				
Overseer of Seamen	246	258

* With quarters when required to reside on the premises. —† With quarters when required to reside on the premises and rations. — ‡ Less usual deductions.

* With quarters when required to reside on the premises.—† With quarters when required to reside on the premises and rations.—
‡ Less usual deductions.

Department and Office.	Yearly Rate of Pay. (1.)		Yearly Rate of Pay. (2.)	
	Minimum.	Maximum.	(These rates apply only to Officers who, on the 20th December, 1900, occupied the offices for which salaries are hereunder provided and who were appointed to such offices prior to the 22nd October, 1894, except where otherwise shown.)	
			Minimum.	Maximum.
	£	£	£	£
DEPARTMENT OF CHIEF SECRETARY—continued.				
Neglected Children—Probationary and Reformatory Schools—				
Officer in sub-charge of Boys' Dépôt	126	156*
Matron	107	143*	120	156†
Attendant, Female	71	83*	78	90†
Instructor	113	137*	120	144†
Instructor and Mechanic	125	150
Instructor, Female	72	90*
Nurse and Attendant, Female	78	84*
Waggonette Driver	119	143*
Observatory—				
Photographic Assistant	147	174
Mechanical Attendant	114	132*
Public Library—				
Attendant	102	120
Attendant, Senior	126	156
Attendant, Library	126	156
Attendant, Junior	54	78
Bookbinder and Attendant	...	168	...	180
Carpenter and Attendant	120	156
Carpenter and Model Maker	...	156	168	216
Osteologist and Articulator	...	180	168	204
Taxidermist	168	204	180	252
Taxidermist, Assistant	108	156	108	168
Penal and Gaols—				
Governor—				
Melbourne	360	396*
Geelong	...	300*
Ballarat	...	228*
Beechworth	...	228*
Bendigo	...	228*
Castlemaine	...	204*
Sale	...	276*
Deputy Governor, Pentridge	240	240*
Overseer of Works and Buildings	204	228*
Overseer of Woollen Manufactures	192	228*
Overseers of Quarries, Shoemakers, and Tailors	141	168*	186	210
Overseer of other Labour	141	168*	160	178†
Photographer	135	153*	204	264
Storekeeper, Melbourne Gaol	...	180
Warder, Senior Chief	...	228*
Warder, Chief	...	180*	...	234†

* With quarters when required to reside on the premises.—† Less usual deductions.—‡ This rate applies only to officers appointed between the 22nd October, 1894, and the 27th December, 1900.

Department and Office.	Yearly Rate of Pay. (1.)		Yearly Rate of Pay. (2.)	
	Minimum.	Maximum.	(These rates apply only to Officers who, on the 26th December, 1900, occupied the offices for which salaries are hereunder provided and who were appointed to such offices prior to the 22nd October, 1901, except where otherwise shown.)	
			Minimum.	Maximum.
	£	£	£	£
DEPARTMENT OF CHIEF SECRETARY— <i>continued.</i>				
Penal and Gaols— <i>continued.</i>				
Warder, Chief Hospital	180*	...	182/10†
Warder, Senior...	160*	...	174
Warder, Senior Hospital	160*
Warder, Printer	148	160
Warder, Male (including Hospital Warder)—				
Grade I.	153
Grade II.	147
Grade III.	141
Grade IV.	135
(Not more than one-fourth of the total number to be in each of the first three grades.)				
Females—				
Matron, Melbourne Gaol	102	120*
Sub-matron and Overseer, Melbourne Gaol	120	156†
Warder	72	102*
Warder and Nurse, Melbourne Gaol	84	102*	84	120†
Female Prison—				
Governor, Female	173	200*
Sub-matron	100	114*
Warder, Hospital Nurse	84	102*
Hospitals for the Insane (Lunatic Asylums)—				
Ararat Criminal and Refractory Ward—				
Attendant, Senior	130§
Attendant, Relieving	112†
Attendant	100†
Artisan, Male—				
Blacksmith	156
Carter	66	90†
Carpenter	144
Cook	88	112†	120	144†
Fireman	114
Gardener	100	124§
Painter	132
Shoemaker	132	144
Soapmaker	132	144
Tailor	132	144
Artisan, Female—				
Cook	40	58†
Laundress	48†
Laundress, Assistant	36	42†
Tailoress	72	84
Tailoress, Assistant... ..	60	66
Attendant, Head, Kew and Yarra Bend	156§	204	252†
Attendant, Head, elsewhere	138§	204	252†
Attendant, Hospital, Male	136†

* With quarters when required to reside on the premises. —† Less usual deductions. —‡ With quarters when required to reside on the premises and rations. —§ With quarters and allowances (other than rations) when required to reside on the premises.

Department and Office.	Yearly Rate of Pay. (1.)		Yearly Rate of Pay. (2.)	
	Minimum.	Maximum.	(These rates apply only to Officers who, on the 26th December, 1900, occupied the offices for which salaries are hereunder provided and who were appointed to such offices prior to the 22nd October, 1894, except where otherwise shown.)	
			Minimum.	Maximum.
	£	£	£	£
DEPARTMENT OF CHIEF SECRETARY—continued.				
Hospitals for the Insane—continued.				
Attendant, Male—				
Grade I. (In charge of large wards; Relieving Attendants in large hospital wards; and Senior Night Attendant in each asylum)	...	130*	...	162†
Grade II. (Relieving Attendants in large wards; in charge of small wards; and other special duties)	...	112*	...	144†
Grade III. ...	66	100*	90	132†
(When permitted to reside off the premises Attendants, Carters, and Cooks (Male) to be allowed at the rate of £9 a year in lieu of quarters. When not supplied with rations to be allowed at the rate of £16 a year in lieu thereof.)				
Dispenser, Kew and Yarra Bend ...	147	174†	168	192†
Engineer Mechanic, Kew and Yarra Bend	192	210†§
Engineer Mechanic, elsewhere	192	210†
Farm Bailiff, Kew and Yarra Bend ...	150	180†	216	252†
Farm Bailiff, elsewhere ...	130	144†
Mechanic, Kew and Yarra Bend	156†
Mechanic, elsewhere	144†
Storeman, Kew and Yarra Bend	156	150	162
Storeman, elsewhere	144
Females—				
Matron, Kew and Yarra Bend ...	114	152†	156	192†
Matron, elsewhere ...	80	116†
Nurse, Head	84*
Nurse, Hospital	78*
Nurse—				
Grade I. (In charge of large wards; Relieving Nurses in large hospital wards; and Senior Night Nurse in each asylum)	...	64*	...	96†
Grade II. (Relieving Nurses in large wards; in charge of small wards; and other special duties)	...	56*	...	87†
Grade III. ...	35	50*	63	81†
Asylum for Idiots—				
Attendant, Senior Male	132*
Tailor, Attendant ...	84	108*
Teacher ...	138	156†
Teacher, Female ...	90	108*
Teacher, Assistant Male ...	85	102*
Teacher, Assistant Female ...	54	66*
Nurse, Senior Female	66*
Sewing Mistress ...	60	78
DEPARTMENT OF TREASURER.				
Government Printing Office—				
Bookbinder, Overseer ...	238	324	276	360
Bookbinder, Sub-overseer ...	216	252
Bookbinder and Paper Ruler ...	148	160
Grade I.	204
Grade II.	186
Grade III.	168

* With quarters when required to reside on the premises and rations. —† Less usual deductions. —‡ With quarters and allowances (other than rations) when required to reside on the premises. —§ This rate applies only to officers appointed between the 22nd October, 1894, and the 27th December, 1900.

Department and Office.	Yearly Rate of Pay. (1.)		Yearly Rate of Pay. (2.)	
	Minimum.	Maximum.	(These rates apply only to Officers who, on the 26th December, 1900, occupied the offices for which salaries are hereunder provided and who were appointed to such offices prior to the 22nd October, 1891, except where otherwise shown.)	
			Minimum.	Maximum.
	£	£	£	£
DEPARTMENT OF TREASURER—continued.				
Government Printing Office—continued.				
Bookbinder's Assistant	108	144
Book Folder and Sewer, Forewoman	78
Book Folder and Sewer	54	72
Carpenter	157
Compositor, Working Foreman	186
Compositor	148	160
Grade II.	183
Grade III.	168
(Any Foreman Compositor or Compositor shall, whilst acting as reader or press reviser, receive an allowance of two shillings a day, provided that if his salary, together with such allowance, exceed the rate of £204 a year he shall receive the rate of £204 only. Any Compositor shall, whilst acting as foreman compositor, receive an allowance of one shilling and sixpence a day, provided that if his salary, together with such allowance, exceed the rate of £186 a year he shall receive the rate of £186 only.)				
Computer	228	264
Computer, Assistant	186	222
Electrotypist	184	208	...	234
Engineer	192	228
Engineer, Second	159	186
Machineman, Foreman	240	276	264	300
Machineman	148	160
Grade I.	204
Grade II.	186
Grade III.	168
Machineman, Assistant, Senior	132
Machineman, Assistant	90	108
Printing Overseer	324	360
Printing Sub-overseer	288
Process Engraver	250	300
Reader	204	240
Roller Caster	108	144
Senior Paper Ruler	163	186
Stamp Perforator, Forewoman	78
Stamp Perforator, Female	54	72
Stamp Printing Overseer	288	324
Stamp Printing Sub-overseer	216	252
Superintendent	450	504
Telephone Attendant	141	168
Ticket Printer	192	228
Ticket Printer, Assistant	148	160
Type Storeman	186
Warehouseman	186
Warehouseman, Assistant	108	150
DEPARTMENT OF PUBLIC INSTRUCTION.				
Truant Officer	156	180

Department and Office.	Yearly Rate of Pay. (1.)		Yearly Rate of Pay. (2.)	
	Minimum.	Maximum.	(These rates apply only to Officers who, on the 25th December, 1900, occupied the offices for which salaries are hereunder provided and who were appointed to such offices prior to the 22nd October, 1894, except where otherwise shown.)	
			Minimum.	Maximum.
	£	£	£	£
DEPARTMENT OF LAW.				
Caretaker and Senior Messenger, Crown Law Offices ...	114	144*
Caretaker and Senior Messenger, Registrar-General's Office ...	126	150*
Caretaker and Messenger, Patents Office ...	84	102*
Collector of Imposts Office—				
Machineman ...	148	160
Machineman's Assistant and Packer ...	90	108
Embossing (Boy) ...	42	72
Compositor, Titles Office	174
Court-keeper and Crier	156
Court-keeper, Crier, and Messenger ...	90	132*
Crier and Messenger ...	102	120
Lift Attendant ...	42	72
Sheriff's Bailiff, Melbourne ...	147	174	156	204
Superintendent Law Courts ...	147	174
DEPARTMENT OF LANDS AND SURVEY.				
Bailiff of Crown Lands ...	141	170	150	204
Chief Inspector for Suppression of Vermin ...	288	324	320	370†
Engraver ...	273	300	300	360
Photographer ...	204	240
Photographer's Assistant ...	114	132	168	216
Plat Moulder ...	141	168
Botanic and Treasury Gardens and Domain—				
Carter ...	108	126
Foreman, Government House Grounds ...	114	132
Gardener, Head ...	147	174
Gardener, Foreman	132	168
Gardener ...	108	132
Gardener, Junior ...	48	84
Labourer, Garden ...	104	120
Labourer, Boy ...	36	48
Mechanic	156
Seedsman and Classifier ...	126	144
State Forests—				
Forester—				
Grade I. ...	141	168	108	204
Grade II. ...	114	132		
Grade III.		
Trainee ...	72	90	98	128†
Inspector, Senior ...	288	324
Inspector ...	216	252
Superintendent, Macedon State Nursery	180*
DEPARTMENT OF PUBLIC WORKS.				
Caretaker, Public Offices ...	147	174
Cleaner and Caretaker, Public Offices, Bendigo ...	84	102*
Coxswain ...	132	156
Deckhand ...	108	120
Diver's Attendant	108	126
Diver's Attendant, Acting as Diver	138†
Electric Lineman ...	126	144	...	156
Electric General Assistant ...	90	108§
Engine-driver and Fitter	168
Engine-driver, West Melbourne Swamp ...	132	156	168	216
Engineer of Dredge or Vessel	168	228
Engineer Mechanic ...	156	176	192	210

* With quarters when required to reside on the premises. —† This rate applies only to officers appointed between the 22nd October, 1894, and the 25th December, 1900. —‡ 6s. a day extra when diving. —§ Two increments at intervals of not less than one year.

Department and Office.	Yearly Rate of Pay. (1.)		Yearly Rate of Pay. (2.)	
	Minimum.	Maximum.	(These rates apply only to Officers who, on the 26th December, 1900, occupied the offices for which salaries are hereunder provided and who were appointed to such offices prior to the 22nd October, 1894, except where otherwise shown.)	
			Minimum.	Maximum.
	£	£	£	£
DEPARTMENT OF PUBLIC WORKS—continued.				
Foreman, Dredging Works	168	192
Hall Porter, Public Offices	108	126
Inspector of Works	216	232
Grade II.	216	276
Inspector of Works, Senior	264
Master of Dredge or Vessel	168	252
Mate of Dredge	120	180
Senior Messenger and Assistant Caretaker	126	156
Ports and Harbors—				
Boatman (Senior) and Pilot	156	180
Dockyard Foreman	204	240	264	312
Dockyard Engineer	168	228
Dockyard Assistant Smith	126	156
Dockyard Smith's Striker	120	132
Government Steamer— <i>Lady Loch</i> —				
Master	264	300*	264	360*
Engineer	216	252*	240	288*
Chief Mate	165	192*
Second Mate and Carpenter	138	156*	144	162*
Cook (Senior) and Steward	120	144*
Cook	96	120*
Seaman	72	90*
Boy	24	60*
Inspector under the Fisheries Act and the Game Acts	150	177
Lighthouse Mechanic	165	192	204	240
Lighthouse-keeper	162	174†	...	186‡
Lighthouse-keeper, Senior Assistant	144	156†	...	162‡
Lighthouse-keeper, Assistant	110	126†	150	162‡
Pilot and Harbor Master, Geelong	180	216†
Pilot and Harbor Master, Other Ports	126	156†	144	200†**
Ship Joiner	144	156
Shipwright	156
DEPARTMENT OF MINES AND WATER SUPPLY.				
Inspector of Mines and Machinery	264	300
Inspector of Waterworks	216	252
Rate Collector	168	204	...	225
Reservoir keeper	114	132†
Turncock	144	156
Water Bailiff	120	144
DEPARTMENT OF PUBLIC HEALTH.				
Boatman	126	144
Caretaker—Calf Lymph Depot	90†	...	120‡
Caretaker—Sanatorium, Wyndham	90†	...	108†
Coxswain	156	180‡
Inspector of Liquor, Chief	250
Inspector of Liquor	159	186	156	204
DEPARTMENT OF AGRICULTURE.				
Inspector of Stock, District	216	252
Inspector of Stock, Border	165	192	160	200
Inspector, <i>Vegetation Diseases Act</i>	165	192

* With rations. —† With quarters when required to reside on the premises. —‡ Subject to a deduction of £12 for rent when required to reside on the premises. —§ Subject to a deduction of £6 for rent when required to reside on the premises. —|| Less usual deductions. —¶ Applies to officers appointed between 22nd October, 1894, and 27th December, 1900, and is to date from 1st June, 1902. —** Applies to officer appointed between 22nd October, 1894, and 27th December, 1900.

CHAPTER VII.

INSURANCE OF OFFICERS.

[Act No. 1133, Section 59 (ix.)]

1. Every person entering the Public Service of Victoria shall, as a condition precedent to the confirmation of his appointment, lodge in the office of the Commissioner a policy or policies on his life effected with some life assurance company carrying on business in Victoria. Such policy or policies shall provide for the payment to the person assured on his attaining any age not exceeding sixty years, or to his personal representatives within three (3) months from the date of his death if the person assured should die under the age set forth in such policy or policies, of a sum or sums of money at least equal in the aggregate to the amount of the maximum annual salary as shown in the Public Service Acts or any regulations framed thereunder for the class or grade in the Public Service to which the person assured has been appointed; provided that in lieu of the payment of the sum or sums of money on his attaining the prescribed age such policy or policies may provide for an annuity or annuities payable to the person assured, quarterly during the remainder of his life, after he attains the age of sixty years, but the annual amount of such annuity or annuities must be in the aggregate at least equal to one-tenth of the said maximum annual salary.

2. Every officer appointed under the provisions of the Public Service Acts shall as a condition precedent to his promotion or transfer to any class or grade the maximum annual salary of which is greater than the sum for which he is assured effect a further assurance for a sum or sums of money at least equal to the difference between the sum for which he is already assured and such maximum. Provided that no officer will be required to pay premiums which if paid yearly would amount to more than five per centum of the maximum salary of the office to which he is promoted or transferred.

3. The premiums on any policy or policies lodged as aforesaid shall be of such amount and be payable at such times as may be agreed upon between the person assured and the company or companies, all which shall be clearly expressed in the body of the policy or policies; and the Treasurer of the State may pay such premiums at or about the dates when they respectively fall due, and may deduct the same from the salary payable to the person assured, and the receipts for premiums paid by the Treasurer shall be forthwith lodged in the office of the Commissioner. The policy or policies shall remain in the custody of the Commissioner so long as the person assured shall continue in the Public Service.

4. Every policy to be lodged with the Commissioner as aforesaid shall contain a condition to the effect that so long as the person assured remains in the Public Service the policy shall not be made void for non-payment of premiums till one month after notice of such non-payment shall have been served on the Commissioner, and that the company will within one month after the service of such notice receive the overdue premiums without interest, and a further condition, in accordance with the

provisions of sections 37 and 89 of the *Public Service Act* 1890, to the effect that such policy shall not, so long as the person assured remains in the Public Service, be assignable either at law or in equity.

5. If the person assured under any policy or policies lodged as hereinbefore provided shall have been transferred to the Public Service of the Commonwealth of Australia, such policy or policies may be delivered up to the Public Service Commissioner of the Commonwealth or to any officer of the Commonwealth duly authorized to hold the policies of officers in the Department to which the person assured has been transferred.

6. Except as in the last preceding clause provided, if the person assured under any policy or policies lodged with the Commissioner shall retire or be removed from the Public Service before the sum assured becomes payable, such policy or policies shall be delivered to such person or to his order, and shall thereafter cease to be subject to these regulations.

7. If the person assured under any policy or policies lodged as hereinbefore provided shall die, such policy or policies shall be delivered up to the executors of the will or administrators of the estate of such deceased person, or in the case of minors the policy or policies may be delivered to the father or to the mother of the deceased person, or in the case of a policy not exceeding Two hundred pounds exclusive of bonus (if any) or such other amount as the company may legally pay, if no probate of the will of the deceased person or letters of administration in his estate be taken out within three months from the date of his death the policy may be delivered to his widow or such one or more of the next of kin* as the Commissioner may decide upon, and shall thereafter cease to be subject to these regulations.

8. If the person assured under any policy providing for the payment of a sum of money elect or be required under the provisions of sections 143 or 145 of the *Public Service Act* 1890 to remain in the Public Service after he has attained the age of sixty years, or if he shall remain in such service beyond the age at which any sum shall become payable under such policy as hereinbefore provided, the said sum of money shall be held by the company in which such officer is assured until he retire or be removed from the Public Service or depart this life, and such company shall pay the officer so assured interest half-yearly at the rate then allowed by the Commissioners' Savings Bank for deposits on the sum accrued on such policy from the date of its maturing and until the time the officer so assured retire from the Public Service or depart this life.

9. From and after the passing of these regulations any officer who may have lodged in the office of the Commissioner a policy of insurance on his life, in accordance with the regulations previously in force, may agree with the company which issued such policy to reduce the sum assured under the same to an amount at least equal to the maximum annual salary of the class or grade in which such officer is classified, and such policy may be indorsed with a condition setting forth the terms of the agreement entered into between the company and the officer upon whose life such policy was issued.

10. The term "sixty years" expressed in any sentence or part of the foregoing regulations shall be read as "fifty years" whenever and so far only as such regulations shall apply to the insurance to be effected by female teachers.

* Section 370 of Act 1074, as amended by section 4 of Act No. 1699.

CHAPTER VIII.

TEMPORARY EMPLOYMENT.

[*Act No. 1133, Section 59 (x.) and Act No. 1721, Section 18.*]

1. Every person applying to be recorded for employment in temporary work in any Department must forward to the Commissioner an application in his own handwriting, stating his full name and address, his date of birth, a full description of the kind of work desired by him, and of the work to which he has been accustomed.
2. Every applicant must forward with his application documentary evidence that he is of good moral character and industrious habits, of sound bodily health, and possesses the physical strength necessary for the performance of the work which he desires, and if possible testimonials from recent employers.
3. Every applicant for temporary employment in a Clerical capacity must address the Commissioner in his own handwriting in a communication of not less than fifty words in length, and must state whether he has been used to figures, and—if such be the case—furnish evidence thereof, and, if required, submit himself for test of suitability to the Commissioner.
4. Every applicant for employment in any temporary work requiring the exercise of skill usually acquired in some profession, mechanical trade, or other occupation must satisfy the Commissioner that he possesses the skill and experience necessary for the work which he desires.
5. Every applicant who, in the opinion of the Commissioner, shall have complied with the above regulations and from the evidence furnished appears to be qualified to perform the work applied for shall be deemed to be a fit and proper person to be employed in temporary employment, and his full name and address and his date of birth, together with the date of registration and a full description of the kind of temporary work which he desires, and such other particulars as the Commissioner may direct, shall forthwith be entered in the "Temporary Employment Register."
6. Whenever any person whose name is recorded in the "Temporary Employment Register" is selected for employment under the provisions of the Public Service Acts, an entry of such selection shall be made in the register.
7. Any person having been employed under the provisions of the Public Service Acts, shall have his name removed from the register. If the report of the Permanent Head as to his employment is satisfactory, the name of such person may be again registered.
8. Whenever any person whose name is recorded in the "Temporary Employment Register" is proposed for appointment to perform temporary work of the kind desired by him, and he is not available or not willing to be so appointed, his name may be removed from the register.
9. If any person shall omit to cause a reply to be delivered at the office of the Commissioner within five days to any letter from the Commissioner requesting him to state whether he is prepared to accept such temporary employment, his name may be removed from the register.
10. Every name which shall have remained on the "Temporary Employment Register" for the space of six months from the date of registration shall be removed from the register.

CHAPTER IX.

TRAVELLING ALLOWANCES.

[Act No. 1133, Section 59 (XI.), and Act No. 1324, Section 27.]

1. All personal allowances fixed by these Regulations shall, except where otherwise stated, be in addition to the cost of conveyance.

PART I.—ORDINARY ALLOWANCES.

2. The following shall be the scale for the First, the Professional, the Clerical, and the General Divisions:—

FIRST, PROFESSIONAL, CLERICAL AND GENERAL DIVISIONS.

Personal Allowances.

	Daily Rate under one week.	Daily Rate if one week* or over at same place.
(a) First Division ; Professional Division, Class A.	17s. 6d.	... 15s.
(b) Professional Division, Class B, and Clerical Division, 1st Class	14s.	... 12s.
(c) Professional Division, Classes C, D, and E, and Clerical Division, 2nd and 3rd Classes, and General Division where maximum salary is £350 or over	12s.	... 10s.
(d) Professional Division, Classes F, G, and H, and Clerical Division, 4th and 5th Classes, and General Division where maximum salary is not less than £160 and is under £350	10s.	... 8s. 6d.
(e) Professional Division, Class I, and General Division where maximum salary is not less than £110 and is under £160	7s.	... 6s.
(f) Professional Division, Class J, and General Division where maximum salary is under £110	6s.	... 5s.
(g) Officers of the Professional Division whose salaries are paid under the Regulations in force prior to the 22nd October, 1894, shall be paid such allowances as the present classi- fication of their work would permit them to claim.		

REDUCTION OF RATES.

3. The rates set forth in these Regulations, excepting those relating to Police Magistrates, are fixed for a whole day of 24 hours, but when the service does not occupy a whole day in its performance such smaller allowance only shall be paid as the Permanent Head may consider sufficient, provided that not more than three-quarters of the full allowance shall be paid if the officer has not necessarily slept away from his head-quarters; and not more than one-half the allowance shall be paid if the officer has not been over twelve hours away from his head-quarters, and not more than one-quarter the allowance shall be paid if the officer has not been more than six hours away from his head-quarters.

* Where the duties of an officer are of such a nature that he cannot know beforehand that he will be detained one week or more at the same place, the Permanent Head may allow payment at the "Daily Rate under one week."

PART II.—ALLOWANCES TO CERTAIN OFFICERS.

4. These allowances, except where otherwise stated, include both cost of travelling and personal expenses.

DEPARTMENT OF CHIEF SECRETARY.

5. Deputy Inspector-General of Penal Establishments, while acting for and in the absence of the Inspector-General—Personal expenses same as First Division.
6. Inspectors of Explosives—Personal expenses same as 4th Class, Clerical Division.

DEPARTMENT OF TREASURER.

7. Receiver and Paymaster—

Numurkah,	visiting	Nathalia	21s. a visit.
Traralgon	"	Rosedale	9s. "
Traralgon	"	Morwell	9s. "
Sale	"	Maffra and Stratford	24s. "

DEPARTMENT OF PUBLIC INSTRUCTION.

8. Inspectors of Schools—

Metropolitan	No. 1	£80 a year.
"	No. 2	80 "
"	No. 3	52 "
"	No. 4	52 "
"	No. 5	60 "
Ballarat	No. 1	90 "
"	No. 2	130 "
Bendigo	110 "
Beechworth	180 "
Benalla	150 "
Castlemaine	140 "
Geelong	130 "
Hamilton	180 "
Horsham	190 "
Kerang	190 "
Maryborough	150 "
Sale	190 "
Seymour	160 "
Shepparton	160 "
Stawell	170 "
Warragul	170 "
Warrnambool	180 "

9. Truant Officers—

In Melbourne and Suburbs, each	£12 a year.
--------------------------------	-----	-----	-----	-------------

10. Relieving Teachers—
 Personal expenses only ... 1s. a day.
11. Teachers travelling between half-time schools: minimum distance, } 1s. 6d. a mile (one
 3 miles; maximum distance, 7 miles } way) a week.
 Minimum distance, 8 miles; maximum distance, 11 miles ... 12s. „
 Twelve miles and over ... 14s. „

DEPARTMENT OF LAW.

12. Crown Solicitor's Branch—
 Officers when travelling to assist in Crown prosecution or action—Personal expenses same as 1st Class, Clerical Division.
13. Sheriff or Deputy Sheriff of Melbourne travelling in attendance on Judges of the Supreme Court—Personal expenses same as First Division.
14. Police Magistrates to draw the following allowances for personal expenses and livery of horses:—

	£	s.	d.
(a) For every day on which a Police Magistrate necessarily travels on duty a journey of 15 and less than 30 miles by road, and returns the same day to his head-quarters	0	6	0
(b) The like, 30 miles and over	0	10	0
(c) For every day on which a Police Magistrate is necessarily absent on duty at any place other than his head-quarters, and does not return to his head-quarters the same day	0	7	6
(d) For every night on which, travelling on duty, a Police Magistrate necessarily stays at an hotel	0	10	0
(e) And actually and necessarily puts up his horse or horses at a livery stable, or purchases forage for the night	The amount actually paid.		
(f) Or necessarily baits his horse or horses during the day-time			

NOTE.—Claims for travelling on licensing duty to an adjourned court, or other meeting of the members of the court, held at a place not being the place at which such court usually assembles, to be supported by a report from the Chairman, informing the Minister of the special circumstances rendering such adjournment or meeting necessary.

15. Police Magistrate, Bairnsdale (visiting Bendoc, Bruthen, Cunninghame, Dargo, Glen Wills, Lindenow, Omeo, and Orbost), for keep of horses, in addition to allowances per scale ... £100 a year.
16. Clerks of Courts will be allowed personal expenses in accordance with the rates allowed for their respective classes, in addition to cost of transit; or such commuted allowances as may from time to time be fixed by the Commissioner on the recommendation of the Permanent Head.

DEPARTMENT OF LANDS AND SURVEY.

17. Bailiff of Crown Lands—

Ballarat.	£80 a year.	In addition to railway fares.
Beechworth	90 "	
Charlton	100 "	
Colac	80 "	
Euroa	80 "	
Horsham	90 "	
Melbourne	90 "	
Swan Hill	100 "	
Traralgon	80 "	
When employed as Bailiff of Crown Lands outside his bailiwick and necessarily absent from his head-quarters for the night ...					7s.

18. Foresters—

To each an allowance not exceeding £60 a year, to be fixed by the Minister according to the amount of travelling necessary, in addition to railway fares.

When employed as Forester or Bailiff of Crown Lands, and necessarily detained for a night at a distance exceeding 16 miles from his head-quarters ...

7s.

19. Assistant Surveyor—

Bairnsdale District	£100 a year.
Bendigo "	100 "
Melbourne "	100 "
Mallee "	150 "

To include cost of camp equipment and instruments, and the travelling expenses of party.

20. Chief Inspector for Suppression of Vermin ... £80, in addition to railway pass.

21. Bailiff of Crown Lands acting as Classifier under *Land Tax Act* 1890—

When employed within his district ... 7s. 6d. a day, in addition to commuted allowance.

When employed outside his district, or if not in charge of a district ... 10s. a day, in addition to commuted allowance.

DEPARTMENT OF MINES AND WATER SUPPLY.

22. Inspector of Mines and Machinery—

District No. 1, Maryborough	£180 a year.	In addition to railway pass through the district.
" " 2, Castlemaine	180 "	
" " 3, Bendigo	180 "	
" " 4, Ballarat	180 "	
" " 5, Melbourne	180 "	
" " 6, Beechworth	200 "	
" " 7, Sale	200 "	
" " 8, Omeo	220 "	
" " 9, Seymour	180 "	

23. Rate Collector, Castlemaine	£50 a year.
24. Water Bailiff, Kow Swamp (1)	30 "
25. Water Bailiff, Kow Swamp (2)	15 "
26. Rate Collector, Geelong	10 "

DEPARTMENT OF PUBLIC HEALTH.

27. Inspector and Engineer; Health Officer and Superintendent, Quarantine Station; and Veterinary Inspector—Personal expenses same as Professional Division, Class B.
28. Officers when travelling to assist in Crown prosecution or action or as prosecuting officers—Personal expenses same as 2nd (or 3rd) Class, Clerical Division.

DEPARTMENT OF AGRICULTURE.

29. Chief Inspector of Stock ... £100 a year.
30. District Inspector of Stock—
- | | | | | | |
|-------------|-----|-----|-----|-----|-------------------------------|
| Geelong | ... | ... | ... | ... | £120 a year and railway pass. |
| Dandenong | ... | ... | ... | ... | |
| Bairnsdale | ... | ... | ... | ... | £120 „ and railway fares. |
| Warrnambool | ... | ... | ... | ... | |
31. Border Inspector of Stock—
- | | | | | | |
|-------------------|-----|-----|-----|-----|-------------|
| Delegate (N.S.W.) | ... | ... | ... | ... | £25 a year. |
| Echuca | ... | ... | ... | ... | 35 " |
| Gooramadda | ... | ... | ... | ... | 25 " |
| Penola (S.A.) | ... | ... | ... | ... | 25 " |
| Serviceton | ... | ... | ... | ... | 25 " |
| Tintaldra | ... | ... | ... | ... | 25 " |
| Tocumwal (N.S.W.) | ... | ... | ... | ... | 25 " |
| Wahgunyah | ... | ... | ... | ... | 35 " |
| Wodonga | ... | ... | ... | ... | 35 " |
32. Inspector of Food for Export—£50 a year, and in addition usual allowance and railway fares when visiting country districts.
33. Inspectors, Vegetation Diseases Act, in charge of district, each—£120 a year and railway fares.

PART III.—MISCELLANEOUS.

SPECIAL ALLOWANCES.

34. When the actual and necessary expense incurred by officers when travelling on specially important duties exceeds the rates allowed by these regulations such increase may be granted as the Commissioner, on the recommendation of the Permanent Head, shall determine.

35. In any case where an officer receiving an allowance whilst absent from his station, has to visit an out-station, he may be permitted by the Permanent Head to draw an additional allowance for such visit, as fixed by these Regulations.

36. In a mountainous district, where horses cannot be easily hired, the Minister, on the recommendation of the Permanent Head, may authorize a commuted allowance for the keep of horses.

37. Officers in receipt of commuted allowances when absent from duty, either on leave or through illness, for any period over a fortnight, shall be paid such portion only of their commuted allowances as the Minister may direct.

38. When the distance travelled or the state of the roads necessitates the use of two horses, a special report shall accompany the account.

39. When officers travel by steamer or other vessel in which the fare paid by the Department includes maintenance, such smaller allowance may be granted as the Head of the Department shall deem reasonable, provided, however, that such allowance shall not exceed one-quarter of the ordinary rates to which such officers would otherwise be entitled.

MODE OF TRAVELLING.

40. Officers shall travel by railway whenever practicable.

41. Whenever travelling by railway is not practicable, officers entitled to charge for cost of travelling shall be repaid the actual cost of the necessary and most economical means of conveyance upon furnishing receipts for such payments.

TRAVELLING BY BICYCLE.

42. Officers not receiving a commuted allowance which includes cost of travelling who use their own bicycles may be paid at the rate of Twopence (2d.) a mile, provided that the amount claimed may not exceed the cost of travelling by the most economical mode of conveyance.

TRANSFERS AND EXCHANGES.

43. Travelling expenses of officers, their wives and children, and reasonable cost of removing furniture, shall be allowed when such officers are transferred from one station to another without promotion or increase of pay, and not by way of punishment. Furniture shall, when practicable, be removed by railway.

44. Except as hereinafter provided, when an officer obtains promotion by such transfer, travelling expenses shall not be allowed.

45. In any case where an officer is transferred on promotion, and the increase of salary for the first year is less than the cost of removal to his new station, he may be granted such reasonable sum for expenses as the Commissioner, on the recommendation of the Permanent Head, shall approve.

46. Travelling expenses in connexion with transfers or exchanges of officers at their own request shall be borne by the officers themselves.

MILEAGE.

47. Where allowances depend upon the distance travelled, 3 miles by railway shall be taken as the equivalent of 1 mile by road.

CHAPTER X.

BOARDS OF INQUIRY.

[*Act No. 1133 Section 59 (XII.), and Act No. 1779, Section 12.*]

1. The Governor in Council may, for the purpose of investigation into and report on any charge made against an officer under section 124 of the *Public Service Act 1890* as amended by the *Public Service Act 1901*, appoint a Board of Inquiry, which shall consist of three officers in the Public Service recommended by the Commissioner, one of whom shall be or have been a Police Magistrate, or barrister and solicitor, and such officer shall be Chairman.

2. The evidence given before every Board of Inquiry shall be taken as in open court, provided nevertheless that a Board may sit in private to hear any evidence to which the Board considers it undesirable to give publicity.

3. Shorthand notes of the evidence given before any Board of Inquiry shall be taken down, and a transcript thereof made.

4. The Chairman of every Board of Inquiry shall forward the report of the Board to the Commissioner, together with a transcript of the notes of evidence taken at the investigation.

CHAPTER XI.

APPOINTMENT, PROMOTION, ETC., OF CERTAIN OFFICERS OF THE GENERAL DIVISION

IN THE PUBLIC LIBRARY, MUSEUMS AND NATIONAL GALLERY; PENAL ESTABLISHMENTS AND GAOLS; REFORMATORY SCHOOLS, PROBATIONARY SCHOOLS, RECEIVING DEPÔTS; AND LUNATIC ASYLUMS.

[*Act No. 1133, Section 60.*]

1. Candidates for appointment to any of the undermentioned offices must at date of an examination be between the ages specified opposite the description of the office :—

Branch.	Office.	Age.	
		Minimum.	Maximum.
(a) Public Library, Museums, and National Gallery	Attendant	30 years ...	41 years
(b) Penal and Gaols	Warder—Male	25 years ...	35 years
	Do. Female	25 years ...	35 years
(c) Reformatory and Probationary Schools, and Receiving Depôts ...	Instructor	25 years ...	41 years
	Driver	25 years ...	41 years
	Attendant—Female	25 years ...	41 years
	Attendant—Male	21 years ...	41 years
(d) Lunatic Asylum	Nurse—Female	21 years ...	41 years

2. Every such candidate must forward with his application to the Commissioner a satisfactory certificate from the officer in charge of any of the above-mentioned branches in which he may desire to be employed as to his fitness for the duties of the office, having regard to character, temperament, and mental and physical endowment.

3. No applicant will be registered as a candidate for appointment as a Male Warder in the Penal and Gaols Branch if he be less than five feet eight inches in height, or measure round his chest less than thirty-six inches, or weigh less than eleven stone.

4. Officers appointed to any of the above-named branches shall not until they shall have served for a period of five years in one of such branches be transferred to any other Department or branch, unless the Commissioner determines such transfer to be in the interests of the Public Service, or as hereinafter provided.

5. If it shall be shown to the satisfaction of the Commissioner that any officer in the General Division of any of the above-mentioned branches is from some cause beyond his own control unfit for the performance of his official duties, the Commissioner may transfer such officer to an office in some other branch of the General Division of the Public Service for which he may be considered to be fit, provided that the maximum rate of pay of such office shall not exceed the maximum rate of pay of the office from which he is to be transferred, and that the officer so transferred shall commence to receive such rate of pay between the minimum and maximum rates provided for the office to which he is transferred as the Commissioner shall direct; but no such rate shall be in excess of the pay received by such officer immediately prior to transfer.

6. In determining the claims of officers to promotion, the Commissioner will, in respect of merit, give consideration to the following qualifications:—

- (a) Ability and knowledge required to fulfil the duties of the superior office, and possession of the necessary tact and judgment.
- (b) Industrious habits and careful performance of work.
- (c) Good conduct, regular attendance, and prompt and cheerful service on urgent occasions.
- (d) Mental vigour and sound bodily health.
- (e) Performance of valuable services of a special nature.

In determining the claims to promotion of an attendant or a nurse in a Lunatic Asylum the Commissioner will, in respect of merit, give consideration to evidence of nursing qualifications as shown by having passed the examinations held by the Department.

7. No person shall be eligible for promotion to the position of Library Attendant unless he shall have served at least five years in the Reference or in the Lending Branch of the Public Library, or shall have had such library experience as the Trustees may consider equivalent to such service.

CHAPTER XII.

APPOINTMENT

OF SUPERNUMERARIES AND APPRENTICES IN THE GOVERNMENT PRINTING OFFICE AND OF PUPIL DRAUGHTSMEN.

[Act No. 1133, Section 61.]

1. *Supernumeraries and Apprentices in the Government Printing Office, Permanent Appointment.*—Any person continuously employed for a period of twelve months as a supernumerary in the Government Printing Office who is between the ages of sixteen and forty-one years, and any apprentice in such office on the termination of the last year of his apprenticeship who furnishes the Commissioner with satisfactory evidence of his good moral character, industrious habits, sound bodily health and fitness for the performance of the departmental duties in which he has been engaged, shall be eligible for appointment to any vacant office in the Government Printing Office in which the duties required to be performed are of the same character as those upon which he has been previously employed without passing the examination prescribed for appointment to that division in the regulations made under Section 59 of the *Public Service Act* 1890; but the appointment of any such person shall be subject to the provisions of Section 32 of the same Act.

2. *Apprentices in the Government Printing Office, Temporary Employment.*—On the termination of his apprenticeship, every person who has served as an apprentice in the Government Printing Office, who can furnish the Commissioner with satisfactory evidence of his good moral character, industrious habits, bodily health, and fitness for the performance of the departmental duties in which he was engaged during the period of his apprenticeship, shall, on application, be eligible for temporary employment in similar duties in the Government Printing Office in preference to any other applicant; and every such person during such temporary employment shall be eligible for appointment to any vacant permanent position in such office in which the duties are of the same character as those in which he is temporarily employed; on complying with the prescribed conditions as to character, health, and fitness:

3. *Pupil Draughtsman, Permanent Appointment.*—Any pupil draughtsman on the termination of the last year of his pupilage, being then over the age of sixteen years, who furnishes the Commissioner with satisfactory evidence of his good moral character, industrious habits, sound bodily health, and fitness for the performance of the departmental duties in which he is and has been engaged, and who has fulfilled all the requirements of the Department in which he has been employed in respect to pupilage, and examinations or other tests of competency, shall be eligible for appointment to any vacant office in the Professional or Clerical Division in which the duties required to be performed are of the same character as those upon which he has been previously employed, on passing in respect of the Professional Division such examination as may be required by the Commissioner, and in respect of the Clerical Division the required standard at the examination prescribed for that division of the Public Service, but the appointment of any such person shall be subject to the provisions of the Public Service Acts.

4. *Pupil Draughtsman, Temporary Employment.*—On the termination of his pupillage, any pupil draughtsman who can furnish the Commissioner with satisfactory evidence of his good moral character, industrious habits, bodily health, and fitness for the performance of the departmental duties in which he was engaged during the period of his pupillage, shall, on application, be eligible for temporary employment in any Department in similar duties in preference to any other applicant; and every such person during such temporary employment shall be eligible for appointment to any vacant permanent office in any Department in which the duties are of the same character as those in which he is temporarily employed, on complying with the conditions as to character, fitness, examination, and test prescribed in the next preceding clause of these regulations.

CHAPTER XIII.

ATTENDANCE AND CONDUCT OF OFFICERS.

[Act No. 1133, Section 123.]

1. *Officers to be acquainted with these Regulations.*—All officers are required to acquaint themselves with these Regulations. Officers at the head of the various branches of each Department are directed to send in requisitions for copies of these Regulations for the use of the officers under their control; and they are hereby required and enjoined to post, and to keep posted, a copy of these Regulations in all rooms to which officers of the Public Service commonly have access.

PART I.—ATTENDANCE OF OFFICERS.

2. *Attention and devotion to business.*—All officers shall be punctual and regular in their attendance, and shall during the hours of business devote themselves exclusively to the discharge of their public duties. Officers having to undertake duty at more than one place of business shall, as far as possible, attend at regular periods, complete particulars as to which must be furnished from time to time to the Permanent Head, and shall, whenever necessary, post a notice to the public at each office, showing the days and hours at which they will be present. Officers are not during the hours of business to receive private visitors, or otherwise allow their attention to be engaged in private affairs.

3. *Hours of business.*—The hours of attendance to be observed by officers shall, unless otherwise ordered (see Part IV.), be from nine o'clock a.m. to five o'clock p.m., except on Saturdays, when the ordinary hours of attendance shall be from nine o'clock a.m. to twelve o'clock noon.

4. *Attendance books.*—In every office attendance books shall be kept, and every officer not specially exempted by the Commissioner shall enter daily in one of these books the times of his arrival and departure. A sufficient number of books shall be kept to avoid inconvenience or loss of time in making entries.

5. *Attendance books, when accessible.*—Attendance books shall be accessible for record and signature by officers before and up to five minutes past nine o'clock a.m. every day, when such books shall be withdrawn, and shall not be produced for recording departures until the proper time for ceasing work.

6. *Officers arriving late at their offices.*—Any officer arriving at his office after five minutes past nine o'clock a.m. shall report himself to the officer in charge or sub-charge, who shall record the time of his arrival in the attendance book.

7. *Exemptions.*—Permanent Heads of Departments, and other officers who may be specially exempted by the Commissioner, on the recommendation of the Permanent Head, shall not be required to enter in attendance books the times of their arrival at and departure from their offices; but this exemption shall not be considered to authorize any officer to absent himself from duty during office hours.

8. *Weekly diaries.*—Unless otherwise ordered by the Permanent Head, every officer not immediately under supervision shall keep a diary, showing the duties performed by him and the time occupied therein, every day, and shall furnish a copy of his diary each week to the officer under whose authority he is placed.

9. *Time allowed for luncheon.*—Three-quarters of an hour, except as specified in Part IV., will be allowed daily to every officer for luncheon, from One o'clock p.m. to a quarter to Two o'clock p.m.; during this time officers may leave their offices, unless for the better transaction of public business any officer is required by the Permanent Head or the Head of the Branch to attend to duty.

The officer in charge of each room shall report to the Head of the Branch or of the Department all cases in which officers have not returned to duty after luncheon, at a quarter to Two o'clock p.m.

10. *Overtime.*—Officers will be required to perform public duty beyond the usual hours whenever it may be necessary to bring up arrears of work, or in any temporary pressure of business, and such overtime work performed by officers shall be recorded in the monthly report of the officer in charge or sub-charge.

11. *Officers may be detained.*—Any officer in charge of a subdivision or branch may order any officer under his direction to remain after the usual office hours to complete work which he considers should have been performed by such officer during the same day, and such detention shall not be recorded as overtime work.

12. *Irregularity of attendance.*—Every officer in charge or sub-charge shall, as soon as possible after the end of every month, report to the Permanent Head any irregularity of attendance during the preceding month on the part of officers under him.

13. *Absence from office or district, or from duty.*—Except in cases of sudden illness or other emergency, which shall be immediately reported to the responsible Minister, by or through the Permanent Head, no officer shall be absent without leave from his office or place of business, or from the district to which he is

appointed, or from duty. If an officer be prevented by illness from attending to duty, he shall furnish such evidence of his illness as the Head of his Department may consider necessary. Unavoidable absence from duty on account of any other pressing emergency shall be supported by reasonable proof of the existence of such emergency.

14. *Duties of absent officers.*—The duties of any absent officer shall be performed by his brother officers, without additional salary or remuneration; in such manner as the responsible officer may authorize or direct.

15. *Applications for leave of absence for recreation.*—Every application for leave of absence for recreation shall be made to the Minister through the officer in charge or sub-charge and the Head of the Department, and shall contain a statement of the time the applicant has been absent from duty during the previous part of the same year. The officer in charge or sub-charge shall report as to the conduct of the applicant and as to his compliance with these Regulations, and whether the application can be granted without detriment to the work of the branch in which the applicant is employed.

16. *Leave of absence for recreation.*—Leave of absence for recreation shall be granted only when the work of the office or Department will admit of the absence of the officer, and shall be dependent upon the applicant's good conduct and regular attention to duty.

17. *Leave of absence on the ground of illness.*—Applications for leave of absence on the ground of illness shall be supported by medical testimony; and, by direction of the Minister or Permanent Head, the applicant may be subjected to examination by the Government Medical Officer, the Assistant Government Medical Officer, or some other Medical Practitioner approved by the Commissioner.

PART II.—DISCIPLINE AND CONDUCT OF OFFICERS.

18. *Organization and discipline.*—The Permanent Head of a Department shall be responsible for the organization and discipline of the Department over which he presides.

19. *Duty of senior officers.*—Officers in charge shall be at all times accountable for the observance of the Regulations of the Public Service, and shall afford in all respects the utmost aid and support to the Permanent Head of the Department.

20. *Subordination of officers.*—Every officer shall obey promptly all instructions that may be given to him by the officer under whose immediate control or supervision he is placed. If any officer should think that he has ground of complaint, arising out of such instructions, or from any other cause whatsoever, he may at all times state the same in writing, through his immediate superior, to the Permanent Head of the Department, who shall, if he think proper, report to the Minister.

21. *Treatment of subordinates.*—As it is desirable to keep up in all branches and grades of the service a proper feeling and high sense of honour, by which the correct and willing discharge of duty will be best insured, officers of the higher grades are required to adopt towards the officers of the lower grades a method of control which shall insure respect.

22. *Civility and courtesy.*—Every officer shall be civil and courteous in his official intercourse with the public, and shall pay proper deference and respect to his superior officers.

23. *Borrowing or lending money.*—Any monetary transaction between officers either as principals or agents, whereby any interest or other return in money or kind is charged or paid, and the borrowing of money by senior officers from their subordinates, are forbidden.

24. *Applications of officers, how to be made.*—The application of any officer upon any matter affecting his position in the service shall be made by the applicant himself, through the head of his branch, to the Permanent Head of the Department; and if it be made through any other person, it will be treated as irregular, provided, however, that officers may communicate through the Head of their Department with the Commissioner, in which case the communication shall be forwarded to the Commissioner with any remarks considered necessary.

25. *Communications not to be made to the public.*—No officer shall make any communication, directly or indirectly, to any person not officially entitled thereto upon any matter affecting the Department in which he serves, or the business or the officers thereof, or relating to the Public Service, or his own official position or acts, without the express permission or authority of the Minister or the Permanent Head.

26. *Officers in the Public Service not to take part in politics.*—In order that officers of all ranks may be enabled to render loyal and efficient service to Government, they are expressly forbidden to take any part in political affairs otherwise than by recording their votes for the election of Members of Parliament.

27. *Insurance premiums.*—Officers are required to pay the premiums on their life assurance policies before the expiry of the days of grace allowed by the assurance companies.

28. *Insobriety.*—If an officer in charge or sub-charge shall observe at any time that any one under his direction or supervision is unfit to perform his duties properly by reason of over-indulgence in intoxicating liquor he shall temporarily suspend him from duty, and immediately report the matter to the Head of the Department.

29. *Breaches of Regulations to be reported.*—Every officer in charge or sub-charge shall promptly report in writing to the Permanent Head, through the proper channel, any officer under his control who is guilty of a breach of these Regulations, and in his report he shall specifically describe such breach of Regulations.

30. *Conduct of Officers.*—As soon as possible after the months of March, June, September, and December in every year, the Head of every Department shall report to the Commissioner the names of any officers under his control whose attendance or conduct during the preceding quarter has been unsatisfactory.

31. *Fines.*—All fines imposed under the Public Service Acts shall be reported to the Commissioner and to the Auditor-General.

32. *Insolvency.*—If the estate of any officer be sequestrated, either voluntarily or compulsorily, for the benefit of his creditors, such officer shall report the same immediately to the Commissioner through the Head of his Department with a statement or explanation of the cause of such sequestration.

33. *Teachers, Department of Public Instruction.*—Teachers under the Department of Public Instruction must not engage, even indirectly, in any business which would have the effect of impairing their moral influence with their school children or with the community generally, and they must not even out of school hours be guilty of actions unbecoming persons holding the position of teacher.

34. *Teachers, Department of Public Instruction.*—Any Teacher, Assistant Teacher, Pupil Teacher, or Sewing Mistress, must reside in the immediate neighbourhood of his or her school when called upon by the Department so to do.

35. *Compliance with Instructions.*—Every officer shall in due course and at proper times comply with and give effect to all enactments, regulations, and authoritative instructions made or issued for his guidance in the performance of his duties.

PART III.—MISCELLANEOUS.

36. *Departments overmanned.*—Whenever the Head of any Department shall find that the number of officers under his control is greater than is reasonably necessary to perform the current work of the Department, he shall report the circumstance to the Commissioner. Officers in sub-charge will report to the Permanent Head any reduction in staff that may be made on account of reduction in the amount of work or re-arrangement of duties.

37. *Accounts and public moneys.*—In the matter of accounts and the collection and payment of public moneys, officers are enjoined to conform strictly to the provisions of the Audit Acts and to such regulations and directions as may from time to time be issued by order of the Honorable the Treasurer.

38. *Officers not to incur liability on behalf of the Government, or to alter general conditions, &c., of contracts.*—No officer shall be authorized to incur, or shall attempt to incur, any liability, or shall have authority to make, or shall attempt to make, any contract on behalf of the Crown or of the Government, or of any Department of the Public Service, without the authority in writing of the Minister of his Department. The general conditions and forms of specifications and of contracts which may from time to time be prescribed for any Department shall be strictly adhered to by the professional and other officers of such Department, unless under special circumstances an alteration therein be made, and be approved in writing by the responsible Minister.

39. *Requisitions.*—Requisitions for stores, stationery, furniture, fittings, and repairs to buildings are to be made in strict accordance with the regulations in that behalf.

40. *Public property in care of officers.*—All officers will be held responsible for the careful use and preservation of all Government property in their possession, custody, or care. Officers in charge of public buildings shall, in the event of repairs

being required, make a requisition for the same, and shall not allow the buildings to fall into decay, or to become permanently injured, for the want of timely requisition for such repairs.

41. *Security to be given in certain cases.*—Every officer intrusted with the collection or expenditure of public moneys, or placed in any position of special responsibility, shall furnish the Treasurer with a guarantee policy of some assurance society carrying on business in Victoria, or with other satisfactory security for the proper discharge of his duties, in such amount as shall be determined by the Governor in Council. He shall continue such policy so long as he shall remain in the employ of the Government and be required to find such security. In the event of any officer failing to pay the premium on such policy by the due date the Treasurer may suspend payment of his salary until such premium is paid. It shall be the duty of the Permanent Head of each Department to advise the Treasurer immediately any officer is called upon to collect or disburse public moneys. It shall in like manner be his duty to inform the Treasurer from time to time of any change of duty or responsibility that would make it necessary that the amount of security should be decreased or increased.

42. *Addresses and testimonials.*—No address or testimonial shall be accepted by any officer without the sanction in writing of the responsible Minister of his Department.

43. *Fees or remuneration for attendance in any court not to be retained.*—Any officer attending in his official character, under a subpoena or order, to give evidence or to produce papers in any court, shall attend such court in performance of and as part of his official duty, and shall duly enter and account for, and shall forthwith pay into the consolidated revenue, all fees received by him for the performance of such duty, and shall transmit to the head of his branch an account and vouchers of all the necessary expenses, if any, incurred by him in the performance of such duty.

PART IV.—SPECIAL ATTENDANCES.

GOVERNMENT OFFICES, BENDIGO.

44. The hours of attendance of all officers in the Government Offices, Bendigo, shall be from nine o'clock a.m. to five o'clock p.m., except on Wednesdays, when the ordinary hours of attendance shall be from nine o'clock a.m. to twelve o'clock noon.

OFFICE OF GOVERNMENT SHORTHAND WRITER.

45. When there is no shorthand in the office awaiting transcription, or when the amount thereof is so small that the whole staff is not, in the Government Shorthand Writer's opinion, required to transcribe it, leave of absence may be granted to the officers in turn. Such leave may be terminated at any time by telegraphic or other message, and during his absence the officer shall remain easily accessible. At such times there shall always be in attendance at the office at least one shorthand writer and one clerk. Officers shall keep a record of the time occupied upon official work, and shall also record the character of the work, and where performed.

THE HOURS OF ATTENDANCE FOR OFFICERS IN THE OFFICES OF THE PUBLIC LIBRARY,
MUSEUM, AND NATIONAL GALLERY SHALL BE AS FOLLOW:—

46.

I. PUBLIC LIBRARY.

Reference Library.

		From	To	From	To	From	To
Professional and Clerical	...	9 a.m.	3.45 p.m. or 3.45 p.m.	10 p.m.
General	...	8 a.m.	3.45 p.m. or 3.45 p.m.	10 p.m.
Accountant	...	9 a.m.	5 p.m.
Saturdays	...	9 a.m.	12 noon
Attendant (Typewriter) and Junior Messenger	...	8 a.m.	5 p.m.
Saturdays	...	8 a.m.	12 noon
Attendants—Entrance Hall	...	8 a.m.	3 p.m. or 3 p.m.	10 p.m.
Bookbinder and Attendant	...	8 a.m.	4.30 p.m.
Saturdays	...	8 a.m.	12 noon

47.

Lending Library.

Professional and Clerical	...	10.15 a.m.	5 p.m. or 11.45 a.m.	6.30 p.m. or 1.30 p.m.	8 p.m.
General	...	9 a.m.	5 p.m. or 12 noon	8 p.m.

48.

Newspaper Room.

Clerical	...	9 a.m.	5 p.m.
Alternate Wednesdays and Saturdays	...	9 a.m.	1 p.m.
General	...	8 a.m.	5 p.m.
Alternate Wednesdays and Saturdays	...	8 a.m.	1 p.m.

49.

II. INDUSTRIAL AND TECHNOLOGICAL MUSEUM.

Professional	...	9 a.m.	5 p.m.
Saturdays	...	9 a.m.	12 noon
General	...	8 a.m.	5 p.m.
Carpenter and Model-maker	...	8 a.m.	5 p.m.
Saturdays	...	8 a.m.	1 p.m.

50.

III. NATIONAL MUSEUM.

Professional, Clerical, and General	...	9 a.m.	4.45 p.m.
Saturdays	...	9 a.m.	12 noon
Attendants	...	8 a.m.	5 p.m.
Carpenter	...	8 a.m.	5 p.m.
Saturdays	...	8 a.m.	1 p.m.

51.

IV. NATIONAL GALLERY.

General	...	8 a.m.	5 p.m. or 2.30 p.m.	10 p.m.
---------	-----	--------	---------------------	---------	-----	-----	-----

52 Except where otherwise stated, the hours of attendance on Saturdays are the same as on other week days. Where the hours of attendance weekly amount to less than prescribed for other branches of the service, not more than half-an-hour will be allowed for luncheon or tea.

GOVERNMENT PRINTING OFFICE.

53. The hours of attendance of all officers in the Government Printing Office, excepting officers in the Clerical Division engaged in connexion with accounts, advertising, correspondence, and stores, shall be from 8 a.m. to 1 p.m., and from 2 p.m. to 5.30 p.m.; and on Saturdays from 8 a.m. to 1 p.m.

CHAPTER XIV.

LEAVE OF ABSENCE.

[Act No. 1133, Section 133.]

1. Any officer who shall have obtained extended leave of absence on account of illness or other pressing necessity shall not be entitled as a matter of right to receive any pay during his absence from duty. Nevertheless, the Minister may, subject to the Regulations following, make an order directing that the absent officer shall receive pay.

2. If the Minister shall make an order, in writing, directing that an officer shall receive pay during his absence, such order shall state specifically the period during which payment is to be made, and whether it shall be full pay, half-pay, or one-third pay; and on the expiry of the period specified in such order the Minister may make a new order for any further period or periods; provided always that no such period or periods shall in the aggregate extend beyond twelve months from the date of the first order, and that full pay shall be granted only for a period or periods in the aggregate not exceeding four months, and that half-pay shall not be granted beyond the end of the eighth month of absence; and provided further that no officer shall receive pay during absence from duty for a longer aggregate period than one month for every year of his service previous to such absence.

3. If any officer be absent from duty on account of illness, and such absence shall have extended beyond three months, he shall not be permitted to return to duty unless and until the Government Medical Officer, the Assistant Government Medical Officer, or some other Medical Practitioner approved by the Commissioner, shall have certified that he is fit to resume work.*

4. If any officer shall have been permitted to return to duty after an absence of twelve months on account of illness, and if he shall again be absent from duty on account of illness within twelve months thereafter, he shall not receive pay during his absence.

5. Notwithstanding anything contained in the preceding regulations, if any officer in the discharge of his duty sustains bodily injury of such a nature as to incapacitate him for all duty, the Minister may order full pay to be allowed for a period not exceeding twelve months.

* The following Medical Practitioners have been approved by the Commissioner :—

(a) The Medical Officers for the time being at Lunatic Asylums.
(b) The Medical Officers for the time being for Penal Establishments.
(c) The Medical Officers for the time being for "Neglected Children."

CHAPTER XV.

STORES AND TRANSPORT.

[Act No. 1133, Section 139.]

EXCEPTIONS.

The Regulations following relating to Stores and Transport shall not apply to the contracts and stores mentioned hereunder :—

Department.		Extent of exception.
All Departments	...	Contracts entered into by the Agent-General.
Chief Secretary	...	Contracts and agreements made by the Aborigines Board.
Mines	Contracts for connexions and fittings of diamond drills.

If transport be required for any stores included in the above exceptions, it may be obtained according to the Regulations.

TENDER BOARD.

1. There shall be a Tender Board, consisting of the following officers :—

Secretary for Public Works.
Chief Commissioner of Police,
Inspector-General, Public Works,
Inspector, Hospitals for the Insane,
Chief Engineer, Victorian Water Supply,
Inspector-General, Penal Establishments,

Government Printer,
Surveyor-General,
Chief Inspector, Education Department,
Engineer, Ports and Harbors,
Secretary for Neglected Children.

2. The members of the Tender Board shall, at the commencement of every financial year, elect from among their number a Chairman and a Deputy Chairman, who shall hold office until the end of the financial year in which they are elected. If any vacancies in such offices occur during the currency of any financial year, they shall be filled by similar proceeding. The Chairman, or in his absence the Deputy Chairman, shall preside at all meetings of the Tender Board; but if both be absent, the Board shall elect from among the number then present a Chairman, who shall preside at such meeting.

3. The Tender Board shall meet at least once a fortnight, and whenever specially summoned by direction of the Chairman or Deputy Chairman; but no business shall be transacted unless three members be present.

4. The Tender Board shall ascertain from the annual estimates, to be furnished as hereinafter mentioned, the quantity and description of stores likely to be required for the service of the ensuing year, and shall report to the Treasurer as to the manner

in which the said stores should be procured, whether by annual contract or otherwise, and shall generally advise thereon. If in the course of the year demands for goods not included in the annual contracts be submitted from any Department and approved by the Minister, the Tender Board shall give directions as to the mode of obtaining them.

5. The Tender Board shall take action as soon as the decision of the Government is notified to it by the Treasurer, by advertising for tenders or otherwise. The list of stores required for the service of any year shall be classified and divided into so many schedules as may appear to be necessary to admit of fair competition among manufacturers, merchants, and others in a position to supply, and separate tenders shall be invited for the stores described in each and every of such schedules. All advertisements calling for supplies shall contain the particulars of the supply, the period for and within which it is to be furnished, the amount of security required, with all other necessary information; and due notice shall be given of the day and hour on or before which tenders will be received. Any tender received after the advertised time shall not be entertained, and no tender shall be considered unless it be securely enclosed in an envelope, on the outside of which is clearly stated the supply for which it is a tender.

6. All tenders for supplies under these Regulations shall be opened and examined by the Tender Board, and be numbered consecutively, and initialed, by the Chairman of the meeting. After consideration of the tenders the Board shall forward them to the Treasurer, with a recommendation as to their acceptance or rejection, and with such explanation as may be necessary. Should the rates named in the tenders be excessive, or should no tenders be received, the Board shall advise the Treasurer as to the best course to be taken to obtain the supplies.

SECRETARY TO THE TENDER BOARD.

7. There shall be an officer of the Public Service appointed as Secretary to the Tender Board, who shall keep the minutes of the proceedings of the Board and perform the duties hereinafter specified and such other duties as he may be from time to time directed to do by order of the Tender Board.

8. The Secretary shall obtain on or before the 30th November in every year from the Permanent Head of each Department an estimate of the probable requirements of his Department for the year commencing on the 1st July following, which shall specify whether in his opinion the various articles should be obtained by means of annual or special contract, and whether locally or in Melbourne. Such estimate shall contain an accurate description of the various articles, and every care shall be taken by the Department to insure that the expressed quantities shall be as near actual quantities as possible. With the estimate shall be forwarded samples of any new stores not in contract which it is desired to procure as per sample; also new samples if it is desired to change those already in use.

9. On or before the 1st March in every year the Secretary shall prepare for the Board classified schedules of all supplies likely to be required for the ensuing financial year.

10. When a tender for stores has been accepted, the Secretary, on behalf of the Government, shall enter into a contract with the tenderer for the supply. Among the conditions of contract the following shall be included, viz. :—

- (a) That the goods shall be delivered as may be directed by the officer ordering the supply.
- (b) That at the time of delivering the supplies, the contractor shall produce the order for the same to the officer authorized to accept delivery, and such officer shall acknowledge thereon the receipt of the stores accepted and shall return the order to the contractor.
- (c) That the acceptance of the supplies shall be subject to the approval of the officer authorized to take delivery of the stores, or such other officer as shall be named in the conditions.
- (d) That if after the delivery of the supplies has been taken, any deficiency or defect is discovered therein, such stores may be returned to the contractor.
- (e) That in case of the rejection or return of any supplies the contractor shall bear the whole cost of replacing the supplies rejected or returned.

11. The Secretary shall advertise in the *Government Gazette* the particulars of all accepted tenders, and shall be responsible that the particulars gazetted correspond with the tenders.

12. The following documents are to be retained in the office of the Secretary :—

- (1) The advertisement.
- (2) The contract, including tender and bond.

13. The Secretary shall receive all preliminary deposits and securities in connexion with tenders and contracts, and shall deal with them as the Under-Treasurer shall direct.

14. The transmission of stores or parcels (other than those ordered to be delivered direct by the contractor) to country stations or to foreign ports shall be undertaken by the Secretary, on receipt of a requisition (Form No. 1) from the Head of the Department or sub-department requiring the service. When transport is required for stores beyond the limit within which the contractor is liable to make delivery, the order for such stores shall be forwarded through the Secretary.

15. The Secretary shall, on receipt of a transport requisition, obtain the requisite transport and forward the supplies to their destination, and shall also as soon as possible send a way-bill (Form No. 2) for the same to the officer to whom the stores are to be delivered.

16. All transport for bulky stores, other than transport by railway, shall be performed under a written contract. Tenders for transport shall be called for by public advertisement when the weight of the goods renders this course advisable, and the tenders received shall be submitted to the Tender Board for consideration. In all other cases the Secretary shall make contracts or agreements with individual carriers at the most advantageous rates.

17. The Secretary shall superintend the landing of all stores received on behalf of the Government, and shall obtain such transport as may be required for conveying them to their destination.

18. The Secretary shall whenever required to do so by the Treasurer effect or superintend the sale of any condemned or other stores and shall collect the proceeds of such sale, or shall otherwise arrange for the disposal of such stores.

19. All yearly contracts for supplies shall be from the 1st July to the 30th June next following, except contracts for forage, which shall be from the 1st March to the end of the February following, contracts for firewood for the Metropolitan district and central towns, which shall be from the 1st January to the 31st December, and contracts for firewood and water for country towns provided for in Clause 37. Under special circumstances, contracts may be entered into for the unexpired portion of a year.

20. The Secretary shall afford every facility and assistance to the Inspector of Officers in Charge of Stores and Material in obtaining any information he may require in the performance of his duties.

21. The Secretary shall publish in the *Government Gazette* notification of the cancellation of any contract determined before the date expressed in such contract.

22. The Secretary shall keep the following books, viz. :—

1. The minute-book of the Tender Board.
2. The advertisement-book.
3. Register of tenders.
4. Preliminary deposit cash-book.
5. Register of cash securities.
6. Register of securities other than cash.
7. Register of complaints against contractors.
8. Register of transport requisitions.
9. Register of transport accounts.
10. Cash-book—transport advance.
11. Register of imports and exports.
12. Register of claims for damages and for short or non-delivery.

MODE OF OBTAINING SUPPLIES.

23. Every Permanent Head shall from time to time submit, for the approval of the Minister, requisitions setting forth the particulars of all supplies required by the several sub-departments or branches of the Department under his charge. (Forms Nos. 3 and 4.)

24. Requisitions for building materials and furniture shall be submitted for the approval of the Board of Land and Works. (Form No. 5.)

25. Requisitions shall be for such stores only as may be necessary for the proper conduct of the Public Service, and shall, if possible, be for stores of the kind specified in the contract. In all cases the weight, measurement, or quantity, and a correct description of the stores required, shall be given.

26. Permanent Heads in submitting requisitions for the approval of the Minister shall number them consecutively for every year and shall specify therein the contract price, and set forth the particulars in the same order as they appear in the gazetted schedule of contracts; if the articles applied for are not in contract, a requisition must be prepared (Form No. 4), and (if approved by the Minister) forwarded to the Tender Board, to be further dealt with as hereinbefore directed (Clause 4).

27. The requisition having been approved by the Minister, any officer authorized by the Permanent Head to order shall (if the articles applied for are in contract) issue orders numbered consecutively (Form No. 6) upon the contractors for the stores required. Should there be no contract for the articles required, the order to supply must not be forwarded until a contract has been entered into and gazetted, or until such other arrangements have been made as the Tender Board may advise (see Clause No. 4). No order is to be made in excess of the approved requisition, and every order must state at what place the articles are to be delivered.

28. All orders for paper, parchment, and envelopes issued under the preceding clause shall be made upon the Government Printer.

29. If the articles ordered be not duly received, notice thereof shall be sent to the Permanent Head of the Department concerned, who may direct the issue of a duplicate order, or take such other action as he may consider necessary.

SUPPLIES FOR COUNTRY DISTRICTS.

30. If the supplies be required for country districts, the contractor shall be directed to deliver at the place where the supplies are required or at some office in Melbourne or at some railway station or carrier's office for transmission by the Secretary.

31. In case of the non-arrival of the goods within a reasonable time after the receipt of the way-bill (see Clause 15), the officer in charge at the station shall communicate at once to the Secretary the circumstances of the case, in order that such steps as may be necessary may be promptly taken.

32. If at any time the weight or quantity of the supplies received be deficient, or exceed that stated in the way-bill, the officer in charge shall point out the discrepancy

to the carrier, and ascertain whether such discrepancy has arisen from carelessness, dishonesty, or other causes while the goods were in transit. Should the supplies be damaged, he shall also ascertain in what manner the damage occurred.

33. In no such case shall the weight or quantity stated in the way-bill be altered ; but the officer shall attach his signature, and shall minute the particulars of the excess, loss, or damage on the face of the bill, and state the approximate value of the excess or loss as the case may be, and such way-bill shall then be returned to the Secretary.

34. The quantities stated in the way-bill shall in all cases be entered in the books of the officer in charge. The quantities deficient or in excess shall be entered separately.

35. Officers giving receipts for supplies will be held responsible for any discrepancy or loss which may be afterwards discovered.

36. Any officer of the Public Service and any officer of the Police Force may be required to take temporary charge of stores in transit and to forward them to their destination. While such stores are in his custody he must exercise care to protect them from exposure to the weather, from depredations, and from damage or loss of any kind.

FUEL AND WATER FOR COUNTRY DISTRICTS.

37. All annual contracts for the supply of fuel and water to Government offices in country towns shall be from the 1st October to the 30th September. Country towns shall mean all towns where officers of three or more Departments are stationed.

38. These contracts shall be entered into on behalf of the Government by the Tender Board at Melbourne.

39. In places where officers of three or more Departments are not stationed supplies shall be procured in the most economical manner by the respective officers in charge, who shall certify to the accounts and forward them to the Heads of their respective Departments.

DUTIES OF OFFICERS AUTHORIZED TO TAKE DELIVERY OF GOODS AND OF OFFICERS IN CHARGE OF STORES.

40. It shall be the duty of the officers named hereunder to take delivery and charge of stores and material for the use of the Departments described in the following list :—

Department.	Designation of Officer.	Stores of which the Officers are to be placed in charge.
Chief Secretary ...	Storekeeper at head office ... " office of Government Statist ... All Secretaries Hospitals for Insane Storekeeper at every Establishment in Penal and Gaols Branch	AM stores required for use in the offices or institutions at which the respective officers are stationed

OFFICERS AUTHORIZED TO TAKE DELIVERY OF STORES—*continued.*

Department.	Designation of Officer.*	Stores of which the Officers are to be placed in charge.
Chief Secretary— <i>continued.</i>	Storekeeper at every Reformatory and Probationary School and Receiving Depôt	All stores intrusted to him for use in the Branch
	Storekeeper at Observatory	" " " "
	" Public Library and Museum ...	" " " "
	" Police Depôt, St. Kilda-road ...	All stores intrusted to him for the service of the Police.
Treasury ...	Storekeeper at Printing Office ...	All stores required for use in the Government Printing Office or received there for general distribution.
	" Income Tax Office ...	All stores required for use in the Income Tax Office.
Treasury, Lands, Public Works, Mines and Water Supply, and Agriculture	Storekeeper at Public Buildings, Treasury Gardens ...	All stores required for use in the Public Buildings, Treasury Gardens, by the several Departments named; and also all stores, except fuel, required for use in the branch offices of the same Departments.
Public Instruction ...	Storekeeper at head office ...	All stores required for use in State schools and at head office.
Law ...	Storekeeper at head office ...	All stores required for use in the Law Department excepting the Offices of the Registrar-General and Commissioner of Titles.
	Storekeeper at Office of Registrar-General and Office of Titles	All stores required for use in the office.
Lands ...	Officers in charge of State Forest Nurseries	All stores intrusted to them for the service of the Department of Lands.
	Storekeeper at Botanical Gardens	
Public Works ...	Officers in charge of dredges and snagging boats	All stores intrusted to them for the service of the Public Works Department.
	Storekeeper at Alfred Graving Dock	
	Officer in charge of stores, <i>Lady Loch</i>	
Mines and Water Supply	Superintendent of Diamond Drills ...	All stores intrusted to him for use in connexion with boring.
	Inspectors of Waterworks at Bendigo, Geelong, and Castlemaine	All stores intrusted to them for the service of the Mines and Water Supply Department.
Public Health ...	Storekeeper at head office ...	All stores intrusted to them for the Department of Public Health.
	" Quarantine Station	
	" Sanatorium, Cut-Paw-Paw	
	" Calf Lymph Depôt	

41. Every officer authorized to take delivery of stores shall obtain samples of the material contracted for and shall retain such samples, and before taking delivery from any contractor shall compare the stores supplied with the order and with the sample or quality contracted for by the contractor tendering delivery. The production of the order shall be his authority for inspecting and receiving.

42. If, on inspection, he be satisfied, he shall give his receipt upon the order for the stores supplied; if he be not satisfied as to the quantity or quality of the supply he shall refuse delivery of the stores, and shall at once report the circumstances to the Head of his Department and to the Tender Board.

43. If after taking delivery of any stores or material he shall discover any deficiency or defect therein; he may return such deficient or defective stores or material, and report the same to the Head of his Department and to the Tender Board.

44. Every officer authorized to take delivery in Melbourne of stores for country districts shall, after inspection (if satisfactory), see that the necessary requisition for transport is forwarded to the Secretary.

45. Every officer in charge of stores shall keep the following books, viz.:—

1. Receipt book.
2. Store Ledger.
3. Sub-Ledger, in which to enter material issued for manufacture and stores returned to stock.
4. Record of condemned stores.

CUSTODY OF STORES.

46. Every officer in charge of stores shall keep a clear and exact account of all stores which may be placed under his charge, and he shall be held responsible for the custody and preservation of such stores. He shall obtain and file receipts for all stores and material issued by him (except provisions).

47. No articles shall be lent, sold, or exchanged, except upon the written authority of the Minister.

48. Every officer in charge of stores shall from time to time inspect his stores, and take stock thereof at least once in every year, or whenever called upon to do so by the Auditor-General, or by the Inspector of Officers in Charge of Stores and Material. If any deficiency be discovered, the value of any stores not reasonably accounted for may be deducted from the salary of such officer.

49. Prior to the removal of an officer in charge of stores from any station, he shall balance his accounts, and shall hand over the stock and the samples to his successor. The officer taking charge shall ascertain that the stock on hand agrees with the accounts.

50. Every officer shall be held responsible for the proper application of all stores intrusted to him for use or consumption, and for the proper care and preservation of all articles in use, and when considered necessary by the Permanent Head shall keep a book containing a statement or inventory of all articles and also of all live stock in his charge. At least once a year every officer in charge or sub-charge shall forward to the Permanent Head a return of the stores in use under his supervision, and shall report as to their state and as to any loss of such stores or any damage thereto which in his opinion may have been due to want of care, but the Permanent Head, under the authority of the Minister, may in any special case exempt an officer from making such return. Officers shall also comply with any departmental instruction for the time being in force for the checking of stores in their custody.

51. At every stock-taking the officer in charge of stores shall make a return showing what stores (if any) in his custody he considers to be unserviceable, and shall apply to the Permanent Head for the appointment of a Board of Survey to deal with them.

52. No articles shall be dealt with as unserviceable until they shall have been inspected and condemned by a Board of Survey, appointed under the authority of the Minister.

53. Boards of Survey shall carefully examine the stores condemned, and shall report to the Permanent Head of the Department concerned, for the information of the Minister, if they can be utilized in any Department of the Public Service, and, if not, as to the best method to be adopted for the disposing of them.

DUTIES OF THE INSPECTOR OF OFFICERS IN CHARGE OF STORES AND MATERIAL.

54. The Inspector of Officers in Charge of Stores and Material shall at least once in every year inspect the books and accounts of every officer whose duty it is to receive stores and material, and also all stores and material in stock and under the control of such officer, and shall take stock thereof and shall investigate and examine all contracts, accounts, invoices, requisitions, books, bills of parcels, and vouchers in anywise relating to or concerning the same, and shall ascertain whether the stores and material received by such officer have been duly accounted for, and also whether the stores and material in stock are in quality and description in accordance with the contract for the supply.

55. The Inspector shall forthwith after such investigation and examination in regard to each officer in charge, report the result thereof to the Minister administering the Department.

56. The Inspector shall report to the Minister, through the Permanent Head of the Department concerned, and to the Tender Board if any stores in stock are inferior to sample.

57. The Inspector shall in the month of January in every year make a general report to the Treasurer.

MISCELLANEOUS.

58. All contracts entered into by the Secretary on behalf of the Government shall bind the Departments for whose service they were taken.

59. Every account for supplies furnished by a contractor must be accompanied by receipted delivery orders, showing that the stores described in such account have been received by the duly authorized officer, and no item in any account shall be allowed which cannot be supported by such evidence of delivery. If by any mischance an original receipted delivery order be lost or destroyed, it shall be competent for the officer by whom the stores specified in such order were received, and within six months from the date of such receipt, to apply to the officer who issued the order for a duplicate of the original order, and upon receiving it to sign and forward it to the contractor; but a short statement shall be written upon the face of such duplicate, showing the circumstances under which it was furnished. As a rule, a contractor should render but one account monthly against each Department, but in cases where the amount is large an interim account may be rendered.

60. All delivery orders sent in by any contractor with his accounts shall be retained by the Head of the Department and shall be attached to the requisitions for the information of the Inspector of Officers in Charge of Stores and Material.

61. In special cases in which loss or inconvenience would be caused to any Department in procuring supplies, &c., under the general provisions of these regulations, articles of small value, repairs, transport of parcels, and minor services may be obtained or effected and paid for by the head of the branch concerned, who will be

held responsible for any improper expenditure. All such transactions shall be registered in a book kept for the purpose, and such book may at any time be examined by the Inspector of Officers in Charge of Stores and Material. The cost of goods or services furnished under this clause upon any one requisition shall not be in excess of Ten pounds.

62. If the Permanent Head of any Department shall consider it advisable, under exceptional circumstances, to obtain supplies from a contractor of a quality inferior to that provided for in the contract, he shall report the circumstances to the Tender Board; and the Board, if it thinks fit, may recommend to the Treasurer the acceptance of the supplies at such reduced prices as may be deemed sufficient, and as may be agreed upon with the contractor. If the Treasurer approve, the Board shall notify the Permanent Head and the contractor accordingly, and the supplies may thereupon be obtained at the approved prices.

(FORM No. 1.)
VICTORIA.

No.

190 .

REQUISITION FOR THE UNDERMENTIONED TRANSPORT FOR THE DEPARTMENT OF

Description and Number of Parcels or Goods for which conveyance is required.	Weight.			To whom Consigned.
	Cwt.	qrs.	lbs.	

To the Secretary to the Tender Board.

(Signature of the Head of the Department.)

(Signature of the Officer requiring the Transport.)

(FORM No. 2.)
WAY-BILL.

Department
Contractors

No.

Stores and Transport Office,
Melbourne,

190 .

PLEASE RECEIVE from the Stores and Transport Department, per
be delivered as addressed, free of cost:---

, in good condition, to

No. of Packages and Description.	Weight.			Address.
	Cwt.	qrs.	lbs.	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>To be returned receipted to the Secretary to the Tender Board. Stores and Transport Office, Melbourne.</p> </div>				

Freight will be paid by the Stores and Transport Department.

Received the above-mentioned Goods in good order and condition.

190

Signature.

5054

1. If the goods described in this Way-Bill be not received within reasonable time, the Consignee after making due local inquiry, should at once communicate the circumstance to the Secretary to the Tender Board, in order that any necessary action may be promptly taken.

3. Should the goods described in this Way-Bill be received from a contractor to replace a supply previously rejected, the Way-Bill should not be receipted, but the facts should be explained on the face of the Way-Bill for the information of the Secretary to the Tender Board.

(FORM No. 3.)

[illegible]

Head of Department.
/ 190

/ 190

REQUISITION FOR ARTICLES NOT INCLUDED IN THE ANNUAL CONTRACTS REQUIRED FOR THE DEPARTMENT OF

[illegible]

Head of Department,
Date,

190

December 30, 1902.

(FORM No. 5.)
VICTORIA.

No. 190 .

REQUISITION

For the undermentioned for the Department of at No. 190 .

Description of Furniture and Fittings, Fencing, Repairs to Buildings, Rental of Premises, &c., with full particulars, dimensions, &c. (Separate Requisitions for each of the above Services.)	Purpose for which Required.	These Columns to be filled in at Public Works Department.		
		Report.	Estimated Cost.	Approval of the Board of Land and Works.
				No. / / 190 . Noted fol. Vote
		Recommended — / / 190 .	Approved —	Commissioner of Public Works. / / 190 .

To the Hon. the Commissioner of Public Works.

Signature of Officer requiring the Service.
Signature of the Head of the Department.
Approval of Minister.

(FORM No. 6.)
VICTORIA.

Requisition No. *.....

ORDER No. 190

Please supply the undermentioned Articles in accordance with Contract No. Department. for the

Delivery to be made on the at

Quantity.	Schedule Number.	Article.	Rate, as per Contract.			Amount.			Receipt of Officer in Charge of Stores and Material.
			@ per	s.	d.	£	s.	d.	

OFFICER AUTHORIZED TO ORDER.

N.B.—This Order is to be produced at the time of delivery, and after being receipted must be attached to the account rendered for payment.

* To be inserted by Officer ordering supply.

CHARLES A. TOPP,
Public Service Commissioner.

J. D. MERSON, Acting Secretary,
Melbourne, 22nd December, 1902.

Approved by the Lieutenant-Governor in Council
the 24th December, 1902.
THOS. BRISBANE,
Clerk of the Executive Council.

By Authority: ROBT. S. BRAIN, Government Printer, Melbourne.

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000