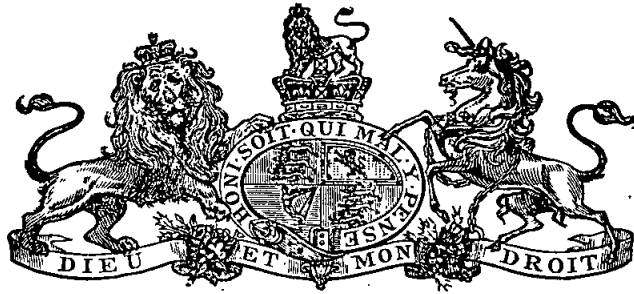


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REGULATIONS

UNDER THE

PUBLIC SERVICE ACT 1915.

16TH NOVEMBER, 1915.



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PUBLIC SERVICE ACT.—REGULATIONS.

THE Public Service Commissioner, pursuant to the provisions of the Public Service Act, 1915, hereby repeals all Regulations heretofore made under the Public Service Acts, and makes the following Regulations, to take effect from the 1st December, 1915.

In these Regulations "Commissioner" means the Public Service Commissioner.

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

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CHAPTER I.

APPOINTMENT OF POLICE MAGISTRATES.[*Act No. 2713, Section 45.*]

1. Candidates for appointment to the Office of Police Magistrate, under the provisions of Clause 2 (a) of Section 44 of the *Public Service Act 1915*, will be examined in the following subjects, viz. :—

- (a) The Commonwealth of Australia Constitution Act, 63 and 64 Victoria, Cap. 12.

The Constitution Act of Victoria, the Constitution Act Amendment Act.

- (b) The undermentioned Acts and Parts of Acts of the Commonwealth, and any amendments thereof for the time being in force :—

Acts Interpretation Acts 1901 and 1904.
 Bills of Exchange 1909-1912.
Customs Act 1901-1910, Parts XIII. and XIV.
Evidence Act 1905.
Excise Act 1901, Parts X. and XI.
Extradition Act 1903.
Immigration Restriction Act 1901-1912.
Judiciary Act 1903-1912, Parts X. and XI.
Naturalization Act 1903.
Service and Execution of Process Act 1901-1912.
State Laws and Records Recognition Act 1901.

- (c) The undermentioned Acts and Parts of Acts of the State of Victoria, and any amendments thereof for the time being in force :—

Acts Interpretation.
 Auction Sales.
 Carriers and Innkeepers.
 Children's Court, and Regulations.
 Coroners.
 Crimes, and Criminal Appeal Rules.
 Dog.
 Employers and Employés.
 Evidence.
Extradition Act of Victoria 1877.
 Fences.
 Fisheries.
 Game.
 Gaols.
 Gold Buyers.
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Regulations under Public Service Act.

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Health Act, Parts III., IV., V., XII., XIII.
 Imprisonment of Fraudulent Debtors, Part III.
 Inebriates
 Infant Life Protection.
 Insolvency Act, Part VII.
 Instruments.
 Inter-State Destitute Persons' Relief.
 Justices Act and Rules.
 Lands Compensation.
 Landlord and Tenant Act, Part V.
 Licensing, and Rules.
 Livery and Agistment.
 Local Government Act, Section 155, Parts I., VII., X., XI., XII.,
 XIII., XVIII., XXXVIII.
 Lunacy.
 Marine.
 Marriage Act, Parts III and IV.
 Married Women's Property.
 Master and Apprentice.
 Mines (with Mining Regulations).
 Money Lenders
 Neglected Children.
 Partnership.
 Police Offences Act.
 Servants' Registry Offices.
 Stamps.
 Unlawful Assemblies and Processions.
 Workers' Compensation, and Rules and Regulations.
 Wrongs.

(d) The undermentioned Acts of the Imperial Parliament :—

Criminal Law (Admiralty Offences), 12 and 13 Victoria, Cap. 96;
 and 23 and 24 Victoria, Cap. 122.
 The Extradition Acts 1870 to 1895, namely, 33 and 34 Victoria,
 Cap. 52; 36 and 37 Victoria, Cap. 60; and 58 and 59
 Victoria, Cap. 33.
Fugitive Offenders Act 1881, 44 and 45 Victoria, Cap. 69.
Territorial Waters Jurisdiction Act 1878, 41 and 42 Victoria,
 Cap. 73.
Sunday Observance Act 1625, 1 Charles I., Cap. 1, and the other
 three Sunday Acts in Vol. 7, Victorian Statutes, 1890.
Merchant Shipping Act 1894, 57 and 58 Victoria, Cap. 60, Parts
 I., II., III., IV., V., VI., XIII., XIV., as amended by
Merchant Shipping Act 1906, 6 Ed. 7, Cap. 8.

(e) Also the following Text-books—

Contracts—Anson.

Broom's Maxims.

Criminal Law—Stephen's Digest.

Evidence—Broom's Maxims, Phipson, Taylor.

Gold Mining—Armstrong.

Interpretation of Written Instruments—Broom's Maxims, Craies' Statute Law.

Justices—Irvine.

Local Government—Collins and Meaden, Parts 7, 10, 11, 12, 13, 18, and 38.

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

3. To qualify in such examination 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 66 of the *Public Service Act* 1915.

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.

Regulations under Public Service Act.

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CHAPTER II.

APPOINTMENT TO THE PROFESSIONAL DIVISION.

[Act No. 2713, Section 71 (1).]

1. Every candidate for appointment to the Professional Division must furnish the Commissioner with an application in his own handwriting, stating his name in full, his address, the date and place of his birth, and the position for which he applies. He should furnish a certificate satisfactory to the Commissioner of his good moral character and industrious habits and documentary evidence of his qualifications and experience.

2. A candidate must, when called upon so to do, furnish the Commissioner with a properly certified extract from some official register of births or other evidence of age satisfactory to the Commissioner, and also a certificate of sound bodily health and freedom from physical defects from the Government Medical Officer or some other medical practitioner registered in Victoria approved by the Commissioner. Provided that in the case of applicants who shall have enlisted with any Expeditionary Force—Military or Naval—raised in Victoria for Imperial service, and who have been absent from the State on duty with such force, 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 apply. Failure to comply with the provisions of this clause will preclude the registration of an applicant.

Note :—

The following Schedule shows the rates of annual salaries of officers of the Professional Division:—

Class.	Annual Salary of each Subdivision of each Class.									
	First Subdivision.	Second Subdivision.	Third Subdivision.	Fourth Subdivision.	Fifth Subdivision.	Sixth Subdivision.	Seventh Subdivision.	Eighth Subdivision.	Minimum.	Maximum.
	£	£	£	£	£	£	£	£	£	£
A	700	1,200
B	625	650
C	528	552	576	600
D	444	468	480	492	516
E	372	384	396	420	432
F	312	324	336	348	360
G	252	264	276	288	300
H	204	216	228	240
I	72	84	108	120	144	156	168	192

Regulations under Public Service Act.

PROFESSIONAL DIVISION.

OFFICES AND CLASSES.

DEPARTMENT OF CHIEF SECRETARY.

Class "A."

Chief Inspector of Explosives, £700.
 Government Medical Officer, £1,000.
 Chief Inspector of Factories, £800.
 Government Astronomer, £700.
 Chief Librarian and Secretary, Public Library, £725.
 Medical Superintendent, Asylums, £700-£800.

Class "B."

Government Statist.

Class "C."

Senior Engineer Surveyor, Marine Board.

Class "D."

Chief Shorthand Writer.
 Assistant Librarian, Public Library.
 Governor, Pentridge.
 Senior Medical Officer, Asylums.

Class "E."

Assistant Actuary.
 Inspector, Marine Board.
 Chief Assistant, Observatory.
 Junior Medical Officer, Asylums.

Class "F."

Chief Clerk, Accident Insurance Office, £360.
 Chemical Assistant and Inspector, Explosives.
 Shorthand Writer.
 Engineer Surveyor, Marine Board.
 Shipwright Surveyor, Marine Board.
 Superintendent, Mercantile Marine.
 Observer and Computer, Observatory.
 Senior Assistant, Public Library.
 Assistant, Public Library.
 Curator, Industrial and Technological Museum.
 Curator, National Museum.
 Palaeontologist.

Class "G."

Inspector, Accident Insurance Office.
 Geological and Mineralogical Assistant.
 Shorthand Writer.

Class "H."

Assistant, Herbarium.
 Assistant, Public Library.
 Assistant, Analytical Chemistry, &c.

Class "I."

Chemical Assistant, Explosives, £156-£192.
 Assistant, Observatory, £156-£192.
 Assistant Astronomical Computer, Female, £120.
 Junior Assistant, Observatory, £72-£144.
 Assistant, Public Library, £156-£192.
 Assistant Junior, Public Library, £72-£144.

DEPARTMENT OF TREASURER.

Class "A."

Government Printer, £700-£800.

Class "H."

Draughtsman, Land Tax Office.

DEPARTMENT OF PUBLIC INSTRUCTION.

Class "A."

Chief Inspector, £700.

Class "B."

Assistant Chief Inspector.
 Chief Inspector, Secondary Schools.

DEPARTMENT OF PUBLIC INSTRUCTION—continued.

Class "C."

Senior Inspector.
 Senior Inspector, Secondary Schools.
 Medical Officer.
 Chief Inspector, Technical Schools.
 Principal, Melbourne High School.
 Principal, Training College.
 Art Inspector.

Class "D."

Head Master, Grade 1, High School.
 Inspector, Grade 1.
 Inspector, Manual Training and Drawing.
 Medical Officer.
 Vice-Principal, Training College.

Class "E."

Head Master, Grade 2, High School, £384-£432.
 Inspector, Grade 2.
 Head Master, Junior Technical School, £396-£432.
 Senior Lecturer, Training College.
 Vice-Principal, Melbourne High School.
 Inspector, Secondary Schools.

Class "F."

Lecturer, Training College.
 Senior Master of Method, Training College.
 Head Master, Grade 3, High School.
 Senior Master, High School, £312-£336.
 Head Mistress, High School, £312-£336.
 Head Master, Junior Technical School.

Class "G."

Assistant Lecturer, Training College.
 Senior Master, Junior Technical School.
 Head Master, Junior Technical School.
 Sub-Editor, School Paper.
 Mistress of Method, Training College.
 Master of Method, Training College.
 Supervisor, Infant Method, Training College.
 Second Master, High School.
 Senior Mistress, High School, £252-£276.
 Supervisor of Cookery, £252-£276.
 Head Teacher, School for Deaf and Dumb.
 Head Teacher, School for Feeble-minded Children.

Class "H."

Head Master, Junior Technical School.
 Second Master, Junior Technical School.
 Superintendent, College of Domestic Economy.
 Assistant Lecturer, Training College.
 Assistant Examiner in Drawing.
 Instructress, Physical Training.
 Supervisor of School Gardening.
 Mistress of Method, Training College.
 Teacher of Dressmaking and General Needlework.
 Third Master, High School, £228-£240.
 Fourth Master, Grade 1, High School, £204-£216.
 Second Mistress, High School.

Class "I."

Assistant Lecturer, Training College, £156-£192.
 Assistant to Art Inspector, £156-£192.
 Organizer and Teacher, Swimming Classes, £156-£192.
 Fourth Master, Grade 2, High School, £168-£192.
 Fourth Mistress, High School, £144-£156.
 Third Mistress, High School, £168-£192.
 Third Master, Junior Technical School, £156-£192.
 Head Teacher, School for the Blind.
 Assistant Teacher, School for the Blind.
 First Male Assistant, School for Deaf and Dumb, £156-£192.
 First Female Assistant, School for Deaf and Dumb, £144-£168.
 Assistant, School for Deaf and Dumb, £120-£156.
 Assistant, School for Deaf and Dumb, £108-£120.
 Assistant Junior, School for Deaf and Dumb, £72-£108.

Regulations under Public Service Act.

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OFFICES AND CLASSES—continued.

DEPARTMENT OF LAW.	DEPARTMENT OF PUBLIC WORKS.
<i>Class "A."</i>	<i>Class "A."</i>
Parliamentary Draftsman, £1,100. Crown Solicitor, £1,100. Police Magistrate, £700-£800. Coroner and Police Magistrate, £750. Chief Examiner of Titles, £750. Registrar-General, &c., £700. Sheriff and Inspector-General of Penal Establishments, £700.	Chief Architect, £750. Chief Engineer, £750. Engineer, Ports and Harbors, £700.
<i>Class "B."</i>	<i>Class "C."</i>
Assistant Parliamentary Draftsman. Officer in Charge of Criminal Business. Prothonotary. Registrar of Probates and Administration. Police Magistrate. Surveyor and Chief Draughtsman. Examiner of Titles.	Architect, Senior District. Government Valuer. Engineer. Naval Architect.
<i>Class "D."</i>	<i>Class "D."</i>
Assistant Parliamentary Draftsman.	Architect, District. Electrical Inspector and Electrician.
<i>Class "E."</i>	<i>Class "E."</i>
Professional Assistant, Crown Solicitor's. Superintending Draughtsman, Titles.	Architect. Assistant Engineer. Assistant Engineer and Marine Surveyor.
<i>Class "F."</i>	<i>Class "F."</i>
Library Assistant, Supreme Court. Draughtsman, Titles.	Assistant Architect. Assistant Engineer. Mechanical Engineer. Works Manager. Master, <i>Lady Loch</i> .
<i>Class "G."</i>	<i>Class "G."</i>
Draughtsman, Titles.	Draughtsman. Inspector of Works. Surveyor. Assistant Marine Surveyor. Ship's Draughtsman. Marine Engineer and Draughtsman. Engineer, <i>Lady Loch</i> .
<i>Class "H."</i>	<i>Class "H."</i>
Professional Assistant, Crown Solicitor's. Draughtsman, Titles.	Inspector of Works. Draughtsman. Technical Assistant (Electric). Marine Engineer. Chief Mate, <i>Lady Loch</i> . Engineering Draughtsman, Ports and Harbors. Pilot and Harbor Master.
<i>Class "I."</i>	<i>Class "I."</i>
Draughtsman, Trainee, £72-£156.	Draughtsmen, £156-£192. Second Engineer, <i>Lady Loch</i> , £156-£192. Second Mate, <i>Lady Loch</i> , £156-£192. Assistant Pilot and Harbor Master, £156-£192.
DEPARTMENT OF LANDS AND SURVEY.	DEPARTMENT OF MINES.
<i>Class "A."</i>	<i>Class "B."</i>
Surveyor-General, £700.	Chief Inspector of Mines and Machinery.
<i>Class "C."</i>	<i>Class "C."</i>
Assistant Surveyor-General.	Director of Geological Survey.
<i>Class "D."</i>	<i>Class "D."</i>
District Surveyor. Chief Draughtsman.	Chief Draughtsman and Chief Mining Surveyor. Senior Field Geologist.
<i>Class "E."</i>	<i>Class "E."</i>
Chief Inspector, Vermin Destruction. Curator, Botanic Gardens, &c. District Surveyor. Superintending Draughtsman. Draughtsman in Charge. Superintending Lithographic Draughtsman.	Engineer and Chief Inspector, Dredging and Trench Engineer, Geological Survey. Petrologist. Superintending Draughtsman.
<i>Class "F."</i>	<i>Class "F."</i>
Assistant Curator, Botanic Gardens. Staff Surveyor. Draughtsman.	Chemist and Assayer. Field Geologist. Inspector of Mines and Machinery. Lithographic Draughtsman.
<i>Class "G."</i>	
Staff Surveyor. Draughtsman. Lithographic Draughtsman.	
<i>Class "H."</i>	
Draughtsman. Lithographic Draughtsman.	
<i>Class "I."</i>	
Draughtsman, £156-£192.	

*Regulations under Public Service Act.*OFFICES AND CLASSES—*continued.*DEPARTMENT OF MINES—*continued.**Class "G."*

Assistant Field Geologist.
 Draughtsman.
 Inspector of Mines and Machinery.
 Lithographic Draughtsman.

Class "H."

Assistant Engineer, Boring.
 Assistant Field Geologist.
 Chemist.
 Draughtsman.

Class "I."

Draughtsman, £156-£192.
 Chemist, £156-192.
 Chemist Junior, £72-£144.
 Draughtsman, £144-£192.
 Field Assistant, £156-£192.

DEPARTMENT OF PUBLIC HEALTH.

Class "B."

Assistant Health Officer.

Class "D."

Second Assistant Health Officer.
 Inspector and Engineer.
 Superintendent, Greenvale Sanatorium.

Class "E."

Assistant Inspector and Engineer.

Class "G."

Analyst (Medico-Legal).
 Architectural Building Inspector.

Class "H."

Analyst.

Class "I."

Junior Analyst, £72-£144.

DEPARTMENT OF AGRICULTURE.

Class "A."

Agricultural Superintendent, £700.

DEPARTMENT OF AGRICULTURE—*continued.**Class "C."*

Chemist.
 Chief Veterinary Inspector.
 Exports Superintendent.

Class "D."

Biologist.
 Veterinary Officer.

Class "E."

Engineer in Charge, Cool Stores.
 Viticulturist.
 Veterinary Officer.
 Chief Inspector of Stock.

Class "F."

Entomologist.
 Principal, Viticultural Station and School.
 Chief Orchard Supervisor.
 Senior Dairy Inspector.
 Senior Inspector, Dairy Produce.
 Superintendent Engineer, Cool Stores.
 Vegetable Pathologist.
 Veterinary Officer.

Class "G."

Analyst.
 Supervising Analyst.
 Principal, Burnley Horticultural School.
 Senior Fruit Inspector.
 Veterinary Officer, Junior.

Class "H."

Analyst.
 Assistant, Botanical.
 Orchard Supervisor.

Class "I."

Junior Analyst, £72-£144.

DEPARTMENT OF STATE FORESTS.

Class "A."

Conservator, £700-£800.

Class "F."

Draughtsman.
 Inspector, Senior.
 Chief Superintendent.
 Senior Master, School for Forestry.

Regulations under Public Service Act.

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CHAPTER III.

APPOINTMENT OR TRANSFER TO THE CLERICAL DIVISION.

[Act No. 2713, Section 71 (II).]

STANDARD OF EXAMINATION.

1. Candidates for appointment or transfer to 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 (to be judged also by the writing shown in the spelling paper)	250
(2) Spelling: to be tested by writing from dictation	250
(3) English: essay writing, <i>précis</i> writing, correction of grammatical errors, analysis, synthesis, meanings of words, principles of word formation, chief figures of speech, English authors as prescribed from time to time for the Junior Public Examination	500
(4) Arithmetic: full course, such as is usually contained in a standard treatise; and the elements of mensuration	400
(5) Geography: as prescribed for the third and fourth years in Victorian High Schools	200
(6) English History—Civics: As prescribed for the third year in Victorian High Schools	250
(7) Any two of the following:—	
Mathematics—	
(a) Algebra,	
(b) Geometry:	
as prescribed for the second year in Victorian High Schools	300
Latin or French or German: easy sight translation, easy composition and grammar. Up to the standard prescribed for the second year in Victorian High Schools	300
Elementary Physics: as prescribed for the third year in Victorian High Schools	300
Total	2,450

Regulations under Public Service Act.

2. In order to pass the examination a candidate must obtain (a) at least two-thirds of the full marks in handwriting and in spelling; (b) at least three-fifths of the full marks in English and in arithmetic; (c) at least one-half of the aggregate full marks in geography, and English history and civics; (d) at least one-half of the aggregate full marks in the remaining subjects.

When making application, candidates must state in which of the optional subjects they desire to be examined.

3. Candidates for appointment or transfer to the under-named office must, prior to registration for examination, comply with the following conditions to the satisfaction of the Commissioner, namely:—

Assistant in Public Library.—The production of evidence of having passed the Junior Public (or Senior Public) Examination of the University of Melbourne (or some examination which the Commissioner may judge equivalent) in Greek, in Latin, and in either French or German.

REGISTRATION AND EXAMINATION OF CANDIDATES.

4. The Commissioner shall give, in the *Government Gazette*, six weeks' clear notice of the date of every examination.

5. Every candidate for appointment to the Clerical Division must, on the date of examination, be between the ages of sixteen and twenty-one years, and must forward to the Commissioner an application, in his own handwriting, on the proper form, stating his full name and address, and the date and place of his birth, together with a certificate satisfactory to the Commissioner 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 the candidates who, in the opinion of the Commissioner, have complied with the requirements of the 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 an examination.

9. The Commissioner shall publish in the *Government Gazette*, at least sixteen days before the date of an examination, the list of candidates registered 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, payable to the Secretary to the Commissioner, for Twelve shillings and sixpence, 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.

Regulations under Public Service Act.

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

12. Candidates shall observe any printed directions or any oral directions of the officer in charge of the examination.

13. Examiners and officers in charge will observe any general directions which may be issued by the Commissioner for the preparation, transmission, and marking of examination papers.

14. After an examination has been held, the examiners shall, as soon as practicable, forward to the Commissioner a return, signed by every examiner, of all persons who have passed the examination, showing also the marks obtained by every candidate in each subject, and—in the case of a candidate who has passed—the total of his marks.

15. 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.

REGISTRATION OF QUALIFIED CANDIDATES.

16. Candidates who have passed the examination, and are included in the number to be selected for appointment, shall furnish the Commissioner, within seven days after being required so to do, with a properly certified extract from some official register of births or other evidence of age, satisfactory to the Commissioner, and also a certificate of sound bodily health and freedom from physical defects from the Government medical officer, or from some other medical practitioner registered in Victoria approved by the Commissioner. Provided that in the case of candidates who shall have enlisted with any Expeditionary Force—Military or Naval—raised in Victoria for Imperial service, and who have been absent from the State on duty with such force, 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 candidates. Failure to comply with the provisions of this clause will preclude the registration of a candidate.

17. The Commissioner shall cause to be entered in the "Register of Qualified Candidates," in the order of their merit up to but not beyond the published number to be selected for appointment, the names of all candidates who have passed the examination, including those of officers who have served for less than two years* in the General Division, and are between the ages specified in clause 5, and of officers who have served two years in that Division, provided that all such candidates not

* The provisions of section 54 of Act No. 2713 do not apply to this class of officer.

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in the General Division have forwarded evidence as prescribed as to age, health, and freedom from physical defects. 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.

18. The name of a candidate shall be removed from the Register—

- (a) on his nomination for appointment by the Commissioner ; or
- (b) on his attaining the age of twenty-two years—unless he is an officer in the General Division who has served two years in such Division, and if appointed after the 1st December, 1912, is not more than thirty years of age.

Note :

The following Schedule shows the rates of annual salaries of officers of the Clerical Division:—

Class.	Annual Salary of each Subdivision of each Class.									
	First Subdivision.	Second Subdivision.	Third Subdivision.	Fourth Subdivision.	Fifth Subdivision.	Sixth Subdivision.	Seventh Subdivision.	Eighth Subdivision.	Ninth Subdivision.	Tenth Subdivision.
	£	£	£	£	£	£	£	£	£	£
First	624	648	672	696	720
Second	480	504	528	552	576
Third	360	384	408	432	456
Fourth	216	240	264	288	312	336
Fifth	60	72	84	108	120	144	156	168	192	204

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CHAPTER IV.

PROMOTION IN THE CLERICAL DIVISION FROM CLASS TO CLASS.

[Act No. 2713, Sections 56, 58, and 71 (iv).]

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 Sections 56 and 58 of the *Public Service Act* 1915, 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 56 of Act No. 2713, recommends him, and, in accordance with sub-section 1 (iv) of Section 71 of Act No. 2713, 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 or to the transfer of any officer of the Fourth Class to any of the under-mentioned offices in the Fourth Class unless he shall have produced evidence

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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,
 Audit,
 Children's Court, and Regulations,
 Commonwealth of Australia Constitution,
 Coroners,
 County Courts, and Rules,
 Crimes, and Criminal Appeal Rules,
 Employers and Employees,
 Evidence,
 Factories and Shops,
 Fugitive Offenders,
 Gold Buyers,
 Goods,
 Imprisonment of Fraudulent Debtors,
 Insolvency, and Rules,
 Instruments,
 Inter-State Destitute Persons' Relief,
 Justices, and Rules,
 Licensing, and Rules,
 Marriage,
 Married Women's Property,
 Mines (including Regulations relating to Mining Leases so far as
 such Regulations affect Warden's Clerks),
 Neglected Children,
 Penalties,
 Poisons, Part IV.,
 Police Offences,
 Stamps,
 Weights and Measures, Part IV., Division II.,
 Workers' Compensation, and Rules and Regulations.

Also the following Text-books:—

Broom's Legal Maxims, chapters 8, 9, and 10.
 Handbook of Instructions to Clerks of Courts.
 Irvine's Justices of the Peace.

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

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.

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- (c) The Commissioner will hold examinations in Accountancy and Actuarial Science from time to time for officers of the Public Service, as follows, viz. :—

Accountancy Examinations.

Candidates for a Certificate in Accountancy shall pass two examinations.

At the first examination, candidates shall pass in the following subjects :—

- (a) Arithmetic.
- (b) Algebra, up to and inclusive of quadratic equations.
- (c) Bookkeeping and Accounts, including partnership and executorship accounts.
- (d) Auditing.

At the second examination, candidates shall pass in the following subjects :—

- (a) Advanced Accounting, including partnership, executorship, and Local Government accounts, and income tax.
- (b) Auditing.
- (c) Audit Acts.
- (d) Regulations respecting public Accounts.
- (e) Laws relating to Government Stock and Debentures.
- (f) Principal features of Commonwealth and State legislation with regard to taxation.
- (g) The law relating to contracts, bills of exchange, promissory notes, and cheques.

Candidates who have completed the second examination will receive a certificate in accountancy.

Actuarial Examinations.

Candidates for a Certificate in Actuarial Science shall pass two examinations.

At the first examination, candidates shall pass in the following subjects :—

- (a) Arithmetic and Algebra, including the theory and use of logarithms and the elements of the theory of probabilities.
- (b) Elements of the calculus of finite differences, including interpolation and summation.
- (c) Elements of bookkeeping.

At the second examination, candidates shall pass in the following subjects :—

- (a) The theory of compound interest and annuities—certain with construction of monetary tables.
- (b) Probabilities of life and of survivorship.
- (c) Theory of life contingencies, including annuities, assurances, and sickness benefits, with construction of relative tables.
- (d) Distinctive features of mortality and sickness tables now in use in Australasia (excluding methods of construction and graduation).
- (e) Methods of construction and use of monetary and other tables involving the contingencies of life.

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Regulations under Public Service Act.

- (f) Elementary differential and integral calculus, excluding questions necessitating the use of trigonometry.
- (g) Elementary application of the calculus of finite differences and of the differential and integral calculus to life contingencies.

Candidates who have completed the second examination will receive a certificate in actuarial science.

In determining applications for promotion by officers for positions where skill in accountancy or actuarial science is required, the possession of a certificate as above, or qualifications of a similar character will be an important factor.

4. Any transfer of an officer 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.

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CHAPTER V.

APPOINTMENT TO THE GENERAL DIVISION.

[Act No. 2713, Section 71 (v), (vi), and (vii).]

REGISTRATION AND EXAMINATION OF APPLICANTS.

1. Every person applying to be recorded for appointment to 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 14.) 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, and must not at the time of appointment be over the maximum age set down:—

Department.	Office.	Age.	
		Minimum.	Maximum.
General	Lift Attendant*	18 years ...	20 years
	Messenger—Junior ...	16 years ...	20 years
Chief Secretary—			
Neglected Children, Probationary and Reformatory Schools	Attendant—Female *	25 years ...	41 years
Penal and Gaols	Warder—Male	25 years ...	35 years
	Do. Female*	25 years ...	35 years
Law	Embosser (Boy), Stamps Office*	16 years ...	20 years
Lands and Survey	Junior Gardener, Botanic Gardens*	16 years ...	20 years
Public Works			
Ports and Harbors	Boy, Government steamer <i>Lady Loch</i> *	16 years ...	17 years

* 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.

2. Every applicant for a position which has been exempted from examination must satisfy the Commissioner, by the production of certificates, that he is of good moral character and industrious habits, and must forward to the Commissioner when called upon a properly certified extract from some official register of births, showing the

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date and the place of his birth, or such other evidence thereof as the Commissioner may consider to be satisfactory, and satisfactory evidence that he is 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 shall have enlisted with any Expeditionary Force—Military or Naval—raised in Victoria for Imperial service, and who have been absent from the State on duty with such force, 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.

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 and who furnish the Commissioner, when requested so to do, with satisfactory evidence of their age, health, and fitness, shall be declared qualified for appointment.

	Marks.
1. Spelling	120
2. Handwriting	160
3. Composition and Grammar	100
4. Arithmetic	150
Up to the standard attained by a pupil who has passed through all the classes of a primary school.	
5. British History—	70
The outlines of British History from the earliest times to the present day, as in <i>Simple Studies in English History for Young Australians</i> , by W. Gillies (Whitcomb and Tombs).	
The Outlines of Australasian Maritime Discovery as treated in Long's <i>Stories of Australian Exploration</i> , pp. 1 to 92.	
Total	600

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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, 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 and the examiners appointed by the Governor in Council such remuneration as appears to him 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.

12. GARDENING STAFF—EXAMINATIONS.

The following standard is prescribed in regard to the positions named below :—

(a) Junior gardener—

- (1) Candidates should be able to pass a test examination in spelling, handwriting, composition, grammar and arithmetic, up to the standard attained by a pupil who has passed through all the classes of a primary school.
- (2) Preference might be given to those candidates who have successfully passed through the course of training prescribed for lads at the School of Horticulture, Burnley.

The examination will take place during the period of probation.

(b) Garden labourer—

Candidates should be required to pass a practical examination in general rough gardening work, including hoeing and raking, digging, draining, trenching and mowing, the grading and levelling of land surfaces, and axe, spade, pick and shovel work of various kinds.

In addition to the above, candidates should be required to pass the examination in English specified for the position of junior gardener.

The examination will take place during the period of probation.

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(c) Gardener, 2nd grade—

In addition to the proficiency required by and specified for garden labourers, candidates must possess an elementary knowledge of the following subjects, viz. :—

Soils and manures, and their uses :

Plants and flowers, their structures and parts :

Modes of growth, culture, pruning, propagation and treatment of plants :

Insect plant pests, and their treatment.

They must also know how to form groups of plants and flower beds, and to plant and transplant trees, shrubs, and bedding plants.

(d) Gardener, 1st grade—

Candidates should be required to pass an examination in the following subjects :—Soils and manures, their constituents and uses: The culture and propagation of plants generally, including conservatory exotics: Elementary knowledge of botany and the names, uses, and classification of plants: Life history of the principal insect pests, and how to treat them: Successional and other planting and transplanting of plants: Nursery and conservatory work: Formation of lawns, paths, flower beds, groupings, and rock work.

Capability to supervise and control men efficiently to be also taken into consideration.

REGISTRATION OF PERSONS QUALIFIED FOR APPOINTMENT.

13. 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.

14. 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 the Government medical officer, or from some other medical practitioner registered in Victoria, approved by the Commissioner, otherwise their names will not be placed upon the register. Provided that in the case of candidates who shall have enlisted with any Expeditionary Force—Military or Naval—raised in Victoria for Imperial service, and who have been absent from the State on duty with such Force, 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 candidates.

15. The names of all persons included in the return of the examiners as 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 Clause 6, or the name of any person who has not furnished the Commissioner with satisfactory evidence of his age, health, and fitness, shall

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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 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 after the maximum ages mentioned in Clause 1 in respect of the positions referred to therein, or for a longer period than two years, except as prescribed or after he has been nominated. The names of candidates for appointments to positions exempt from examination shall be registered upon the date the Commissioner is satisfied the applicant is qualified to be so registered. In the case of more than one applicant being registered on one day, the Commissioner shall determine the relative order of their registration.

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 or neglect 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.

Note:—

POSITIONS EXEMPT FROM EXAMINATION.

Engine-driver holding Certificate of Competency from the Board of Examiners for Mining and Factory Engine-drivers, from the Marine Board of Victoria, or from other competent authority recognised as such by the Governor in Council.
Female Type Writer and Shorthand Writer.
Fireman.
Labourer.
Labourer, Junior.
Lithographic Printer, Junior Assistant.
Master, Mate, Engineer, holding Certificate of Competency from the Board of Trade, from the Marine Board of Victoria, or from other competent authority recognised as such by the Governor in Council.
Shorthand and Type Writer.
Chauffeur in charge.
Chauffeur.

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Also the following :—

Department.	Classes of Applicants.
Chief Secretary's ...	Farm Attendant, Lara Female Inspector of Factories, Work-rooms, and Shops Females in Penal and Gaols Branch, and in Neglected Children, Probationary, and Reformatory Schools Branch
Law ...	Embossing (Boy), Stamps
Lands and Survey ...	Assistant Carpenter Carter
Public Works ...	Assistant Lighthouse-keeper Cook Deckhand Deckhand and Steward Diver's Attendant, acting as Diver Engine-driver and Fitter Seaman Shipwright, Ports and Harbors Smith's Striker, Ports and Harbors
Agriculture ...	Butter Grader Orchard Supervisor
State Forests ...	Forester, Cadet

CHAPTER VI.

CLASSIFICATION OF GENERAL DIVISION.

[*Act No. 2713, Section 71, (VIII).*]

1. When it is necessary to fill an office in the General 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 transfer or 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 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.

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

4. 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.

5. 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 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.

6. Increments of Twelve pounds each—at intervals of not less than twelve months—may be granted to officers appointed to the offices mentioned in the Schedule.

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

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, at the discretion of the Commissioner, be counted in reckoning the interval for the first increment.

Regulations under Public Service Act.

SCHEDULE.

RATES OF SALARIES.

Department and Office.	Yearly Rate of Pay.		Department and Office.	Yearly Rate of Pay.	
	Minimum.	Maximum.		Minimum.	Maximum.
GENERAL.					
	£	£			
Carpenter	156	168			
Chauffeur	144	156			
Engine-driver	156	168			
Fireman	120	132			
Gardener, Head	180	228			
Gardener, Grade 1	144	156			
Gardener, Grade 2	108	132			
Gardener, Junior	48	108			
Labourer, Foreman	144	156			
Labourer, Senior	126	156			
Labourer	108	144			
Labourer, Junior	48	108			
Lift Attendant	60	108			
Messenger, Senior	144	156			
Messenger	96	132			
Messenger, Junior	48	108			
Shorthand and Type Writer and Assistant	168	204			
Shorthand and Type Writer	132	168			
Shorthand and Type Writer (Female), in charge	144	156			
Shorthand and Type Writer (Female)	108	132			
Typewriter (Male)	108	156			
Typewriter (Female)	84	108			
Watchman	120	144			
DEPARTMENT OF CHIEF SECRETARY.			DEPARTMENT OF CHIEF SECRETARY		
Caretaker, Chief Secretary's Office	156	204*	—continued.		
Premier's Orderly	204	240			
Aborigines—			Neglected Children, &c.—		
Superintendent, Coranderrk		168†	Officer in sub-charge, Boys' Depot		168
Explosives—			Matron	120	144
Inspector, Senior	240	264	Attendant, Female	46	68†
Inspector, Supervising		300	Cook, Female	52	64†
Factories—			Inspector, Male	156	180
Inspector, Senior		324	Inspector, Female	120	132
Inspector, Grade 1	264	276	Instructor	120	144
Inspector, Grade 2	216	252	Instructor, Female	72	120
Inspector, Grade 3	168	204	Instructor and Mechanic	144	156
Inspector, Female, Senior		240	Nurse and Attendant, Female	84	120
Inspector, Female	144	180	Waggonette Driver	120	144
Fisheries and Game—			Observatory—		
Inspector	144	192	Instrument Maker	180	204
Inebriate Institution, Lara—			Mechanical Attendant	144	156*
Superintendent	240	264†	Meteorological and General Assistant	156	204*
Attendant, First	120	144†	Photographer	156	204
Attendant	72	120†	Public Library—		
Attendant, Farm	72	120†	Articulator and Osteologist	204	240
			Attendant, Library		168
			Attendant, Senior		168
			Attendant	120	156
			Attendant, Junior	60	108
			Caretaker	156	192*
			Carpenter and Modelmaker	168	216
			Museum Assistant	156	192
			Supervisor	204	228
			Taxidermist	240	252
			Taxidermist, Assistant	168	216
			Penal and Gaols—		
			Governor—		
			Melbourne	360	408*
			Geelong	264	288*
			Ballarat		252*
			Beechworth		252*
			Bendigo		252*
			Sale		216*
			Deputy Governor, Pentridge		324*
			Hospital Attendant, Senior		204*
			Hospital Attendant		192*
			Hospital Attendant, Assistant	168	180
			Hospital Attendant, Geelong	168	180
			Overseer of Works and Buildings	204	252*
			Overseer of Woollen Manufactures	180	240*
			Overseer of Tailors	156	204*

* With quarters when required to reside on premises.

† With quarters when required to reside on premises, and rations.

‡ With quarters, allowances, &c.

Regulations under Public Service Act.

RATES OF SALARIES—continued.

Department and Office.	Yearly Rate of Pay.		Department and Office.	Yearly Rate of Pay.	
	Minimum.	Maximum.		Minimum.	Maximum.
DEPARTMENT OF CHIEF SECRETARY —continued.	£	£	DEPARTMENT OF TREASURER— —continued.	£	£
<i>Penal and Gaols—continued.</i>			<i>Government Printing Office—</i> —continued.		
Overseer (Brush and Broom making)	156	204*	Engraver	240
Overseer, Wire Netting Factory ..	192	204	Letterpress Overseer	300	360
Overseer (Matting and Mat making)	156	204	Letterpress Foreman	216	240
Overseer of Shoemakers	156	204*	Machineman, Head, and Night Foreman	172	228
Overseer of Farm	156	180*	Machineman, Confidential Room ..	172	192
Photographer and Overseer of Printers	204	228	Machineman	164	172
Storekeeper, Melbourne Gaol	156	204	Machineman, Assistant	96	132
Superintendent, Castlemaine Reformatory	252*	Operator, Linotype	204	216
Warder, Senior Chief	252*	Operator, Monotype	204	216
Warder, Chief	204*	Orders Officer	216	252
Warder, Senior	180*	Orders Officer, Assistant	204	240
Warder	132	168	Paper Counter	144	156
Writer	180	192	Photographer	204	216
Governor, Female	180	204*	Photo. Lithographer	192	204
Matron, Melbourne Gaol	120	144*	Pressman, Head	172	192
Sub-Matron	108	132*	Pressman	164	172
Warder, Female (in charge of office)	..	114	Printer, Foreman, Lithographic ..	204	252
Warder and Nurse, Melbourne Gaol	96	120*	Printer, Lithographic	156	204
Warder, Hospital Nurse	96	120*	Printer, Lithographic, Assistant ..	120	144
Warder, Female	72	108*	Printer, Lithographic, Junior Assistant	48	108
DEPARTMENT OF TREASURER.			Printing Overseer	348	396
Chauffeur in Charge	168	180	Printing Sub-Overseer	276	312
<i>Government Printing Office—</i>			Process Engraver, Foreman	300
Assistant	132	156	Process Engraver	180	192
Binding Sub-Overseer	216	252	Reader, Head	228	264
Binder, Head	172	192	Reader, Chief	204	240
Binder	164	172	Reader, Compositor	172	192
Binding Foreman (Vellum)	204	216	Reader	192	204
Binding Foreman (Quarter)	192	204	Roller Caster	156
Binding Foreman (Publications) ..	192	204	Stationer	204	228
Binding, Head Finisher	172	192	Stationer, Assistant	132	156
Binding, Finisher	164	172	Stereotyper	192	204
Binding, Paper Ruler Foreman	192	204	Stereotyper, Assistant	164	172
Binding, Paper Ruler	164	172	Stone Polisher	120	144
Binding, Leather Cutter	172	192	Ticket Printer	180	228
Binding, Guillotine Cutter	164	172	Ticket Printer, Assistant	144	168
Book Folder and Sewer, Forewoman	96	108	Timekeeper	144	156
Book Folder and Sewer	84	96	Type Storeman	172	204
Clicker	172	204	Warehouseman	192
Compositor, Foreman	216	252	Warehouseman, Assistant	144	180
Compositor	164	172	Warehouseman, Second Assistant	108	144
Compositor, in Charge of Material	172	192	NOTE.—Any Compositor shall, while acting as Reader, Press Reviser, or Foreman Compositor, receive an allowance of One shilling a day. Any Compositor acting as a Linotype or Monotype Operator shall receive an allowance of 1s. 9d. per day.		
Composition, Foreman, Monotype ..	228	252	DEPARTMENT OF PUBLIC INSTRUCTION.		
Composition, Foreman, Linotype ..	228	252	Attendance Officer, Senior	216
Computer	192	228	Attendance Officer	168	204
Costs Officer	156	168	Organizer and Instructor, Swimming	168	204
Delivery Officer	156	168			
Doorkeeper	132			
Electrician	168	180			
Embossing in Charge (Female)	84	108			
Engineer, Chief	216	240			
Engineer, Composing Machines	192	228			
Engineer, Second	204	216			

* With quarters when required to reside on premises.

Regulations under Public Service Act.

RATES OF SALARIES—continued.

Department and Office.	Yearly Rate of Pay.		Department and Office.	Yearly Rate of Pay.	
	Minimum.	Maximum.		Minimum.	Maximum.
DEPARTMENT OF LAW.			DEPARTMENT OF PUBLIC WORKS— continued.		
Attendant, Morgue	120	156	<i>Ports and Harbors—</i>		
Caretaker, City Court	156	180*	<i>Dockyard—</i>		
Caretaker, Crown Law Offices .. .	144	168*	Blacksmith, Foreman	180	204
Caretaker, Office of Titles	144	168*	Blacksmith	144	180
Crier	120	156*	Boatbuilder	144	180
Sheriff's Bailiff, Melbourne .. .	168	204	Boatbuilder, Assistant	120	132
Superintendent, Law Courts .. .	156	180*	Boilermaker, Foreman	204	240
Stamps Office—			Boilermaker, Assistant Foreman .. .	192	204
Machineman	168	180	Calson Attendant	120	132
Machineman's Assistant and Packer .. .	120	156	Carpenter and Buoymaker	156	168
Embossor (Boy)	48	108	Carpenter and Pattern-maker .. .	156	168
DEPARTMENT OF LANDS AND SURVEY.			Carpenter, Foreman	150*	180*
Chief Land Valuer and Inspector	360	Driver, "Diesel" Engine	156	168
Crown Lands Bailiff	156	216	Electrician	204	240
Engraver	324	360	Engineer	168	192
Inquiry Officer	144	168	Engine-fitter, Foreman	180
Land Valuer and Crown Lands Bailiff .. .	240	300	Foreman, Alfred Graving Dock	300
Photographer	204	240	Frame Setter	240
Photographer's Assistant	108	156	Gas Engineer	228
Plan Mounter	156	192	Gas Engineer, Assistant	156
Matron, Immigration Bureau	120	144	Gateman	156	168
Botanic and Treasury Gardens and Domain—			Mould Loftsmen	240
Carpenter and Pattern-maker	156	168	Plumber	156	168
Carpenter, Assistant	108	132	Dredges, Snagging, &c.—		
Carter, Senior	144	Blacksmith	144	168
Carter	108	132	Blacksmith, Assistant	120	132
Garden Labourer	108	120	Blacksmith and Engine-driver, Paynesville	156	168
Mechanic	156	168	Cook	108	132
Mechanic, Assistant	120	144	Cook, Assistant	96	108
Painter and Writer	156	168	Deckhand	108	132
Storekeeper, Seedsman, and Classifier .. .	228	252	Diver's Attendant	126	144†
DEPARTMENT OF PUBLIC WORKS.			Dredger	156	168
Cabinetmaker	168	192	Engineer	180	228
Caretaker, Public Offices, Melbourne .. .	156	204*	Engineer, Chief	252	288
Caretaker, Records Office, Melbourne .. .	120	156*	Engineer, Chief, <i>Wombat</i>	240	276
Caretaker, Public Offices, Bendigo .. .	108	144*	Engineer, Second	192	228
Electrical—			Engineer, Third	168	180
Overseer of Works	180	204	Engineer Mechanic	252
General Assistant, Senior	156	168	Fitter and Turner	156	180
General Assistant	132	156	Fitter and Turner and Diver .. .	156	180†
Batteryman	108	132	Fitter and Turner and Motor Driver	156	180
Lineman	132	156	Foreman	180
Engineer Mechanic	168	228	Foreman, Yard	204	228
Engineering—			Master	168	192
Engine-driver and Fitter	168	180	Inspector	300	360
Foreman, Dredging Works, Port Fairy	144	168	Master, Snagging	168	180
Inspector	204	Master, <i>Pioneer</i>	240	264
Hall Porter	132	156	Master, <i>Wombat</i>	228	252
Hall Attendant, Government House .. .	144	156	Master, Dredge, <i>W. H. Edgar</i> .. .	240	276
			Master, Sailing, <i>W. H. Edgar</i> .. .	204	240
			Mate, First	168	192
			Mate, Second	132	144
			Pattern-maker and Joiner	156	180
			Ship's Joiner	156	168
			Seaman	120
			Seaman Labourer	108	144

* With quarters when required to reside on premises.
† 7s. a day extra when diving.

Regulations under Public Service Act.

RATES OF SALARIES—continued.

Department and Office.	Yearly Rate of Pay.		Department and Office.	Yearly Rate of Pay.	
	Minimum.	Maximum.		Minimum.	Maximum.
DEPARTMENT OF PUBLIC WORKS—continued.			DEPARTMENT OF AGRICULTURE.		
<i>Ports and Harbors—continued.</i>					
Dredges, Snagging, &c.—continued.			Butter Grader, Senior	276
Shipwright in charge, Paynesville	204	228*	Butter Grader	240	264
Storeman	120	156	Butter Weigher	156	168
Steward and Deckhand	108	132	Cheese Expert	264	288
Government Steamer, <i>Lady Loch</i> —			Farm Produce Inspector, Senior	204	240
Chief Steward	144	160†	Farm Produce Inspector	168	192
Cook	120	132†	Farm Produce Inspector (Senior),		
Seaman	84	108†	Assistant to	120	144
Boy	48	72†	Field Officer, Chief, and Tobacco		
Coxswain, <i>Victory</i>	180	Expert	408
Engineer, s.s. <i>Albert</i>	192	228	Field Officer	144	192
Inspector	180	192	Fruit Inspector	132	156
Inspector, Life Saving Stations	180	204	Inspector of Stock (District)	240	264
Labourer, Mechanic	156	Inspector of Stock (Port)	240	264
Lighterman	144	156	Inspector of Stock, Assistant (Port)	204	228
Lighthouse Keeper	180	204*	Inspector of Stock	204	228
Lighthouse Keeper, Senior Assis-			Inspector of Stock, Penola	108
tant	168*	Miller	204	228
Lighthouse Keeper, Assistant	120	156*	Orchard Supervisor	180	228
Lighthouse Mechanic	204	240	Potato Inspector, Senior	204	228
Lighthouse Mechanic, Assistant	180	Potato Inspector	156	180
Master, s.s. <i>Albert</i>	204	240	Storeman, Farm Products	120	144
Mate, s.s. <i>Albert</i>	168	192	Storeman, Foreman, Cool Stores	156	180
Motor Boat Driver	120	144	Vineyard Manager, Rutherglen	204	228
Rigger and Sailmaker	120	144			
Ship's Joiner, Foreman	204	228	DEPARTMENT OF STATE FORESTS.		
Shipwright, Foreman	180	192	Forester, Chief	240	300
Shipwright	156	168	Forester	180	228
Shipwright, Assistant	120	144	Forester, Assistant	144	168
Storeman, Iron	156	Forester, Cadet, Grade 1	120	132
Storekeeper, Assistant	132	192	Forester, Cadet, Grade 2	96	108
Striker	120	144	First-class Nursery and Plantation		
Timekeeper	156	180	Superintendent	204	240*
			Nurseries and Plantations—		
DEPARTMENT OF MINES.			Superintendent	180	204
Superintendent of Drills	264	288	First Assistant	132	168
Diamond Setter	204	240			
Inspector of Boilers	240	264	Nurseries—		
Inspector, Dredging, Senior	228	252	Superintendent	168	204
Inspector, Dredging	192	216	Foreman	132	168
			Nurseryman, Grade 1	144	156
DEPARTMENT OF PUBLIC HEALTH.			Nurseryman, Grade 2	120	132
Caretaker, Coode Island	108	144*			
Inspector, Food and Liquor	168	264	Plantations—		
Inspector, School Buildings	204	216	Foreman	132	144
Greenvale Sanatorium—			Superintendent	132	156
Engine-driver and General Assistant	156	180*	Sensoning Works, Superintendent	204	264
Farm Bailiff	120	144	Herdsmen	132	168
Matron	120	144*	Propagator	132	168
Senior Messenger and Caretaker			Foreman, Improvement Works	132	168
(Old Cemetery)	144	180			

* With quarters when required to reside on premises.
 † With rations.

CHAPTER VII.

INSURANCE OF OFFICERS.

[Act No. 2713, Section 71 (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 Act 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 Act 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. Where an officer satisfies the Commissioner that he is unable to increase the assurance on his life without a loading of five years being made upon his age and he is not willing to increase his assurance, the Treasurer shall, in the month of January in each year, deduct from his salary an amount according to the following scale:—

Age.	Amount per cent. of difference between sum assured and maximum salary of office to be deducted from salary.
Under 21 years	1½
21 years and under 25 years	1½
25 years and under 30 years	2
30 years and under 33 years	2½
33 years and under 36 years	2½
36 years and under 39 years	3
39 years and under 41 years	3½
41 years and under 43 years	4
43 years and under 44 years	4½
44 years and upwards	5

The deduction may, at the officer's request, be made half-yearly.

Regulations under Public Service Act.

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4. The sums deducted shall be paid into the "Officers' Assurance Fund," and shall accumulate in the interest of the person from whose salary the amounts have been deducted at a rate of interest equivalent to that payable by the State Savings Bank for each year ending the 30th June. The moneys at the credit of the Fund shall be invested by the Treasurer in Stock or Debentures.

5. The amounts deducted, together with accrued interest thereon, shall be paid by the Treasurer to the officer on his retirement, or in the case of his death to his legal representatives.

6. 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.

7. 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 the Public Service Act, 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.

8. 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.

9. 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.

10. 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

Regulations under Public Service Act.

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.

11. 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 194 or 196 of the *Public Service Act* 1915 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 paid by the insurance company to the Treasurer, who shall pay to the officer concerned interest thereon half-yearly at the rate allowed from time to time by the State Savings Bank, and upon his retirement or death shall pay to him or his representatives the amount in full, or 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 State 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.

12. 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.

13. 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 477 of Act 2631.

Regulations under Public Service Act.

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CHAPTER VIII.

TEMPORARY EMPLOYMENT.

[Act No. 2713, Section 71 (x).]

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 satisfactory 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 or Professional capacity must address the Commissioner in his own handwriting in a communication of not less than fifty words in length, which should set forth—(1) The nature of his employment during the previous two years; (2) the periods of such employment; and (3) the names and addresses of his employers; 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 Act, an entry of such selection shall be made in the register.
7. Any person having been employed under the provisions of the Public Service Act, 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.

Regulations under Public Service Act.

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. Provided that any applicant whose name is recorded on such register who shall have enlisted with any Expeditionary Force—Military or Naval—raised in Victoria for Imperial Service, and who is absent from the State on duty with such Force shall have his name retained on the register until such time as he shall return to Victoria, and for one month thereafter.

Note:—

The pay of Temporary Clerks is as follows :—

Age last birthday.					
16 years	£48 a year
17 "	60 "
18 "	72 "
19 "	84 "
20 "	96 "
21 "	108 "
22 "	120 "
23 "	132 "
24 "	144 "
25 years or over	156 "

The pay of Temporary Junior Messengers is as follows :—

16 years or over	£3 10s. a month
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CHAPTER IX.

TRAVELLING ALLOWANCES.

[Act No. 2713, Section 71 (xi).]

1. Officers must avoid travelling that is not necessary, and must not claim payment of any amount in excess of the rate allowed under these Regulations.
2. Permanent Heads and Certifying Officers will be considered responsible that travelling, for which payment may be claimed, was necessary; that it could not have been more economically arranged; and that claims made are correct.
3. Allowances for personal expenses shall, except where otherwise stated, be in addition to the cost of conveyance.

PART I.—ORDINARY ALLOWANCES.

4. The following shall be the scale for ordinary allowances:—

	Daily Rate under one week.	Daily Rate if one week or over at same place.
(a) First Division and Class A, Professional Division	17s. 6d.	15s.
(b) Officers whose salaries are more than £456 and not more than £720	14s.	12s.
(c) Officers whose salaries are more than £336 and not more than £456	12s.	10s.
(d) Officers whose salaries are more than £168 and not more than £336	10s.	8s. 6d.
(e) Officers whose salaries are more than £120 and not more than £168	8s.	7s.
(f) Officers whose salaries are not more than £120	7s.	6s.

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."

REDUCTION OF RATES.

5. The rates set forth in these regulations, excepting as otherwise indicated, are fixed to cover the expense of three meals a day and lodging over night. The allowance for each meal and for bed shall be one-fourth of the daily rate.

The allowance for breakfast, dinner, or tea shall not be granted to any officer unless he commence travelling earlier than or be absent from his head-quarters later than the time or times respectively prescribed hereunder, viz. :—

Breakfast	7 a.m.
Dinner	1.30 p.m.
Tea	7 p.m.

Regulations under Public Service Act.

6. Personal allowances, except as may be granted by the Commissioner, shall not be allowed within the Metropolitan area.

The Metropolitan area shall be that which is within 12 miles by highway of the officer's head-quarters.

The question as to which is an officer's head-quarters shall be decided by the Permanent Head.

PART II.—ALLOWANCES TO CERTAIN OFFICERS.

7. These allowances, except where otherwise stated, include both cost of travelling and personal expenses.
8. An officer appointed on the recommendation of the Commissioner to act in the place of an officer of higher classification may be paid the travelling allowance payable to that officer while so acting.

DEPARTMENT OF CHIEF SECRETARY.

9. State Accident Insurance Office—

Commissioner—Personal expenses	£1 a day.
Deputy Commissioner—Personal expenses	17s. 6d. „
10. Officers of Fisheries and Game Branch on outside duty within the Metropolitan area :—

When engaged from 7 p.m. until midnight, one-quarter of daily personal allowance as per scale.

When engaged from 7 p.m. until 6 a.m., one-half of daily personal allowance as per scale.
11. Chief Shorthand Writer or any member of his staff, when engaged in the country with Boards, Commissions, or the Railways Standing Committee—Personal expenses 14s. a day.
12. Female Inspectors, Neglected Children's Branch, while travelling in the country—Personal expenses 10s. a day.
13. Female Inspectors, Factories Branch, while travelling in the country—Personal expenses 10s. a day.
14. Public Service Commissioner—Senior Clerk and Assistant Public Service Inspector—Personal expenses 14s. a day.

DEPARTMENT OF TREASURER.

15. Chauffeur in Charge and Chauffeurs—Personal expenses.

When in the opinion of the Honorable the Treasurer the expenses of a journey warrant it, payment up to 12s. a day may be authorized by him.
16. Taxation Office—

Officers when travelling outside Metropolitan area to assist in Crown prosecutions or action—Personal expenses 14s. a day.

Regulations under Public Service Act.

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DEPARTMENT OF PUBLIC INSTRUCTION.

17. Inspectors of Schools—

Metropolitan No. 1	£70 a year.
" No. 2	70 "
" No. 3	90 "
" No. 4	75 "
" No. 5	80 "
" No. 6	75 "
" No. 7	110 "
" No. 8	140 "
Ballarat No. 1	95 "
" No. 2	85 "
Bendigo No. 1	125 "
" No. 2	130 "
Bairnsdale	160 "
Beechworth	160 "
Benalla	135 "
Birchip	180 "
Castlemaine	110 "
Colac	135 "
Geelong	100 "
Hamilton	160 "
Horsham	160 "
Kerang	160 "
Maryborough	125 "
Sale	155 "
Shepparton	135 "
Stawell	155 "
Warragul	155 "
Warrnambool	135 "

18. Inspectors of Schools—

On first appointment to a district where they are not paid } £20 towards the
 expenses of removal } cost of equipment

19. Attendance Officers—

In Melbourne and Suburbs, each £12 a year.
 In Ballarat 12 "

20. Organiser and Teacher of Swimming Classes, when travelling

outside the Metropolitan area—Personal expenses ... 10s. a day.

21. Relieving Teachers—

Personal expenses £30 a year.

22. 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. "

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Regulations under Public Service Act.

- 23. Male teachers classified in Sixth Class in charge of part-time schools (so long as they remain in the 1st or 2nd subdivision of their class) £10 a year.
- 24. Teachers employed as Special Infant Teachers in instructing Teachers at selected schools in newer methods—Personal expenses only £26 a year.
- 25. Teachers employed as Visiting Teachers of Drawing, Manual Training, or Science, may be paid such yearly or monthly allowance as may from time to time be fixed by the Commissioner.
- 26. Teachers engaged at Agricultural Exhibitions at the Royal Agricultural Show—
Country Teachers, while absent from their homes 7s. 6d. a day.
Metropolitan Teachers and Junior Teachers 2s. 6d. „

DEPARTMENT OF LAW.

- 27. Crown Solicitor's Branch—
Officers when travelling outside Metropolitan area to assist in Crown prosecution or action—Personal expenses 14s. a day.
- 28. Sheriff or Deputy Sheriff travelling in attendance on Judges of the Supreme Court—Personal expenses 17s. 6d. a day.
- 29. Official Accountant, Insolvency—Officer when travelling outside Metropolitan area in place of Official Accountant—Personal expenses 14s. a day.
- 30. 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.

Regulations under Public Service Act.

31. Police Magistrate, Wangaratta, for use of his own horse and buggy when visiting Milawa, in addition to allowances per scale ... 10s. a trip.
32. Clerks of Courts will be allowed personal expenses in accordance with the rates 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.

33. District Surveyor, Bairnsdale, for keep of horses in addition to allowances per scale ... £60 a year.
 34. Bailiff of Crown Lands—

Ararat	£90 a year.
Bairnsdale	110 "
Ballarat	90 "
Beechworth	110 "
Benalla	110 "
Bendigo	100 "
Colac	100 "
Garfield (Koo-wee-rup)	70 "
Hamilton	100 "
Horsham	100 "
Korumburra	90 "
Melbourne	100 "
Ouyen	120 "
Sale	100 "
Sea Lake	120 "
Seymour	100 "
St. Arnaud	100 "
Swan Hill	110 "
Warragul	90 "
Welshpool	70 "
- In addition to railway fares.
- When employed as Bailiff of Crown Lands outside his district and necessarily absent from his head-quarters for the night ... 8s. a day in addition to his commuted allowance.
- When employed as a Land Valuer ... 10s. a day, in addition to his commuted allowance.
35. Bailiff of Crown Lands, Melbourne—

For each night that he is engaged in carrying out his duty at the Sand Grounds, Port Melbourne, commencing at about 10 o'clock p.m. 7s. 6d.
 36. Assistant Surveyor ... £100 a year.

Mallee District	150 "
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To include cost of camp equipment and instruments, and the travelling expenses of party.

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Regulations under Public Service Act.

37. Immigration Bureau—

Officers of the Clerical Division when meeting vessels conveying Victorian immigrants, 7s. 6d. each vessel met.

Matron when meeting vessels conveying Victorian immigrants, 7s. 6d. each vessel met.

Officers of the General Division, when meeting vessels conveying Victorian immigrants, 5s. each vessel met.

When an officer is instructed to meet an incoming vessel in the early morning, and the visit is abortive owing to detention of the vessel arising from bad weather or similar cause, 2s. 6d. a visit.

DEPARTMENT OF PUBLIC WORKS.

38. Officers of the Fifth Class, Clerical Division, when travelling in the country in connexion with the administration of the Unused Roads and Water Frontages Act, personal expenses—Daily rate, under one week, 10s.; daily rate, if one week or over at same place, 8s. 6d.

39. Inspectors of Works, Professional Division, and Officers of the General Division engaged in connexion with the maintenance, inspection, or execution of any work, when employed at a station away from head-quarters—

Not exceeding One Week.	Exceeding One Week, but not exceeding Four Weeks.	Exceeding Four Weeks.
£2 9s. a week	£2 2s. a week	£1 10s. a week

40. Resident Engineer, Warrnambool, when using his own motor car in visiting—Portland, £4 a visit ; Port Fairy, 18s. a visit.

DEPARTMENT OF MINES.

41. 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	100 "	
" " 4, Ballarat	190 "	
" " 5, Melbourne	190 "	
" " 6, Wangaratta	190 "	
" " 8, Omeo	220 "	
" " 9, Seymour	180 "	
" " 10, Eaglehawk	100 "	
Coal District, Dandenong	100 "	
42. Inspector of Boilers	£160 a year, in addition to railway pass.	

Regulations under Public Service Act.

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43. Private Secretary to the Minister, when travelling with the Minister on official business—Personal expenses ... 12s. 6d. a day.
44. Secretary to the Board of Examiners for Engine-Drivers—Personal expenses ... 12s. 6d. a day.

DEPARTMENT OF PUBLIC HEALTH.

45. Officers when travelling outside Metropolitan area to assist in Crown prosecution or action or as prosecuting officers—Personal expenses ... 12s. a day.
46. Inspector—For each evening that he is engaged in inspecting Public Buildings from 7.30 o'clock till 11 o'clock ... 3s.
47. Inspector when engaged within the Metropolitan area—For each morning that he is engaged in taking samples from milk-vendors, commencing at 4 o'clock a.m. ... 7s. 6d.
When engaged outside the Metropolitan area 10s. for each such morning.
48. Inspector of Foodstuffs, &c., when engaged outside the Metropolitan area—Personal expenses ... 10s. a day.
When engaged within the Metropolitan area—
For each evening inspection occupying three or more hours, after Five o'clock p.m. ... 2s. 6d.
For each early morning inspection occupying three hours or more ... 2s. 6d.
For each night on which it is necessary for the Inspector to pay for a bed in order to make such an early morning inspection 2s. 6d.

DEPARTMENT OF AGRICULTURE.

49. Inspector of Stock—
Cobram ... £35 a year.
Delegate (N.S.W.) ... 25 "
Echuca ... 35 "
Gooramadda ... 25 "
Serviceton ... 25 "
Tintaldra ... 25 "
Tocumwal (N.S.W.) ... 25 "
Wahgunyah ... 35 "
Wodonga ... 35 "
50. Inspectors of Stock and Orchard Supervisors engaged on district work—£25 a year, as horse or locomotion allowance, in addition to railway fares. Horse or buggy hire outside a radius of 10 miles to be allowed in special cases.
51. Potato Inspectors, when engaged on district work, £25 a year bicycle allowance.
52. Officers when travelling outside Metropolitan area, to assist in Crown prosecution or action as prosecuting officers—Personal expenses 12s. a day.

Regulations under Public Service Act.

DEPARTMENT OF STATE FORESTS.

53. Personal expenses when necessarily absent on duty at least 16 miles from Head-quarters.

Position.	Daily Rate under one week.	Daily Rate if one week or over at same place.
Chief Forester	10s.	8s. 6d.
Foresters (when deputed by the Conservator to make special inspections)	10s.	8s. 6d.
Foresters, Assistant Foresters	8s.	7s.
Improvement Foreman, Forest Foreman ...	7s.	6s.

54. An equipment allowance to cover provision, up-keep, saddlery, and shoeing of horses may be granted by the Minister, the number and fitness of the horses in respect of which such allowance is granted to be determined by the Conservator.

Chief Foresters—

Not exceeding £35 a year for one horse, £60 a year for two, or £80 a year for three.

Foresters and Assistant Foresters—

Not exceeding £35 for one horse or £60 for two.

Forest Cadets, Improvement Foremen, Forest Foremen—

Not exceeding £35 a year for one horse, or in lieu thereof a bicycle allowance not exceeding £12 a year.

PART III.—MISCELLANEOUS.

SPECIAL ALLOWANCES.

55. 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.

Provided that the actual expenses incurred for sleeping berths when travelling on the railways may be paid upon the approval of the Permanent Head.

56. 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.

57. In all cases where horses are kept a special allowance in addition to that provided in these Regulations may, with the approval of the Commissioner, be granted temporarily owing to the high price of horse feed, in order to cover the prices ruling in the district where an officer is stationed.

58. 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.

Regulations under Public Service Act.

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59. 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.

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

61. 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 Permanent Head 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.

62. Officers shall travel by railway whenever practicable.

63. Officers of the Professional and Clerical Divisions, and officers of the General Division with salaries of £180 a year or over may travel first class. Provided that Permanent Heads may in special cases allow any officer to travel first class.

64. 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.

65. 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, and in the case of motor bicycles Threepence (3d.) a mile, or such yearly or monthly allowance as may from time to time be fixed by the Commissioner, provided that the amount claimed may not exceed the cost of travelling by the most economical mode of conveyance.

TRANSFERS AND EXCHANGES.

66. 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.

67. Furniture shall, when practicable, be removed by railway.

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

69. 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.

70. In the case of a Junior Teacher appointed to a classified position, the actual and necessary cost of transit may be allowed.

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

MILEAGE.

72. 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. 2713, Section 71 (xii).]

1. The Governor in Council may, for the purpose of investigation into and report on any charge made against an officer under section 170 of the *Public Service Act* 1915, 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.

Note :—

RE WITNESSES-BOARDS OF INQUIRY.

[Evidence Act 1915, Sections 14 and 16.]

14. It shall be lawful for any board appointed or to be appointed by the Governor in Council to summon by writing under the hand of the chairman thereof any person whose evidence in the judgment of the said board or of any member thereof is material to the subject-matter of inquiry to be made by such board to attend the said board at such place and at such reasonable time from the date of such summons as is therein specified ; and such person may be required by such summons to bring before such board any documents in his custody possession or control material to the subject-matter of inquiry. Such summons may be served either by delivering the same to the person required to attend or by leaving the same at his usual place of abode.

16. Any person who—

(a) being served as aforesaid with a summons to attend the board fails without reasonable excuse to attend as required or to produce any documents in his custody possession or control which he is required by the summons to produce ;

(b) happening to be present before the board and being required so to do refuses to be sworn or without lawful excuse refuses or fails to answer any question touching the subject-matter of inquiry or to produce any document,

shall be liable to a penalty of not more than Twenty pounds to be recovered by any person authorized by the board before a court of petty sessions.

*Regulations under Public Service Act.*49¹

ALLOWANCES TO WITNESSES.

Rates of allowances to witnesses who are called by or summoned on behalf of a Department in cases investigated under the provisions of the Public Service Act :—

Profession, Trade, or Calling.	Allowance for each Day of Actual Attendance at an Inquiry or of necessary Absence from Home in travelling to and from an Inquiry.
	Not to exceed—
1. Professional men if attending in a professional capacity	£1
2. Professional men not attending in a professional capacity, bank managers, merchants, accountants, auctioneers, and other persons of similar station in life	15s.
3. Mechanics, clerks, master tradesmen, graziers, farmers, and other persons of similar station in life	10s. (according to amount of wages or time lost)
4. Labourers, and other persons of similar station in life	7s. (according to amount of wages or time lost)
5. Women and young persons	5s.
6. Members of the police force	The amount of pay lost, and, if stationed out of the city, town, borough, or township where the inquiry is held, 2s. 6d. to 5s. extra according to rank

In addition to above rates, reasonable travelling expenses actually paid may be allowed, but not to exceed One shilling for every mile a witness may reside from the place at which he may be required to attend.

The officer conducting the case for the Department will submit the claim made by a witness for expenses to the Chairman of the Board of Inquiry, who will at the hearing fix the sum to be allowed.

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, AND RECEIVING DEPÔTS.

[Act No. 2713, Section 72.]

1. Candidates for appointment to any of the undermentioned offices must 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

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 or transferred 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

Regulations under Public Service Act.

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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.

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. 2713, Section 73.]

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 71 of the *Public Service Act 1915*; but the appointment of any such person shall be subject to the provisions of Section 36 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, 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 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 such examination as may be required by the Commissioner, but the appointment of any such person shall be subject to the provisions of the *Public Service Act*.

Regulations under Public Service Act. 53

4. *Pupil Draughtsman, Temporary Employment.*—On the termination of his pupilage, 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 pupilage, 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. 2713, Section 169.]

1. *Officers to be acquainted with these Regulations.*—All officers are required to acquaint themselves with these Regulations and any amendment thereof. 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. Officers shall furnish the Head of their Branch, or the Permanent Head, with their private (postal) address, and shall from time to time notify any change thereof.

3. *Hours of Business.*—The hours of attendance to be observed by officers shall, unless otherwise ordered, be from nine o'clock a.m. to half-past four 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.

Regulations under Public Service Act.

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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. *Tea money.*—An allowance, to procure a meal, of One shilling and sixpence may be paid to officers who are required to work after office hours, provided that no payment shall be made unless an officer works up to Six o'clock p.m., and for at least one hour after the hour taken for tea.

Officers in charge are to carefully watch that no abuse of this regulation is permitted.

12. *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.

13. *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.

* Note :—

PAYMENT FOR OVERTIME WORK.

The following are the rates of payment for overtime work when payment is authorized :—

<i>Clerical Division.</i>			
Third Class	Three shillings an hour
Fourth Class	Two shillings an hour
Fifth Class—			
Over two years' service	One shilling and sixpence an hour
Under two years' service	One shilling an hour
<i>General Division.</i>			
One-eighth of daily pay an hour.			

Regulations under Public Service Act.

14. *Absence from office or district, or from duty.*—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; provided that if an officer who has not obtained leave be prevented by sudden illness or other emergency from attending his office, place of business, or to his duty, and shall immediately report such absence to the Permanent Head, and furnish evidence proving to the satisfaction of such Permanent Head that his absence without leave was unavoidable and was not due to any misconduct, such officer shall not be deemed to have committed a breach of this Regulation.

15. *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.

16. *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.

17. *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.

18. *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, or some other Medical Practitioner approved by the Commissioner.

PART II.—DISCIPLINE AND CONDUCT OF OFFICERS.

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

20. *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.

21. *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.

Regulations under Public Service Act.

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22. *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.

23. *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.

24. *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.

25. *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.

26. *Communications not to be made without permission.*—No officer shall make any communication, directly or indirectly, to any person, whether an officer of the Public Service or otherwise, 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.

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 sam-

Regulations under Public Service Act.

immediately to the Commissioner through the Head of his Department and furnish a statement in full detail of his assets and liabilities, together with an 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, Junior 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. *Yearly Report on Officers.*—In the case of every officer (other than an officer of the First Class, Clerical Division, or equivalent rank), whether eligible to be recommended for subdivisional promotion or increment, or otherwise, the Commissioner shall be furnished by the Permanent Head of the Department during the month of January in each year with a report by the officer in charge under whose control the officer reported on is, which report may be supplemented by the Permanent Head in the form prescribed by the Commissioner, as to the class or description of the duties performed by each officer, and the manner in which he has during the preceding twelve months carried out his duties, and generally as to his conduct, diligence and efficiency.

37. *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.

38. *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.

39. *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.

Regulations under Public Service Act.

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

41. *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.

42. *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.

43. *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.

44. *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.

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 two shorthand writers. Officers shall keep a record of the time occupied upon official work, and shall also record the character of the work, and where performed,

Regulations under Public Service Act.

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

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.	10 p.m.
General ...	8 a.m.	3.45 p.m. or 3.45 p.m.	10 p.m.	10 p.m.
Accountant ...	9 a.m.	4.30 p.m.
Saturdays ...	9 a.m.	12 noon
Attendant (Typewriter) and Junior						
Attendant ...	8 a.m.	4.30 p.m.
Saturdays ...	8 a.m.	12 noon
Attendants—Entrance Hall ...	8 a.m.	3 p.m. or 3 p.m.	10 p.m.	10 p.m.
Bookbinding Supervisor and Library						
Foreman ...	8 a.m.	4.30 p.m.
Saturdays ...	8 a.m.	12 noon

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.	8 p.m.	...
General ...	9 a.m.	5 p.m. or 12 noon	8 p.m.	8 p.m.

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.

II. INDUSTRIAL AND TECHNOLOGICAL MUSEUM.

Professional ...	9 a.m.	4.30 p.m.
Saturdays ...	9 a.m.	12 noon
General ...	8 a.m.	5 p.m.
Carpenter and Model-maker						
Saturdays ...	8 a.m.	5 p.m.
Saturdays ...	8 a.m.	1 p.m.

III. NATIONAL MUSEUM.

Professional, Clerical, and General	9 a.m.	4.30 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.

IV. NATIONAL GALLERY.

General ...	8 a.m.	5 p.m. or 2.30 p.m.	10 p.m.	10 p.m.
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47. 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.

48. The hours of attendance of all officers in the Government Printing Office excepting officers in the Clerical Division 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.

When neither the Commonwealth nor State Parliament is in session the hours on Fridays shall be from 8 a.m. to 1 p.m. and from 2 p.m. to 6 p.m., and on Saturdays from 8 a.m. to 12 noon.

CHAPTER XIV.

LEAVE OF ABSENCE.

[Act No. 2713, Section 180.]

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, 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—with a salary of more than £200 a year—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.

6. Leave of absence may be granted to any State School Teacher suffering from consumption, who is certified by the Government Medical Officer to be probably curable, on the following terms, viz.:—Six months on full pay, and three months on half pay; provided that such pay may be made conditional on the teacher undergoing treatment in an approved sanatorium when so recommended by the Government Medical Officer.

In the event of any such teacher being reported by the Government Medical Officer as incurable, a further period of three months on full pay may be granted.

* 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."

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Note:—

SICK PAY.

(a) SCALE OF PAYMENTS TO OFFICERS OF THE PUBLIC SERVICE WHO MAY BE GRANTED LEAVE OF ABSENCE ON ACCOUNT OF ILLNESS.

Length of Service.	Maximum Number of Months that may be granted on—			
	Full Pay.	Half Pay.	One-third Pay.	
Under 4 years	1	1	—	} Subject to the condition that in no case will payment be granted for a longer period than one month for each year of service.
4 years and under 8	1	1	1	
8 " " " 12	2	2	2	
12 " " " 16	3	3	3	
16 " " upwards	4	4	4	

(b) His Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, and subject to the provisions of the Public Service Acts and Regulations thereunder, has, by an Order made on the 16th day of August, 1904, directed that the scale of payments to officers of the Public Service to whom leave of absence may be granted on account of illness during any one year shall be as follows, viz.:—

Length of Service of Officer.	Period to be Granted.	
	On Full Pay.	On Half Pay.
Under 5 years	2 weeks	2 weeks
5 years and under 15 years	3 weeks	3 weeks
15 years and upwards	4 weeks	4 weeks

Provided, nevertheless, that, with the approval of Ministers in Cabinet assembled, any officer may be granted leave of absence on account of illness for a longer period than that specified above, on full pay or half-pay, should the circumstances warrant such a course.

CHAPTER XV.

STORES AND TRANSPORT.

[Act No. 2713, Section 190.]

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 ...	Stores and provisions of a perishable nature for the V.T.S. <i>John Murray</i> .
Treasurer ...	Repairs and accessories (except those included in the annual contracts) to the State motor cars.
Public Instruction ...	Stores (General stores, implements, and live stock) for District High School Farms.
Public Works ...	Supplies for Government House.
Mines ...	All spare parts, repairs, and alterations of boring machines, drills, drilling tools and batteries (testing plants).
Agriculture ...	Purchases of exhibits for the Agent-General's Office, and for exhibition and show purposes.

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 :—

Under Secretary,
Secretary for Public Works,
Secretary for Mines,
Director of Agriculture,
Sheriff and Inspector-General, Penal Establishments.
Government Printer,
Chief Inspector, Education Department,
Surveyor-General,

Chief Architect, Public Works.
Engineer, Ports and Harbors,
Secretary for Neglected Children,
Inspector-General of the Insane,
Chief Commissioner of Police,
Chairman, State Rivers and Water Supply Commission,
Chairman, Board of Public Health.

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.

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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. Provided that periodicals, textbooks, and books of reference may be purchased for use in High Schools and Higher Elementary Schools on the approval of the Honourable the Minister.

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.

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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 office 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.

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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	} All stores required for use in the offices or institutions at which the respective officers are stationed.
	" office of Government Statist	
	All Secretaries Hospitals for Insane	
	Superintendent Inebriates' Institution	
	Storekeeper at every Establishment in Penal and Gaols Branch	

*Regulations under Public Service Act.*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	See Lands below.	
	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 and Land Tax Office.
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, Treasury, Public Works, Mines and State Forests	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.
Lands	Storekeeper at Botanical Gardens	All stores intrusted to him for the service of the Department of Lands
Public Works	See Lands above.	
	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	See Lands above.	
	Superintendent of Drills and Government Batteries ...	All stores intrusted to him for use in connexion with boring and crushing.
Public Health	Storekeeper at head office	All stores intrusted to them for the Department of Public Health.
	Caretaker Calf Lymph Depôt	
	Superintendent, Quarantine Station	
	Matron, Sanatorium, Greenvale	
	Caretaker, Plague Hospital	
Agriculture	Storekeeper, Head Office	All stores intrusted to them for the Department of Agriculture.
	Superintendent of Exports	
	Government Analyst at Records Office	
	Engineer in charge of Cool Stores for Fruit... ..	
State Forests	See Lands above.	
State Rivers and Water Supply Commission	Officer in Charge of Stores, Head Office	All stores intrusted to them for the State Rivers and Water Supply Commission.
	District Engineer, Bendigo	

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

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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 unservicable, 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

Regulations under Public Service Act.

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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 Two 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.

19

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,

19

PLEASE RECEIVE from the Stores and Transport Department, per _____, in good condition, to be delivered as addressed, free of cost:—

No. of Packages and Description.	Weight.			Address.
	Cwt.	qrs.	lbs.	

To be returned receipted to the Secretary to the Tender Board.
Stores and Transport Office, Melbourne.

Freight will be paid by the Stores and Transport Department.

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

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Signature

Regulations under Public Service Act.

Please Note.—

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.
2. Should the goods be sent by train or boat, it will be the duty of the Consignee (in the absence of a special contract with the Stores and Transport Department for their transit) to arrange for their delivery from the station or wharf, and to forward the account to the Secretary to the Tender Board for the cartage incurred.
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.
4. Where convenient, the weights should be inserted in the column for that purpose, or if already inserted the weights should be checked.

(FORM No. 3.)

REQUISITION FOR ARTICLES INCLUDED IN THE ANNUAL CONTRACTS REQUIRED FOR THE DEPARTMENT OF No. 19

Quantity applied for (in figures).	Contract Number.	Schedule Number.	Article.	Manufacture.*	Rate, as per Contract.			Amount.			
					£	s.	d.	£	s.	d.	

* Here insert C or I, as the case may be (Commonwealth or Imported).

Approval of }
Minister. }

Head of Department.
/ / 19

/ / 19

(FORM No. 4.)

REQUISITION FOR ARTICLES NOT INCLUDED IN THE ANNUAL CONTRACTS REQUIRED FOR THE DEPARTMENT OF No. 19

Quantity Required.	Article (give full description, &c.).	If to Sample or Specification, state so.	State when delivery is required.	State where delivery is to be made.	Manufacture.*	Probable Cost.			Approval of Minister.
						£	s.	d.	

* Here insert C or I, as the case may be (Commonwealth or Imported).

To the Chairman of the Tender Board,
Stores and Transport Office, Melbourne.

Head of Department,
Date,

19

Regulations under Public Service Act.

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(FORM No. 5.)
VICTORIA.

No. 19 REQUISITION No. 19

For the undermentioned for the Department of at

Description of Furniture and Fittings, Fencing, Repairs to Buildings, Rental of Premises, &c., with full particulars, dimensions, &c. <i>(Separate Requisitions for each of the above Services.)</i>	Purpose for which Required.	These Columns to be filled in at Public Works Department.			
		Report.	Manu- facture.	Estimated Cost.	Approval of the Board of Land and Works.
		Recom- mended— / / 19		Approved— / / 19	No. / / 19 Noted fol. Vote <i>Commissioner of Public Works.</i> / 19

* For Fittings, Furniture, and Stores, here insert C or I, as the case may be (Commonwealth or Imported).

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. *.....

M Please supply the undermentioned Articles in accordance with Contract No. for the Department. ORDER No. 19

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.

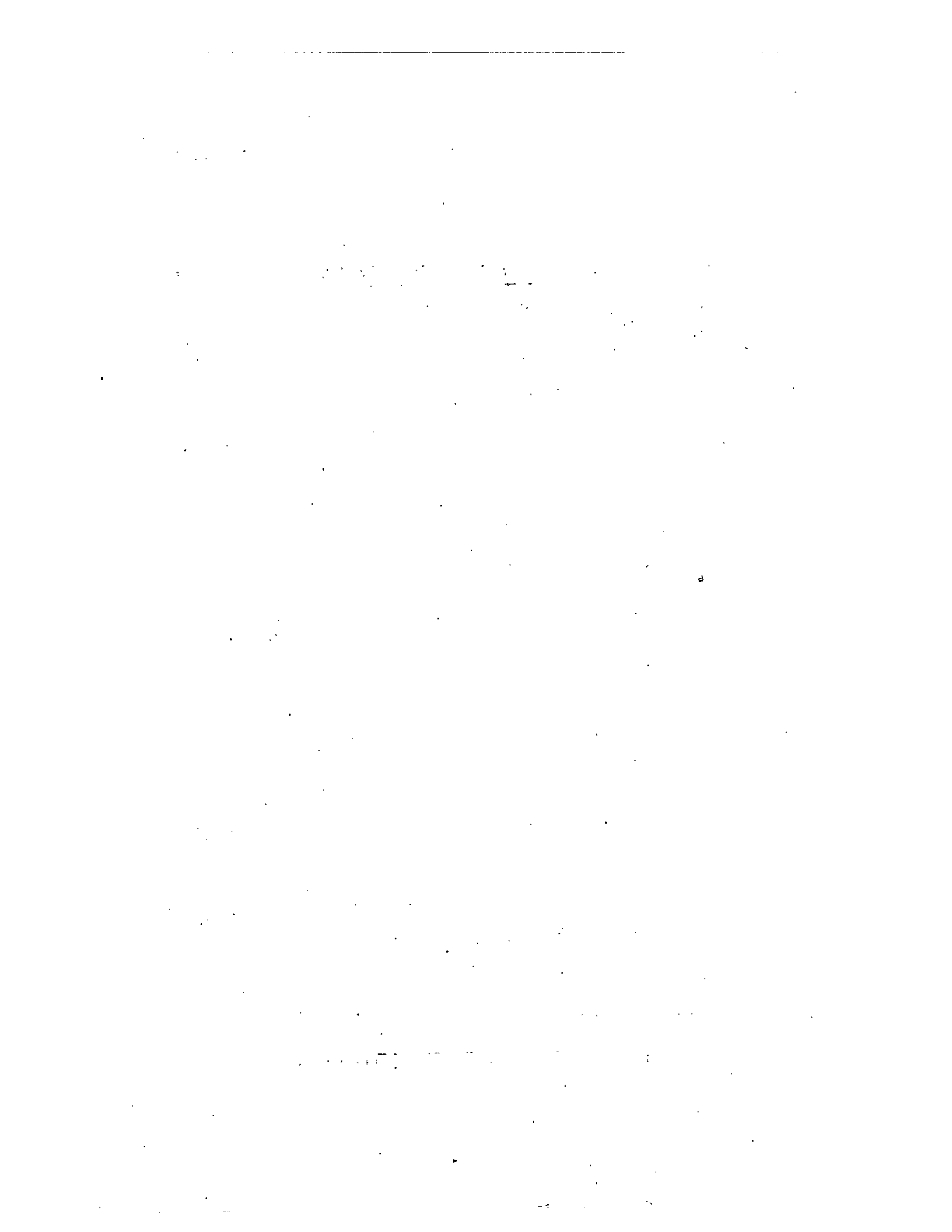
* To be inserted by Officer ordering supply.

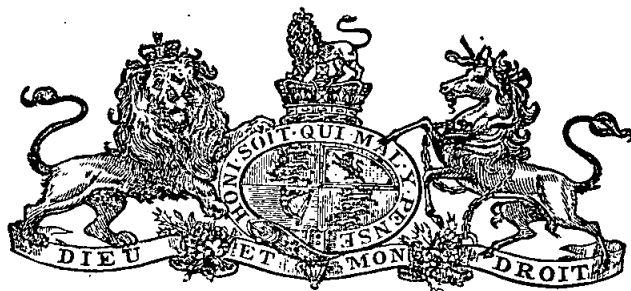
G. C. MORRISON,
Public Service Commissioner.

J. D. MERSON, Secretary,
Melbourne, 15th November, 1915.

Approved by the Governor in Council,
16th November, 1915.

F. W. MABBOTT,
Clerk of the Executive Council.





VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 172.]

FRIDAY, NOVEMBER 19.

[1915.]

Mining Notices.

ST. AIGNAN GOLD OPTIONS NO LIABILITY.
NOTICE is hereby given that a Call (the 1st) of Fifty pounds stg. per share (making Two hundred pounds paid up) on the contributing shares of the above company was made by the directors on the 16th day of November, 1915, and is due and payable to me, at the registered office of the company, 31 Queen-street, Melbourne, on or before the 6th day of December, 1915.
 Dated at Melbourne this 16th day of November, 1915.
 By order of the Board,
 4961 JOHN BRANDON, Manager.

LANGI LOGAN NORTH GOLD MINING COMPANY NO LIABILITY.
ALL shares forfeited for non-payment of the June and July calls of Twopence each will be sold by public auction, at Stock Exchange Hall, 382 Collins-street, Melbourne, on Thursday, 2nd December, 1915, at Three o'clock p.m., unless calls and expenses be previously paid.
 4960 A. J. PEACOCK, Manager.

O'CONNOR'S GOLD MINING COMPANY NO LIABILITY, DRUMMOND NORTH.
ALL shares upon which the 34th and previous calls of Three halfpence per share each remain unpaid will be absolutely sold by public auction, on Saturday, 27th November, 1915, at half-past Eleven a.m., at Stock Exchange, Melbourne.
 317 Collins-street, Melbourne. 4962 E. WILLIAMS, Manager.

SOUTH GARDEN UNITED MINING COMPANY NO LIABILITY.
NOTICE.—All shares, from 1 to 40,000, on which the 3rd call of Threepence per share (or any previous call) remains unpaid, will be sold by public auction, at the Beehive Exchange, Bendigo, on Tuesday, 30th November, 1915, at half-past Four p.m., unless the call, with expenses, be previously paid to me.
 J. G. STANFIELD
 (North and Stanfield, View Point, Bendigo), Manager. 4966

Insolvency Notices.

The Insolvency Acts.—In the Court of Insolvency, Central District, at Melbourne.
A FIRST and Final Dividend is intended to be declared in the matter of Samuel Laurenson Lowe and John Carse, trading as Lowe & Carse, of 169, Nott-street, Port Melbourne, in the State of Victoria, ironworkers, whose estate was sequestrated on the 17th July, 1915. Creditors who have not proved their debts by the 3rd day of December, 1915, will be excluded.
 L. A. CLEVELAND, Trustee, 31 Queen-street, Melbourne. 4963

The Insolvency Acts.—In the Court of Insolvency, Central District, at Melbourne.
A FIRST and Final Dividend is intended to be declared in the matter of Alexander Baker, of 100 Cowper-street, Footscray, in the State of Victoria, hawker, whose estate was sequestrated on the 11th day of August, 1915. Creditors who have not proved their debts by the 3rd day of December, 1915, will be excluded.
 Dated this 15th day of November, 1915.
 L. A. CLEVELAND, Trustee, 31 Queen-street, Melbourne. 4964

The Insolvency Acts.—In the Court of Insolvency, Central District, at Melbourne.
A SECOND and Final Dividend is intended to be declared in the matter of Herbert Trewin, of 47 Finlay-street, Albert Park, in the State of Victoria, railway employee, whose estate was sequestrated on the 9th day of April, 1913. Creditors who have not proved their debts by the 3rd day of December, 1915, will be excluded.
 Dated this 18th day of November, 1915.
 L. A. CLEVELAND, Trustee, 31 Queen-street, Melbourne. 4965

1. The first section discusses the importance of maintaining accurate records in a business setting. It highlights how proper record-keeping can aid in decision-making, identify trends, and ensure compliance with regulations. The text emphasizes that records should be organized, up-to-date, and accessible to relevant personnel.

2. The second section focuses on the role of technology in modern record management. It explores how digital tools and software solutions have revolutionized the way businesses store and retrieve information. Key points include the benefits of cloud storage, automated backup systems, and secure access protocols.

3. The third section addresses the challenges associated with data security and privacy. It discusses the risks of data breaches, the importance of implementing robust security measures, and the need for regular audits. The text also touches upon the legal implications of data handling, such as data protection laws and the right to be forgotten.

4. The fourth section discusses the importance of data backup and recovery strategies. It explains how regular backups can protect against data loss due to hardware failure, human error, or cyberattacks. The text outlines best practices for creating a comprehensive backup and recovery plan, including testing the recovery process.

5. The fifth section covers the role of record management in business continuity and disaster recovery. It highlights how well-maintained records can be crucial in the event of a crisis, enabling organizations to quickly restore operations and minimize downtime. The text also discusses the importance of off-site storage and disaster recovery testing.

6. The sixth section discusses the importance of record retention and disposal policies. It explains how businesses should determine which records are necessary for legal and operational purposes and how to properly dispose of obsolete information. The text emphasizes the need for a clear policy to avoid unnecessary costs and potential legal liabilities.

7. The seventh section discusses the importance of record management in the context of business intelligence and analytics. It explains how historical data can be analyzed to identify trends, forecast future performance, and gain valuable insights into customer behavior and market dynamics. The text highlights the need for clean, accurate data to ensure the reliability of these insights.

8. The eighth section discusses the importance of record management in the context of customer service and support. It explains how accessible records can help service representatives quickly resolve customer issues, improve response times, and enhance the overall customer experience. The text also discusses the importance of maintaining a consistent and accurate record of customer interactions.

9. The ninth section discusses the importance of record management in the context of human resources and employee management. It explains how records can be used to track employee performance, manage payroll, and ensure compliance with labor laws. The text also discusses the importance of maintaining accurate records of employee training and development.

10. The tenth section discusses the importance of record management in the context of legal and regulatory compliance. It explains how businesses must maintain accurate records to demonstrate their adherence to various laws and regulations. The text highlights the importance of record retention and the potential consequences of non-compliance.