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REGULATIONS

UNDER THE

PUBLIC SERVICE ACTS

AND

APPENDIX.

1ST NOVEMBER, 1922.

No. 135.—18047.—1

INDEX TO REGULATIONS UNDER THE PUBLIC SERVICE ACTS.

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INDEX—*continued.*

PUBLIC SERVICE ACTS.—REGULATIONS.

THE Public Service Commissioner, pursuant to the provisions of the Public Service Acts, hereby repeals all Regulations heretofore made under the Public Service Acts, and makes the following Regulations, to take effect from the 1st November, 1922.

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

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

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:—

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

The Constitution Act of Victoria and Parts I. and II. and Divisions 5 and 6 of Parts III. and IV. of *The Constitution Act Amendment Act* 1915, and any amendments thereof for the time being in force.

Act 9 Geo. IV., Cap. 83, s. 24.

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

Acts Interpretation Act 1901–1918.
Bills of Exchange Act 1909–1912.
Commerce (Trade Descriptions) Act 1905.
Crimes Act 1914.
Customs Act 1901–1920, Parts XIII. and XIV.
Evidence Act 1905.
Excise Act 1901–1918, Parts X. and XI.
Extradition Act 1903.
Judiciary Act 1903–1920, Parts X. and XI.
Nationality Act 1920.
Navigation Act 1912–1920, Parts I., IX. X. and XI.
Service and Execution of Process Act 1901–1918 (so far as it relates to Courts of Summary Jurisdiction).
State Laws and Records Recognition Act 1901.
Statutory Declarations Act 1911.

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

Acts Interpretation Acts.
Carriers and Innkeepers Act 1915.
Children's Court Acts and Regulations.
Crimes Act 1915, ss. 72 to 77, 146, 306, 309 to 320, 336 to 341, 356 to 359 Division 3 of Part II., ss. 399, 405, 410, 435 to 438, 442, 444, 471 to 474, 476, 485, 487 to 498, 501, 516, 517, 528, 529, 532, 534, 535, 538 to 540, 544 to 548, and 575 to 591.

Crimes Act 1915 (No. 2).
Crimes (Acts of Indecency) Act 1919.
Employers and Employés Act 1915 (except Part I. thereof).
Evidence Act 1915.
Firearms Act 1921.
Gaols Act 1915, s. 29 and Parts III. and IV.
Gaols Act 1916, s. 3.
Goods Acts.
Imprisonment of Fraudulent Debtors Act 1915, Part III.
Indeterminate Sentences Act 1915.
Insolvency Act 1915, Part VII.
Instruments Act 1915 ss. 91 to 101, Parts II., V. to IX., XI., XII. and XIV.
Justices Acts and Rules.
Landlord and Tenant Act 1915, Part V.
Licensing Acts and Rules.
Local Government Act 1915, Part I., s. 155, Part VII., X, to XIII.) XVIII. and XXXVIII.
Local Government Act 1915 (No. 2).
Local Government Act 1918, s. 5.
Local Government Act 1921.
Marine Act 1915, Part VII.
Marriage Act 1915, Parts III. and IV.
Marriage (Maintenance) Act 1919.
Married Women's Property Act 1915.
Neglected Children's Act 1915.
Partnership Act 1915.
Police Offences Act 1915.
Poor Prisoners Defence Act 1916.
Stamps Acts.
Workers' Compensation Act 1915, and Rules and Regulation thereunder.

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

The Admiralty Offences (Colonial) Act, 1849, 12 and 13 Victoria, Cap. 96, ss 1, 3 to 5 ; and *The Admiralty Offences (Colonial Act* 1860, 23 and 24 Victoria, Cap. 122.
The Extradition Acts 1870 to 1906, namely, 33 and 34 Victoria, Cap. 52; 36 and 37 Victoria, Cap. 60; 58 and 59 Victoria, Cap. 33; and 6 Edward 7, Cap. 15.
Fugitive Offenders Acts 1881 and 1915, namely, 44 and 45 Victoria, Cap. 69 ; 5 and 6 George 5, Cap. 39.
Territorial Waters Jurisdiction Act 1878, 41 and 42 Victoria, Cap. 73.
The Sunday Observance Act 1625, 1 Charles I., Cap. 1, and the other three Acts relating to Sunday printed in Vol. 7, Victorian Statutes, 1890—pages 977 to 982.

(*e*) Also the following Text-books—

Constitutional—Dicey's Law of the Constitution.
Contracts—Anson.
Broom's Legal Maxims.
Criminal Law—Stephen's Digest.
Evidence—Broom's Legal Maxims, Phipson.
Gold Mining—Armstrong.
Interpretation of Written Instruments—Broom's Legal Maxims, Craies' Statute Law.
Justices of the Peace—Irvine and Wanliss.
Local Government—Collins and Meaden, Parts 7, 10, 11, 12, 13, 18, and 38.
Torts—Salmond.

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

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 Section 44 aforesaid 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.

CHAPTER II.

PROFESSIONAL DIVISION.

(*Act No.* 2713, *Section* 71 (1).)
(*Act No.* 3059, *Section* 12).

1. When it is necessary to fill an office in the Professional Division it shall—unless it be found requisite 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.

Appointment to—

2. Every applicant 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.

3. An applicant must, when called upon so to do, furnish the Commissioner with a properly certified extract from an 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 other medical practitioner registered in Victoria approved by the Commissioner. Provided that in the case of applicants who are eligible discharged soldiers, 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.

4. The requirements of clause 3 as to the medical certificate shall not apply to applicants for appointment to the teaching staff of the Department of Public Instruction. In such cases the applicant must furnish a medical certificate from the Government Medical Officer or other medical practitioner registered in Victoria approved by the Commissioner, of sound bodily health and freedom from any defect likely to impair the efficiency of such applicant as a teacher.

Classification of—

5. In the case of appointments, transfers, or promotions to any office in the Professional 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.

6. Officers appointed to the offices mentioned in the Schedule may—at intervals of not less than twelve months—be granted sub-divisional promotion. Every sub-divisional promotion shall be discretionary, and shall not be made except on the certificate of the permanent head of the Department that such sub-divisional promotion has been earned by good conduct and efficient service, and the recommendation of the Commissioner. In the promotion of an officer from one sub-division to another sub-division regard shall be had to the nature of the work performed by him.

SCHEDULE.

PROFESSIONAL DIVISION.

RATES OF SALARIES.

Department and Office.	Yearly Rate of Salary. Minimum.	Maximum.
DEPARTMENT OF CHIEF SECRETARY.	£	£
Class "A."		
Government Medical Officer ..	..	1,000
Chief Librarian and Secretary, Public Library	..	800
Chief Inspector of Explosives ..	..	775
Secretary and Inspector, Neglected Children and Reformatory Schools	700	750
Government Astronomer	..	700
Government Statist	..	700
Class "B."		
Senior Engineer Surveyor, &c., Marine Board	600	650
Assistant Librarian, Public Library ..	528	650
Inspector-General of Penal Establishments	..	600
Class "C."		
Governor, Pentridge	..	516
Curator, Industrial and Technological Museum	492	516
Curator, National Museum ..	492	516
Assistant Actuary, Friendly Societies	444	516
Chief Assistant, Observatory ..	444	516
Chief Shorthand Writer	444	516
Inspector, Marine Board	444	516
Chief Clerk, Accident Insurance Office	420	516
Engineer Surveyor, Marine Board ..	384	516
Palæontologist, Public Library ..	384	516
Senior Assistant, Public Library ..	384	516
Shipwright Surveyor, Marine Board	384	516
Superintendent, Mercantile Marine ..	384	516
Medical Officer and Superintendent, Neglected Children's Depôt ..	..	492†
Chemical Assistant and Inspector, Explosives	384	492
Physicist, Observatory	384	492
Class "D."		
Petrologist	324	372
Assistant, Herbarium	264	372
Assistant, Observatory	264	372
Assistant, Public Library	264	372
Assistant (Botanical), Public Library	264	372
Entomologist, Public Library ..	264	372
Inspector, Accident Insurance Office	264	372
Shorthand Writer	264	372
Supervising Inspector, Explosives ..	..	348
Class "E."		
Chemical Assistant and Inspector, Explosives	216	252
Assistant, Herbarium	192	252
Assistant, Public Library	192	252
Assistant, Observatory	144	252

Department and Office.	Yearly Rate of Salary. Minimum.	Maximum.
DEPARTMENT OF TREASURER.	£	£
Class "A."		
Government Printer	..	900
Class "D."		
Draughtsman, Land Tax Branch ..	264	372
DEPARTMENT OF PUBLIC INSTRUCTION.		
Class "A."		
Chief Inspector of Schools ..	..	825
Chief Inspector of Secondary Schools	..	800
Chief Inspector of Technical Schools	..	800
Assistant Chief Inspector of Schools	..	750
Inspector of Art	..	750
Principal, Melbourne High School ..	..	750*
Principal, Melbourne High School ..	..	700
Principal, Training College ..	..	700
Senior Inspector of Schools ..	..	700
Senior Inspector of Secondary Schools	..	700
Vice-Principal, Training College (Primary)	..	700
Classes "B" and "A."		
Medical Officer	650	700
Class "B."		
Vice-Principal, Training College (Secondary)	..	650
Head Master, Grade I., High School	600	650
Principal, Grade I., Technical School	528	650
Dental Officer, Principal	576	600
Medical Officer	576	600
Head Master, Grade II., High School	528	576
Senior Lecturer, Training College ..	528	576
Classes "C" and "B."		
Inspector, Manual Training and Singing	492	650
Inspector of Schools	492	650
Inspector Technical Schools ..	492	650
Dental Officer	492	552
Medical Officer	492	552
Inspector of Secondary Schools (Female)	492	528
Class "C."		
Head Master, Grade I., Technical School	468	516
Principal, Grade II., Technical School	468	516
Assistant in Charge, High School ..	444	516
Head Master, Grade III., High School	444	516

† With quarters and rations.

* To apply only to officer occupying position on 1.1.22.

Regulations under Public Service Acts.

RATES OF SALARIES—*continued.*

Department and Office.	Yearly Rate of Salary. Minimum.	Yearly Rate of Salary. Maximum.
DEPARTMENT OF PUBLIC INSTRUCTION—*continued.*	£	£
Class "C"—continued.		
First Lecturer (Male), Training College	444	516
Senior Master of Method, Training College	444	516
Vice-Principal, Melbourne High School	444	516
Supervisor, Student Teachers' Training, West Melbourne Technical School	396	516
Senior Technical Instructor	384	516
Senior Master, High School	420	492
Head Mistress, High School, Melbourne	..	468
Principal, Grade III., Technical School	420	468
First Lecturer (Female), Training College	384	444
Head Master, Grade II., Technical School	384	444
Head Teacher, School for Deaf and Dumb	384	444
Senior Assistant, Grade I., Technical School	384	444
Senior Mistress, Grade I., High School	384	444
Supervisor of Infant Department, Training College	384	444
Senior Mistress of Method, Training College	384	444
Head Teacher, School for Feeble-minded Children	384	420
Sub-Editor, School Publications	384	420
Senior Assistant, Grade II., Technical School	..	384*
Classes "D" and "C."		
First Lecturer, Infant Department, Training College	348	420
Second Lecturer (Male), Training College	348	420
Second Master High School	348	396
Senior Mistress, Grade II., High School	348	396
Class "D."		
Head Master, Grade III., Technical School	324	372
Senior Assistant, Grade II., Technical School	324	372
Superintendent, College of Domestic Economy	324	372
Supervisor, Domestic Arts	324	372
Senior Trade Instructor, Technical School	324	372
Supervisor, School Gardening	300	372
Organiser and Teacher, Swimming Classes	276	372
Supervisor of Needlework	276	372

Department and Office.	Yearly Rate of Salary. Minimum.	Yearly Rate of Salary. Maximum.
DEPARTMENT OF PUBLIC INSTRUCTION—*continued.*	£	£
Class "D"—continued.		
Art Teacher, Training College	276	348
Second Lecturer (Female), Primary, Training College	276	348
Second Mistress, High School	276	324
Assistant Art Inspector	264	324
Assistant, Grade I., Technical School	264	324
Trade Instructor, Technical School	264	324
Instructress, Physical Training	276	300
First Assistant, College of Domestic Economy	264	300
Classes "E" and "D."		
First Male Assistant, School for Deaf and Dumb	252	324
Third Master, High School	192	324
First Female Assistant, School for Deaf and Dumb	252	300
Third Mistress, High School	168	264
Class "E."		
Assistant, Grade II., Technical School	240	252
Head Teacher, School for the Blind	216	252
Junior Trade Instructor, Technical School	216	252
Second Assistant, College of Domestic Economy	216	252
Junior Assistant, Technical School	216	240
Assistant, School for Deaf and Dumb	192	240
Third Assistant, College of Domestic Economy	168	216
Junior Assistant, School for Deaf and Dumb	108	168
DEPARTMENT OF LAW.		
Class "A."		
Parliamentary Draftsman	..	1,250
Crown Solicitor	..	1,200
Registrar-General, Registrar of Titles, and Registrar of the Supreme Court	..	700
Assistant Parliamentary Draftsman	..	900
Police Magistrate	825	850
Chief Examiner of Titles	..	800
Coroner and Police Magistrate	..	750
Police Magistrate	..	750
Examiner of Titles	..	700
Police Magistrate	..	700
Registrar of Probates and Administrations	..	700
Classes "B" and "A."		
Surveyor and Chief Draughtsman, &c.	600	700

* To apply only to officers appointed to "C-1" on 1.7.20.

RATES OF SALARIES—*continued.*

Department and Office.	Yearly Rate of Salary. Minimum.	Maximum.
DEPARTMENT OF LAW—*continued.*	£	£
Class "B."		
Prothonotary	576	650
Professional Assistant, Crown Law Offices	528	650
Superintending Draughtsman, Titles Office	528	600
Class "C."		
Senior Draughtsman, Titles Office ..	..	516
Draughtsman, Titles Office ..	384	492
Class "D."		
Professional Assistant, Crown Solicitor's Office	324	372
Draughtsman, Titles Office ..	264	372
Class "E."		
Female Assistant, Titles Office ..	216	252
Draughtsman, Titles Office ..	72	252
DEPARTMENT OF LANDS AND SURVEY.		
Class "A."		
Surveyor-General	..	750
Class "B."		
Chief Draughtsman (Lands and Mines) and Chief Mining Surveyor ..	600	650
Classes "C" and "B."		
District Surveyor	468	576
Class "C."		
Draughtsman in Charge	..	516
Superintending Draughtsman ..	..	516
Superintending Draughtsman, Lithographic	..	516
Comptroller of Buildings	492	516
Director, Botanic Gardens.. ..	492	516
Chief Inspector of Vermin Destruction	444	516
Draughtsman	384	492
Staff Surveyor	384	492
Class "D."		
Assistant Architect	264	372
Draughtsman	264	372
Draughtsman, Architectural ..	264	372
Draughtsman, Lithographic ..	264	372
Inspector of Works	264	372
Class "E."		
Draughtsman	144	252

Department and Office.	Yearly Rate of Salary. Minimum.	Maximum.
DEPARTMENT OF PUBLIC WORKS.	£	£
Class "A."		
Chief Engineer and Engineer, Ports and Harbors	..	1,000
Chief Architect	..	1,000
Engineer, Roads, Bridges, and Harbor Works	..	725
Class "B."		
Valuer, Land and Buildings ..	528	650
District Architect, Senior	600	650
District Architect	528	576
Class "C."		
Architect	..	516
Assistant Engineer and Marine Surveyor	444	516
Mechanical Engineer	444	516
Assistant Engineer	384	516
Assistant Valuer and Surveyor, Land and Buildings	384	516
Inspector of Dredging	384	516
Assistant Architect	384	492
Draughtsman (Furniture and Fittings)	384	492
Class "D."		
Assistant Marine Surveyor ..	324	372
Draughtsman	264	372
Inspector of Works	264	372
Pilot and Harbor Master	264	372
Class "E."		
Pilot and Harbor Master	216	252
Pilot and Harbor Master, Assistant..	216	252
Draughtsman	168	252
DEPARTMENT OF MINES.		
Class "A."		
Chief Mining Inspector	..	775
Classes "B" and "A."		
Director, Geological Survey ..	650	750
Class "B."		
Senior Field Geologist	528	576
Class "C."		
Engineer in Charge, Boring ..	444	516
Petrologist	444	516
Chemist and Assayer	420	516
Draughtsman, Lithographic ..	384	492
Field Geologist	396	468
Classes "D" and "C."		
Inspector of Mines and Machinery ..	324	420

RATES OF SALARIES—*continued.*

Department and Office.	Yearly Rate of Salary. Minimum.	Maximum.
DEPARTMENT OF MINES—*continued.*	£	£
Class "D."		
Draughtsman	324	372
Draughtsman, Lithographic	324	372
Inspector of Boilers	324	372
Assistant Boring Engineer	264	372
Assistant Field Geologist	264	372
Chemist	264	372
Class "E."		
Draughtsman	168	252
Field Assistant	168	252
DEPARTMENT OF PUBLIC HEALTH.		
Class "A."		
District Health Officer	700*	850
Health Officer	700	750
Class "B."		
Sanitary Engineer	528	600
Class "C."		
Assistant Sanitary Engineer	420	492
Classes "D" and "C."		
Medico-Legal Chemist	324	420
Class "D."		
Building Surveyor	324	372
Analyst	264	372
Buildings Inspector	264	372

Department and Office.	Yearly Rate of Salary. Minimum.	Maximum.
DEPARTMENT OF AGRICULTURE.	£	£
Class "A."		
Agricultural Superintendent	..	800
Chief Veterinary Inspector and Chief Inspector of Stock	..	750
Exports Superintendent	..	750
Class "B."		
Biologist	600	650
Chemist	600	650
Veterinary Officer	528	600
Class "C."		
Principal, School of Primary Agriculture	444	516
Viticulturist	444	516
Agricultural Science Master	420	516
Chief Orchard Supervisor	384	516
Entomologist	384	516
Pomologist and Seed Tester	384	516
Senior Dairy Inspector	384	516
Vegetable Pathologist	384	516
Veterinary Officer	384	516
Citriculturist	..	384
Class "D."		
Analyst, Supervising	324	372
Senior Fruit Inspector	324	372
Veterinary Officer, Junior	324	372
Analyst	264	372
Orchard Supervisor	264	372
District Inspector of Stock	..	300
Botanical Assistant	264	300

* With three increments of £50 at intervals of not less than twelve months.

CHAPTER III.

APPOINTMENT OR TRANSFER TO THE CLERICAL DIVISION.

(*Act No.* 2713, *Section* 71 (2)).

(*Act No.* 2798, *Section* 8).

STANDARD OF EXAMINATION.

1. Candidates for appointment or transfer to the Clerical Division will be examined as under in the subjects set forth, as prescribed from time to time for either the School Leaving or the School Intermediate Examination :—

(*a*) For fifty per centum (50 %) of the advertised appointments to be made candidates will be selected from those applicants who pass the School Leaving Examination.

Candidates will be examined in the following subjects :—

Subject.	Marks
Compulsory Subjects—	
(1) English—	
(*a*) As prescribed for the School Leaving Examination (300 marks)	400
(*b*) *Précis* Writing (100 marks)	
(2), (3), (4) Any three other subjects of the School Leaving Examination, not including Music	300 each
Optional Subjects—	
Any one or two, but not more than two, of the subjects of the School Leaving Examination, not including Music, which are not taken as compulsory subjects	200 each

Marks will be deducted for errors in spelling and for unsatisfactory handwriting in each subject, except mathematical subjects.

To pass the examination a candidate must obtain at least forty per centum (40 %) of the marks available in subject (1) above, at least twenty-five per centum (25 %) of the marks available in each of the other three compulsory subjects, and at least fifty per centum (50 %) of the aggregate of marks for the four compulsory subjects.

The marks awarded for an optional subject to a candidate who is successful at the examination will be included in his total of marks, provided at least twenty-five per centum (25 %) of the marks available for an optional subject is secured by the candidate.

(*b*) For fifty per centum (50 %) of the advertised appointments to be made, candidates will be selected from those applicants who pass the School Intermediate Examination.

Candidates will be examined in the following subjects :—

Subject.	Marks.
Compulsory Subjects—	
(1) English—	
(*a*) As prescribed for the School Intermediate Examination (300 marks)	400
(*b*) *Précis* Writing (100 marks)	
(2) Arithmetic	400
(3) (4) (5) Any three other subjects of the School Intermediate Examination, not including Music	300 each
Optional Subjects—	
Any one or two, but not more than two, of the subjects of the School Intermediate Examination, not including Music, which are not taken as compulsory subjects	200 each

Marks will be deducted for errors in spelling and for unsatisfactory handwriting in each subject, except mathematical subjects.

To pass the examination a candidate must obtain at least forty per centum (40 %) of the marks available in each of subjects (1) and (2) above, at least twenty-five per centum (25 %) of the marks available in each of the other three compulsory subjects, and at least fifty per centum (50 %) of the aggregate of marks for the five compulsory subjects.

The marks awarded for an optional subject to a candidate who is successful at the examination will be included in his total of marks, provided at least twenty-five per centum (25 %) of the marks available for an optional subject is secured by the candidate.

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

Assistant in Public Library.—The production of evidence of having passed an Examination of the University of Melbourne (or some examination which the Commissioner may judge equivalent) in at least three languages.

REGISTRATION AND EXAMINATION OF CANDIDATES.

3. The Commissioner shall give, in the *Government Gazette*, two calendar months' clear notice of every examination.

4. Every candidate for appointment to the Clerical Division must, on the first day of an examination, be between the ages of fifteen 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, the date and place of his birth, the examination for which he desires to be a candidate, and the place at which he desires to be examined, together with a certificate satisfactory to the Commissioner of his good moral character and industrious habits. Provided, however, that eligible discharged soldiers may apply at any age.

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

6. 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."

7. All applications must be lodged with the Commissioner at least one calendar month before the first day of examination.

8. The Commissioner shall publish in the *Government Gazette*, at least fourteen days before the first day of examination, the list of candidates registered.

9. 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 Fifteen shillings, being fee for the examination. If a candidate fail to comply with this regulation, he will not be allowed to present himself for examination.

10. After the examinations have been held, the Registrar of the University shall, as soon as practicable, forward to the Commissioner a return of all persons who have passed, 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.

REGISTRATION OF QUALIFIED CANDIDATES.

11. Any person who is an eligible discharged soldier shall, if he obtains the minimum number of pass marks in the required subjects of the School Intermediate Examination, be entitled, irrespective of age and in priority to all persons whomsoever, except persons in the Public Service, to be appointed to any vacancy in the Public Service, if competent to fulfil the duties of the vacant position.

12. Candidates who are included in the number to be selected for appointment, or are qualified under the provisions of clause 11, 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 qualified under the provisions of clause 11 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.

13. The Commissioner shall cause to be entered in the "Register of Qualified Candidates," in the order of their merit the names of candidates qualified under the provisions of clause 11, and then, up to but not beyond the published number to be selected for appointment, the names of all other 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 4, and of officers who have served two years in that Division, provided that all such candidates not in the General Division have forwarded evidence as prescribed as to age, health, and freedom from physical defects. The names of the successful candidates at the School Leaving Examination will be entered first in order of merit, and then the names of those who are successful at the School Intermediate Examination: provided that in the event of there being a deficiency in the number of successful candidates at the School Leaving Examination, such deficiency will be made up in order of merit from those candidates who pass the School Intermediate Examination and are not included in the number of successful candidates at the latter examination selected for fifty per centum (50 %) of the advertised appointments to be made. If two or more successful candidates secure the same total number of marks, their order of merit shall be determined by the number of marks awarded to them in (*a*) English, in the case of the School Leaving Examination, and (*b*) (1) English, (2) Arithmetic, in the case of the School Intermediate Examination, and, if these numbers be the same, then by ballot.

14. 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, or unless he is an eligible discharged soldier.

* The provisions of section 54 of Act 2713 do not apply to this class of officer.

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 undermentioned offices in the Fourth Class unless he shall have produced evidence

satisfactory to the Commissioner that he possesses the requisite knowledge of the subjects set forth under such office, viz.:—

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

Statutes.

The undermentioned Acts and Parts of Acts and any amendments thereof for the time being in force:—

The Fugitive Offenders Act 1881 (Imperial Act).
Commonwealth of Australia Constitution Act (Chapters III. and V).

Commonwealth Acts.

Acts Interpretation Acts 1901–1918.
Judiciary Act 1903–1920, Part VI., X., and ss. 78–85 of Part XI.
Service and Execution of Process Act 1901–1918 (so far as it relates to Courts of Summary jurisdiction).
Bills of Exchange Act 1909–1912.
State Laws and Records Recognition Act 1901.
Crimes Act 1914.

State Acts.

Acts Interpretation Acts.
Auction Sales Acts.
Audit Act 1915, ss. 14–28, 30, 34.
Children's Court Acts and Regulations.
County Court Act 1915, ss. 1–8, 25–39, 43–152 and Rules.
Crimes Act 1915, ss 68–93, 146, 306; Div. 1. of Part II., Div. 2 of Part II. (ss. 336–341, 356–359); Div. 3 of Part II.; Part III. (ss. 399, 405, 410, 435–438, 442, 444, 471–474, 476, 485, 487–498, 501, 516, 517, 528, 529, 532, 534, 535, 538, 539, 540, 544–548).
Crimes Act 1915 (No. 2).
Criminal Appeal Rules—Rules 7–13, 29.
Employers and Employés Act 1915 (Except Part I.).
Evidence Act 1915, Divs. 2, 3, and 4 of Part I.; Parts II., III., and IV., VII., and VIII.
Factories and Shops Act 1915, Parts IX. and XII.
Gold Buyers Act 1915.
Goods Act 1915, Parts I. and III.
Imprisonment of Fraudulent Debtors Act 1915, Parts II. and III.
Insolvency Act 1915 (except Divs. 3, 7, and 13 of Part V. and Parts IX., X., XI. and XII.), and Rules.
Inter-State Destitute Persons' Relief Acts.
Instruments Act 1915, Parts VI., VII., VIII., IX. and XII.
Juries Acts.
Justices Acts and Rules.

Licensing Acts and Rules (except Parts XII., XIII. and XIV. of Act No. 2683).
Marriage Acts, Parts I.–IV.
Neglected Children's Act 1915, ss. 3, 17, Parts III., VII., VIII., IX.
Police Offences Acts.
Stamps Act 1915, Part I.; Part II. (ss. 20, 29, 30, 41–45).
Workers Compensation Act 1915 and Rules.

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.

(*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.

(*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.

CHAPTER V.

APPOINTMENT TO THE GENERAL DIVISION.

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

[*Act No.* 2798, *Section* 8.]

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 sxteen 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 for the class of appointment which he desires to obtain, and furnish a certificate of his good moral character and industrious habits. (See also Clause 12.)

2. 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.

3. 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.

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

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 *Simple Studies in English History for Young Australians*, by W. Gillies (Whitcomb and Tombs). The Outlines of Australasian Maritime Discovery as treated in Long's *Stories of Australian Exploration*, pp. 1 to 92.	
Total	600

7. 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.

8. 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.

9. 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.

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

REGISTRATION OF PERSONS QUALIFIED FOR APPOINTMENT.

11. 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.

12. 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.

13. 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 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 which are fixed by Regulations for certain positions, or for a longer period than two years, except as prescribed, or after he has been nominated.

GARDENING STAFF—EXAMINATIONS.

14. 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.

(*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 APPLICANTS FOR POSITIONS EXEMPTED FROM EXAMINATION.

15. 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 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 are eligible discharged soldiers 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.

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. The names of eligible discharged soldiers shall not be removed from the register on account of their attaining the age of forty-one (or in special cases forty-six) years.

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.

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. Where a minimum salary is not assigned to his office in the Schedule the officer shall be entitled to be paid the salary in the Schedule without addition thereto.

4. In cases where there is a minimum rate and a maximum rate every officer on his first appointment to the service shall be paid at the minimum rate of his office.

5. 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.

6. 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.

7. 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.

8. Where an officer has, previously to his transfer or promotion, 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.

SCHEDULE.

RATES OF SALARIES.

Department and Office.	Yearly Rate of Salary. Minimum.	Maximum.
GENERAL.	£	£
Carpenter	192	216
Chauffeur, Senior	216	228
Chauffeur	192	204
Engine-driver	192	216
Fireman	..	192
Gardener, Head	228	276
Gardener, Foreman	216	228
Gardener, Grade 1	204	216
Gardener, Grade 2	..	192
Gardener, Junior	96	156
Garden Labourer	..	184
Labourer, Foreman	..	204
Labourer, Senior	184	204
Labourer	..	184
Labourer, Junior	96	156
Lift Attendant	..	168
Messenger, Senior	216	228
Messenger	54	204
Shorthand Writer and Typist (Male)	192	252
Shorthand Writer and Typist (Female)	132	168
Shorthand Assistant (Female)	180	192
Typist and Assistant (Male)	216	228
Typist (Male)	192	204
Typist (Female)	108	156
Typist (Female), Junior	84	108
Watchman	..	184
DEPARTMENT OF CHIEF SECRETARY		
Caretaker, Chief Secretary's Office	204	252*
Premier's Orderly	228	288
Aborigines—		
Superintendent, Coranderrk	..	240†
Fisheries and Game—		
Inspector	204	252
Inebriate Institution, Lara—		
Superintendent	264	312‡
Attendant, First	..	198†
Attendant	..	184†
Attendant, Farm	..	184†
Neglected Children, &c.—		
Attendant (Female)	96	132†
Chauffeur and Instructor	..	204†
Cook (Female)	96	132†
Inspector (Male)	192	252
Inspector (Female), Senior	192	204

Department and Office.	Yearly Rate of Salary. Minimum.	Maximum.
DEPARTMENT OF CHIEF SECRETARY —*continued.*	£	£
Neglected Children, &c.—continued.		
Inspector (Female)	144	174
Instructor (Male)	184	198
Instructor (Female)	132	156
Instructor and Mechanic	..	204
Nurse and Attendant	132	156†
Nurse, Chief	156	174†
Officer in Sub-charge, Boys' Depôt	192	216
Observatory—		
Attendant	..	192
Instrument Maker	204	252
Meteorological and General Assistant	192	252*
Public Library—		
Articulator and Osteologist	240	288
Attendant, Library	..	216
Attendant, Senior	..	216
Attendant	192	204
Attendant, Junior	72	156
Caretaker	204	240*
Carpenter and Modelmaker	204	264
Supervisor	228	312
Taxidermist	252	300
Penal and Gaols—		
Governor—		
Melbourne	384	456*
Geelong	..	288*
Ballarat	..	288*
Bendigo	..	288*
Deputy Governor, Pentridge	..	372*
Hospital Attendant, Senior	..	252*
Hospital Attendant	..	240*
Hospital Attendant, Assistant	192	228*
Hospital Attendant, Geelong	192	240
Overseer of Woollen Manufactures	350	400*
Overseer of Works and Buildings	240	300*
Overseer (Brush and Broom making)	216	252*
Overseer of Farm	216	252*
Overseer (Matting and Mat making)	216	252
Overseer of Shoemakers	..	252*
Overseer of Tailors	216	252*
Overseer, Wire Netting Factory	216	252
Photographer and Overseer of Printers	228	276
Storekeeper, Pentridge	264	312
Superintendent, Castlemaine Reformatory	..	300*
Superintendent, French Island	..	252*

* With quarters when required to reside on premises.
† With quarters when required to reside on premises, and rations.
‡ With quarters, allowances, &c.

RATES OF SALARIES—*continued.*

Department and Office.	Yearly rate of Salary. Minimum.	Yearly rate of Salary. Maximum.
	£	£
DEPARTMENT OF CHIEF SECRETARY—*continued.*		
Penal and Gaols—continued.		
Warder, Senior Chief	..	300*
Warder, Chief	..	252*
Warder, Senior	..	228*
Warder	192	216
Writer and Finger-print Expert, Senior	..	264
Writer and Finger-print Expert ..	216	252
Writer	204	240
Governor (Female)	192	234*
Matron, Melbourne Gaol ..	156	184*
Sub-Matron	156	168*
Warder (Female) in charge of office	..	150
Warder and Nurse, Melbourne Gaol	144	156*
Warder, Hospital Nurse ..	144	156*
Warder, Female	108	144*
DEPARTMENT OF TREASURER.		
Government Printing Office—		
Assistant	..	218
Binding Sub-Overseer	..	360
Binder, Head	..	290
Binder	..	278
Binding Foreman (Quarter) ..	..	296
Binding Foreman (Publications) ..	..	296
Binding, Head Finisher ..	..	290
Binding, Finisher	..	278
Binding, Paper Ruler Foreman ..	..	296
Binding, Paper Ruler	..	278
Binding, Leather Cutter ..	..	290
Binding, Guillotine Cutter ..	..	278
Book Folder and Sewer, Forewoman	..	178
Book Folder and Sewer ..	..	136
Book Folder	..	130
Clicker	..	296
Compositor, Foreman	..	338
Compositor, in Charge of Material	..	290
Compositor, Leading Jobbing Hand	..	290
Compositor	..	278
Composition, Foreman, Monotype	..	338
Composition, Foreman, Linotype ..	..	338
Computer	..	326
Costs Officer	..	290
Delivery Officer	..	230
Despatch Officer	..	218
Doorkeeper	..	218
Electrician, Chief	..	300
Engineer, Composing Machines ..	..	304
Engineer, Chief	..	316
Engineer, Second	..	282
Engraver	..	288
General Assistant, Foreman ..	..	230
General Assistant	..	218
Letterpress Sub-Overseer ..	..	360
Letterpress Foreman	..	326
Machineman, Head, and Night Foreman	..	314
Machineman, Confidential Room ..	..	284

Department and Office.	Yearly rate of Salary. Minimum.	Yearly rate of Salary. Maximum.
	£	£
DEPARTMENT OF TREASURER—*continued.*		
Government Printing Office—continued.		
Machineman	..	278
Machineman, Assistant	..	218
Operator, Linotype	..	306
Operator, Monotype	..	306
Orders Officer	300	324
Packer, Stationery Store ..	..	218
Paper Counter	..	230
Photographer	..	260
Photo Lithographer	..	273
Pressman, Head	..	290
Pressman	..	278
Printer's Joiner	..	278
Printer, Foreman, Lithographic ..	300	324
Printer, Lithographic	..	278
Printer, Lithographic, Assistant ..	..	218
Printing Overseer	..	524
Printing Sub-Overseer	..	424
Process Engraver, Foreman ..	..	384
Process Engraver	..	273
Reader, Head	..	344
Reader, Chief	..	326
Reader, Senior	..	302
Reader	..	296
Reader, Compositor	..	290
Roller Caster	..	236
Stationer	..	314
Stationer, Assistant	..	230
Stereotyper, Foreman	..	326
Stereotyper	..	284
Stone Polisher	..	234
Storekeeper, Stationery	..	242
Storeman	..	240
Ticket Printer	..	314
Ticket Printer, Senior Assistant ..	..	254
Ticket Printer, Assistant ..	..	244
Timekeeper	..	218
Warehouseman	..	290
Warehouseman, Assistant ..	..	266
Warehouseman, Second Assistant	..	224

Note.—Any Compositor acting as a Linotype or Monotype Operator shall receive an allowance of One shilling and sixpence per day. Any Compositor acting as a Reader shall receive an allowance of Tenpence per day. Linotype and Monotype Foremen and Operators employed on night work shall receive an allowance of Sixpence per hour. Any Machineman whilst in charge of Rotary Magazine Press shall receive an allowance of Fourpence per hour. Any Folder and Sewer acting as Forewoman shall receive an allowance of Three shillings and fourpence per day. Any Linotype Operator, Clicker, or Reader, acting as Foreman, shall receive an allowance of One shilling and sixpence per day. Any Lithographic Printer employed on rotary machines shall receive an allowance of One shilling and fourpence per day. Any Lithographic Printer employed on plate transferring work shall receive an allowance of Eightpence per day. Any Assistant Lithographic Printer employed on preparing plates shall receive an allowance of One shilling and fourpence per day.

* With quarters when required to reside on premises.

RATES OF SALARIES—*continued.*

Department and Office.	Yearly rate of Salary. Minimum.	Maximum.
	£	£
DEPARTMENT OF PUBLIC INSTRUCTION.		
Attendance Officer, Senior	300	336
Attendance Officer	216	288
Dental Attendant (Female) ..	..	130
Disinfector of School Buildings ..	..	204
Storeman	192	216
DEPARTMENT OF LAW.		
Attendant, Morgue	184	204
Caretaker, City Court	192	228*
Caretaker, Crown Law Offices ..	192	228*
Caretaker, Office of Titles ..	192	228*
Caretaker, Geelong	..	204*
Crier	184	204*
Sheriff's Bailiff, Melbourne ..	192	252
Superintendent, Law Courts ..	192	228*
Stamps Office—		
Embosser	84	156
Machineman	204	240
Machineman's Assistant and Packer	192	216
DEPARTMENT OF LANDS AND SURVEY.		
Crown Lands Bailiff	216	300
Lithographic Transferror	252	264
Photographer	300	348
Photographer's Assistant	252	288
Plan Mounter	184	240
Telephonist (Female)	144	156
Botanic and Treasury Gardens and Domain—		
Carpenter and Pattern-maker ..	192	216
Carpenter, Assistant	..	188
Mechanic	192	228
Mechanic, Assistant	..	188
Mower and Carter, Senior ..	192	216
Mower and Carter	..	188
Painter and Writer, Senior ..	228	240
Painter and Writer	192	228
Propagator and Nurseryman ..	192	216
Storekeeper, Seedsman, and Classifier	240	300
DEPARTMENT OF PUBLIC WORKS.		
Cabinetmaker	192	240
Caretaker, Records Office, Melbourne	184	204*
Caretaker, Public Offices, Bendigo ..	..	184*
Engineer Mechanic	252	288
Hall Porter	184	204
Superintendent, Public Offices, Melbourne	192	252*

Department and Office.	Yearly rate of Salary. Minimum.	Maximum.
	£	£
DEPARTMENT OF PUBLIC WORKS—*continued.*		
Electrical—		
Batteryman	192	204
General Assistant, Senior ..	..	240
General Assistant	204	228
Lineman	204	228
Overseer of Works	240	276
Engineering—		
Engine-driver and Fitter ..	192	252
Inspector	..	252
Ports and Harbors—		
Blacksmith	192	228
Boatbuilder	192	228
Boatman	184	204
Boatman, Senior	..	216
Carpenter and Buoymaker ..	198	264
Cook	..	184
Coxswain and Driver of Motor Launches	184	204
Deckhand	..	184
Despatch Officer	..	192
Diver's Attendant	184	204†
Dredger	184	216
Engineer	216	300
Engineer, Chief	276	336
Engineer, Chief, s.s. *Rip* ..	252	324
Engineer, Chief, *Wombat* ..	264	324
Engineer, Second	240	276
Fitter and Turner	192	228
Fitter and Turner and Diver ..	192	228†
Fitter and Turner and Motor Driver	192	228
Foreman	216	228
Foreman, Yard	228	276
Gas Engineer	228	276
Inspector, Life Saving Gear ..	228	252
Lighthouse Keeper	228	276*
Lighthouse Keeper, Assistant ..	184	228*
Master	216	252
Master, Snagging	192	252
Master, *Pioneer*	252	312
Master, *Wombat*	252	300
Master, s.s. *Rip*	300	348
Master, *W. H. Edgar*	228	276
Mate, First	216	252
Mate, Second	204	228
Motor-boat Driver	192	216
Pattern-maker and Joiner ..	192	228
Ship's Joiner	192	228
Shipwright, Senior, Dredging Depôt	216	252
Shipwright in Charge, Paynesville	216	276*
Shipwright	192	228

* With quarters when required to reside on premises.
† With 10s. 6d. a day extra when diving.

RATES OF SALARIES—*continued.*

Department and Office.	Yearly rate of Salary. Minimum.	Maximum.
	£	£
DEPARTMENT OF PUBLIC WORKS—*continued.*		
Ports and Harbors—continued.		
Shipwright, Assistant	..	184
Steward and Deckhand.. ..	..	184
Storeman	184	216
Striker	184	204
DEPARTMENT OF MINES.		
Diamond Setter and Assistant ..	240	288
Inspector, Dredging	228	264
Manager, Brown Coal Sales ..	276	300
DEPARTMENT OF PUBLIC HEALTH.		
Caretaker, Coode Island	..	184*
Inspector	240	336
Engine-driver and General Assistant..	184	228*
Stores Officer	192	252
DEPARTMENT OF AGRICULTURE.		
Butter Weigher	192	216
Cheese Expert	276	336
Demonstrator in Horticulture ..	..	252
Farm Produce Inspector, Senior ..	240	300
Farm Produce Inspector	192	240
Field Officer	192	240

Department and Office.	Yearly rate of Salary. Minimum.	Maximum.
	£	£
DEPARTMENT OF AGRICULTURE—*continued.*		
Fruit Inspector, Senior Assistant ..	240	252
Fruit Inspector	216	228
Fruit-Topping Inspector	216	228
Inspector of Stock (District) ..	264	312
Inspector of Stock (Port) ..	264	312
Inspector of Stock, Assistant (Port)	228	276
Inspector of Stock	228	276
Inspector of Stock, Penola ..	..	144
Manager, Viticultural Station, Rutherglen	..	408
Miller	228	276
Orchard Supervisor	204	276
Potato Inspector, Senior	240	300
Potato Inspector	192	228
Poultry Expert	288	312
Poultry Expert, Assistant	264	276
Storeman, Farm Products ..	..	184
Storeman, Foreman, Cool Stores ..	192	252
DEPARTMENT OF LABOUR.		
Inspector of Factories and Shops Senior	360	408
Inspector of Lifts	276	360
Inspector of Machinery	276	360
Inspector of Factories and Shops ..	192	324
Inspector of Factories and Shops (Female), Senior	240	276
Inspector of Factories and Shops (Female)	168	228

* With quarters when required to reside on premises.

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, or that a proposal for increased assurance has been deferred by the society, 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	1¼
21 years and under 25 years	1½
25 years and under 30 years	2
30 years and under 33 years	2¼
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.

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, 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

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, or, at the request of the assured the said sum of money may be invested by the Treasurer in Stock or Debentures, and upon his retirement or death the Treasurer 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.

CHAPTER VIII.

TEMPORARY EMPLOYMENT.

{*Act No.* 2713, *Section* 71 (x).
{*Act No.* 2798, *Section* 8.

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, the date and place of his birth, a full description of the kind of work desired by him, and of the work to which he has been accustomed, and—if called upon so to do—must furnish a properly certified extract from some official register of births or other satisfactory evidence of age.

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 the date of his 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.

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.

11. Any eligible discharged soldier may apply for temporary employment, and shall have his application considered in priority to any other person who is not a discharged soldier, and he may be employed for a period longer than nine months.

Such person may, on ceasing duty, again apply for employment, and shall be thereupon eligible for re-employment.

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, Class A (over £750 a year) Professional Division, and Class 1A Clerical Division	20s.	18s.
(*b*) Officers whose salaries are more than £480 and not more than £750	17s.	14s. 6d.
(*c*) Officers whose salaries are more than £372 and not more than £480	14s. 6d.	12s.
(*d*) Officers whose salaries are not more than £372 ...	12s.	10s.

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

Provided that the Minister may, in any special case, authorize payment beyond the hours prescribed, where the circumstances warrant.

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—

	Each Saturday Afternoon.	Each Public Holiday.
Commissioner—Personal expenses		20s. a day.
Officers attending race meetings for the purpose of insuring jockeys in terms of the *Workers' Compensation Act* 1915	10s.	15s.
Inspector—Personal expenses		14s. 6d. a day.

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 ... 20s. a day.

12. Penal and Gaols Branch—Officers while on relieving duty at French Island—Personal expenses ... ... 5s. a day.

DEPARTMENT OF TREASURER.

13. Senior Chauffeurs and Chauffeur—Personal expenses.

When in the opinion of the Honorable the Treasurer the expenses of a journey warrant it, payment up to 14s. 6d. a day may be authorized by him.

14. Taxation Office—

Officers when travelling outside Metropolitan area to assist in Crown prosecution or action—Personal expenses ... 17s. a day.

DEPARTMENT OF PUBLIC INSTRUCTION.

15. Inspectors of Schools—

Metropolitan No. 1	£70 a year.
" No. 2	70 "
" No. 3	100 "
" No. 4	75 "
" No. 5	80 "
" No. 6	75 "
" No. 7	135 "
" No. 8	160 "
Ballarat No. 1	120 "
" No. 2	115 "
Bendigo No. 1	150 "
" No. 2	156 "

Bairnsdale	£220 a year
Beechworth	180 ,,
Benalla	170 ,,
Birchip	200 ,,
Castlemaine	135 ,,
Charlton	175 ,,
Colac	162 ,,
Geelong	120 ,,
Hamilton	192 ,,
Horsham	160 ,,
Kerang	175 ,,
Maryborough	150 ,,
Sale	180 ,,
Shepparton	160 ,,
Stawell	175 ,,
Warragul	180 ,,
Warrnambool	160 ,,

16. Inspectors of Schools—

On first appointment to a district	£20 towards the cost of equipment

17. Attendance Officers—

In Melbourne and Suburbs, each	25s. a month.
In Ballarat	25s. a month.
In Geelong	12s. 6d. a month.

18. Relieving Teachers (other than Junior Relieving Teachers)—

Personal expenses	£50 a year.

19. Teachers travelling between half-time schools: minimum distance, 3 miles; maximum distance, 7 miles	1s. 6d. a mile (one way) a week.
Minimum distance, 8 miles; maximum distance, 11 miles ...	12s. ,,
Twelve miles and over	14s. ,,

20. Teachers employed as Special Infant Teachers in instructing Teachers at selected schools in newer methods—Personal expenses only	£26 a year.

21. 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.

22. Teachers engaged at Agricultural Exhibitions at the Royal Agricultural Show—

Country Teachers (1)	7s. 6d. a day.
Metropolitan Teachers (4)	7s. 6d. ,,

DEPARTMENT OF LAW.

23. Crown Solicitor's Branch—

Officers when travelling outside Metropolitan area to assist in Crown prosecution or action—Personal expenses	17s. a day.

24. Official Accountant, Insolvency—Officer when travelling outside Metropolitan area in place of Official Accountant—Personal expenses ... ... 17s. a day.

25. 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 and returns the same day to his head-quarters	4s. 6d. for each meal.
(*b*) 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
(*c*) For every night on which, travelling on duty, a Police Magistrate necessarily stays at an hotel	0 10 0
(*d*) And actually and necessarily puts up his horse or horses at a livery stable, or purchases forage for the night ...	The amount actually paid.
(*e*) Or necessarily baits his horse or horses during the day-time	

NOTE.—No allowance under sub-clause (*a*) shall be granted to a Police Magistrate stationed in the metropolitan area in cases where his duties do not take him outside the suburban area.

26. 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.

	Daily Rate under One Week.	Daily Rate if One Week or over at same Place.
	Personal Expenses.	
27. Surveyor-General	20s.	18s.
28. Officers constituting Soldier Settlement Inquiry Boards, Closer Settlement Boards, Local Land Boards, and Advances Boards	14s. 6d.	12s.
29. Officer conducting Land Sales	14s. 6d.	12s.
30. Officer when travelling as the Closer Settlement Board's Officer for the Municipal Councils' Advisory Committees	14s. 6d.	12s.
31. Inspectors of Works, Closer Settlement Branch—Personal expenses	14s. 6d. a day.	

32. Inspector of Soldier Settlements and Bailiff of Crown Lands	14s. 6d. and in addition a rate of One shilling a mile to cover the cost of upkeep or hiring (apart from railway travelling)	12s.
When employed as a Land Valuer	10s. fee (in addition to his daily allowance) for each day on which he makes one or more valuations.	
33. Bailiff of Crown Lands—Melbourne	£115 a year.	
Welshpool	£90 ,,	
34. 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.	
35. Rabbit Inspectors	£115 a year each.	
36. Rabbit Inspectors, when employed on the inspection and valuation of land for the Closer Settlement Board ...	10s. fee (in addition to the commuted allowance) for each day on which one or more inspections or valuations are made.	
37. Assistant Surveyor	£150 a year.	
Mallee District	200 ,,	

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

38. Foreman and labourers, Survey Parties—Personal expenses—	
Daily rate under one week	9s.
Daily rate if one week or over at same place	8s.

DEPARTMENT OF PUBLIC WORKS.

39. Inspectors of Works—Personal expenses	14s. 6d. a day.
40. Inspectors, Engineering Branch, General Division— Weekly rate if one week or over at same place ...	£2

Where quarters or sleeping accommodation is provided, one quarter of this rate shall be deducted.

	Exceeding one week, but not exceeding four weeks.	Exceeding four weeks.
41. Ports and Harbors—		
Foremen, artisans, and other officers engaged in connexion with the maintenance, inspection, or execution of any work, when employed at a station away from head-quarters	Per week. £2 9s.	Per week. £2.

Where quarters or sleeping accommodation is provided, one quarter of the above-mentioned rates shall be deducted.

DEPARTMENT OF MINES.

42. Inspector of Mines and Machinery—

District No. 1, Castlemaine	£190 a year.	In addition to railway pass through the district (except in the case of Omeo).
,, ,, 2, Bendigo	120 ,,	
,, ,, 4, Ballarat	190 ,,	
,, ,, 5, Melbourne	190 ,,	
,, ,, 6, Wangaratta	190 ,,	
,, ,, 7, Omeo	220 ,,	
Coal District, Dandenong	130 ,,	

43. Inspector of Boilers ... ... £190 a year, in addition to railway pass.

44. Officers, including Chainmen, engaged in the field on Geological Surveys—Personal expenses—

Daily rate—ordinary allowances	For the first fortnight.
One-third of daily rate	Subsequent period.
Daily rate	Shifting camp or returning officially to and from head-quarters.

No allowance to be paid to single chainmen after the end of the fourth week.

45. Assistant Boring Engineer, when engaged on surveys and inspections in country districts ... ... 14s. 6d. a day.

46. Paying Officers, when paying wages, &c., in country districts ... 14s. 6d. a day.

DEPARTMENT OF PUBLIC HEALTH.

47. Officers when travelling outside Metropolitan area to assist in Crown prosecution or action or as prosecuting officers—Personal expenses ... ... 17s. a day.

48. Inspector when engaged outside Metropolitan area ... ... 14s. 6d. a day.

49. Inspector when engaged within Metropolitan area—

(*a*) For each inspection before 8 a.m. or after 5 p.m. ... 1s. 9d. an hour.
(*b*) For bed when such is necessary ... ... 3s.

50. Officers and inspectors stationed outside Metropolitan area to receive allowances on a basis similar to foregoing when away from their head-quarters.

DEPARTMENT OF AGRICULTURE.

51. Inspector of Stock—

Corryong	£15 a year.
Echuca	35 ,,
Serviceton	25 ,,

52. 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.
53. Manager, Viticultural Station, Rutherglen—£25 a year as horse or locomotion allowance.
54. Potato Inspectors, when engaged on district work—£25 a year bicycle allowance.
55. Fruit-Topping Inspector, when engaged on early-morning work at markets—£25 a year bicycle allowance.

    NOTE.—This allowance to be paid only for the time that the officer in question is engaged on the above-mentioned work.
56. Officers when required to attend early morning markets on inspection duties—3s. a day breakfast allowance.
57. Messenger—Head Office—£1 a month bicycle allowance.
58. Officers when travelling outside Metropolitan area, to assist in Crown prosecution or action or as prosecuting officers—Personal expenses, 17s. a day.
59. Farm Products Branch.—Officers engaged in attending country Agricultural Shows with the Departmental Exhibit—Personal expenses, 14s. 6d. a day.
60. Senior Farm Produce Inspector, and Farm Produce Inspector (1)—£25 a year each bicycle allowance.
61. Officers engaged in lecturing, supervision, or inspection duties outside the Metropolitan area, or twelve (12) miles beyond assigned centre—14s. 6d. a day.

DEPARTMENT OF LABOUR.

62. Inspectors of Factories and Shops (Male), while travelling in the country—Personal expenses	14s. 6d. a day.
63. Immigration Bureau—	
Officers of the Clerical Division 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.

PART III.—MISCELLANEOUS.

SPECIAL ALLOWANCES.

64. 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.

65. 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.

66. 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.

67. 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.

68. 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.

69. 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.

70. Officers shall travel by railway whenever practicable.

71. Officers of the Professional and Clerical Divisions, and officers of the General Division with salaries of £192 a year or over may travel first class. Provided that Permanent Heads may in special cases allow any officer to travel first class.

72. 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 OR MOTOR CAR.

73. Officers not receiving a commuted allowance which includes cost of travelling who use their own bicycles may be paid at the rate of Threepence (3d.) a mile, in the case of motor bicycles Sixpence (6d.) a mile, and in the case of motor cars One shilling (1s.) 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.

74. Travelling expenses of officers, their wives and children, and reasonable cost of removing furniture, shall be allowed when such officers are promoted from one station to another or are removed, not by way of punishment.

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

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

77. When in response to an advertisement an officer applies for transfer, and is transferred, he shall be allowed travelling expenses as in Clause 74 only if the Permanent Head considers that the circumstances are such as to warrant the payment of the whole or part of such expenses.

MILEAGE.

78. 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.

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. Provided that a candidate who is an eligible discharged soldier may apply at any age:—

Branch.	Office.	Age. Minimum.	Age. 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
	Attendant—Female ...	21 years ...	41 years

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

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

4. Officers appointed 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 determine such transfer to be in the interests of the Public Service, or as hereinafter provided.

5. If it shall be shown to the satisfaction of the Commissioner that any officer in the General Division of any of the above-mentioned branches is from some cause beyond his own control unfit for the performance of his official duties, the Commissioner may transfer such officer to an office in some other branch of the General

Division of the Public Service for which he may be considered to be fit, provided that the maximum rate of pay of such office shall not exceed the maximum rate of pay of the office from which he is to be transferred, and that the officer so transferred shall commence to receive such rate of pay within 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.

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 Five o'clock p.m., except on Saturdays, when the ordinary hours of attendance shall be from Nine o'clock a.m. to Twelve o'clock noon.

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

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

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

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

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

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

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

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

The following shall be the rates of payment for overtime work where payment is authorized :—

(*a*) Officers of Class "C" of the Professional Division whose salaries are not more than £492 a year, officers of the Third Class of the Clerical Division, and officers of the General Division whose salaries are more than £372 a year and not more than £492 a year—4s. 6d. an hour.

(*b*) Officers of Class "D" of the Professional Division, officers of the Fourth Class of the Clerical Division, and officers of the General Division whose salaries are more than £252 a year and not more than £372 a year—3s. an hour.

(*c*) Officers of Class "E" of the Professional Division and officers of the Fifth Class of the Clerical Division whose salaries are more than £144 a year, and officers of the General Division whose salaries are more than £144 a year and not more than £252 a year—2s. 3d. an hour.

(*d*) Officers of the Professional, Clerical, and General Divisions whose salaries are not more than £144 a year—1s. 6d. an hour.

11. *Tea money.*—An allowance, to procure a meal, of Two shillings may be paid to officers who are required to work after office hours, provided that no payment shall be made unless an officer works after Five o'clock p.m. for at least two hours in addition to the interval of one hour taken for tea.

Such payment may, however, be made to Warders who are required to remain continuously on duty at the Law Courts later than half-past Six o'clock p.m.

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.

14. *Absence from office, town or district, or from duty.*—No officer shall be absent without leave from his office or place of business, or from the town in which he is stationed 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.

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 or communication of any officer upon any matter relating to himself individually or in common with others or in any way affecting his position in the service shall be made by the officer 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 as herein prescribed with the Commissioner, in which case the communication shall be forwarded by the Permanent Head 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 same

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, &c., Department of Public Instruction.*—All persons employed in Primary Schools, High Schools, and Technical Schools, 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 pupils or with the community generally, and they must not even out of school hours be guilty of actions unbecoming persons holding their position.

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 higher 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.

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

43. *Fees or remuneration for attendance in any court not to be retained.*—Any officer attending in his official character, under a subpœna 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.

44. 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.

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

45.

I. PUBLIC LIBRARY.

Reference Library.

	From	To	From	To	From	To
Professional and Clerical ...	9 a.m.	3.45 p.m. or	3.45 p.m.	10 p.m.	...	...
General	8 a.m.	3.45 p.m. or	3.45 p.m.	10 p.m.	...	...
Accountant	9 a.m.	5 p.m.	...	...	...	...
Saturdays	9 a.m.	12 noon	...	...	...	...
Attendant (Typewriter) and Junior Attendant	8 a.m.	5 p.m.	...	...	...	...
Saturdays	8 a.m.	12 noon	...	...	...	...
Attendants—Entrance Hall ...	8 a.m.	3 p.m.	or 3 p.m.	10 p.m.	...	...
Bookbinding Supervisor and Library Foreman	8 a.m.	5 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.
General	9 a.m.	5 p.m.	or 12 noon	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.	5 p.m.	...	...	...	...
Saturdays	9 a.m.	12 noon	...	...	...	...
General	8 a.m.	5 p.m.	...	...	...	...
Carpenter and Model-maker ...	8 a.m.	5 p.m.	...	...	...	...
Saturdays	8 a.m.	1 p.m.	...	...	...	...

III. NATIONAL MUSEUM.

Professional, Clerical, and General	9 a.m.	5 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.	...	...

46. 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.

47. 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 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 in the discharge of his duty sustains bodily injury of such a nature as to incapacitate him for all duty, he shall be allowed full pay during such incapacity for a period not exceeding twelve months, less the amount paid by way of weekly compensation by the State Insurance Commissioner.

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."
(*d*) The School Medical Officers.

7. Leave of absence may be granted to officers who are members of the Defence Force—

(*a*) in cases where such absence is necessary to enable the member to fulfil the course of training prescribed in Part XII. of the *Defence Act* 1903–1915 ;

(*b*) who are called up for active service under the *Defence Act* 1903–1915 ; or

(*c*) to enable them to attend Schools of Naval or Military Instruction.

Such leave may, at the option of the officer, be deducted from annual leave, and in respect of the period so deducted shall be granted on full pay ; otherwise it shall be granted without pay unless the daily pay of the officer, computed by dividing his annual salary by 313, exceeds his daily pay as a member of the Defence Force, when leave may be granted with pay at the rate of such excess.

CHAPTER XV.

STORES AND TRANSPORT.

[*Act No.* 2713, *Section* 190.]

EXCEPTIONS.

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

Department.	Extent of exceptions.
All Departments	Contracts entered into by the Agent-General.
Treasurer	Repairs to and accessories for (except those included in the annual contracts) the State motor cars.
Public Instruction ..	Stores (General stores, implements, and live stock) for District High School Farms.
,, ,,	Periodicals, text books, and books of reference for use in High and Higher Elementary Schools.
Public Works	Supplies for use of His Excellency the Governor and for the upkeep and maintenance of Government House.
Mines	All stores, material, fuel, &c., spare parts, repairs, and alterations of boring machines, drills, drilling tools and batteries, also for stores and material for brown coal mining and testing plant.
Agriculture	Purchases of exhibits for the Agent-General's Office, or for exhibition or show purposes.
,, ...	Seed required for Experimental Farms, and agricultural implements.

Transport for any such stores or material may be obtained in accordance with the Regulations.

INTERPRETATION.

In these Regulations the expression "Board" means the Tender Board, "Stores, or Stores and Material" includes articles and supplies generally, "Head of Department" means Permanent Head of a Department, "Secretary" means Secretary to the Tender Board, "Inspector" means Inspector of Officers in Charge of Stores and Material, and "Officer in Charge" means the Officer authorized to take delivery and charge of stores and material for Departmental use.

TENDER BOARD.

1. There shall be a Board, consisting of :—

Albert James Mullett, Esq., Chairman.

Dr. William Ernest Jones,	Charles Stuart McPherson, Esq.
William Dickson, Esq.,	John Goldsworthy White, Esq.

2. The Members of the Board shall, at the commencement of every Financial year, elect from among their number a Deputy Chairman, who shall hold Office until the end of the Financial year in which he is elected. If the Office should become vacant during the currency of the Financial year, it shall be filled by a similar proceeding. The Chairman, or in his absence, the Deputy Chairman, shall preside at all meetings of the Board, but if both be absent, the Board shall elect from among the number then present a Chairman who shall preside. In the event of the prolonged absence on leave, the resignation, or death of any Member of the Board, the Governor in Council may make a temporary or permanent appointment in his stead on the nomination of the Public Service Commissioner. The Board shall meet whenever summoned by direction of the Chairman or Deputy Chairman; three members shall be a quorum.

3. The Board shall on or before the 31st October in each year be furnished by the Head of each Department with an estimate of the probable requirements of his Department for the year commencing on the 1st July following. Such estimate shall contain an accurate description of the articles, and be as near actual quantities as possible. With the estimate shall be forwarded a sample of any article not in contract which it is desired to procure as per sample; or as a substitute for any in current use. The Board shall decide whether such stores or material shall be obtained by contract or otherwise, and shall generally advise thereon.

4. The Head of any Department may authorize the purchase of stores or material not included in contracts to the value of £5. When the expenditure involved exceeds that amount a requisition shall be submitted to the Minister and, if approved by him, transmitted to the Board for direction as to purchase. Two or more quotations in either case shall be obtained whenever practicable. Provided that Stores or Material not included in contracts may be purchased by the Treasurer for the Stationery Store, Public Buildings, Treasury Gardens, without previous reference to the Board, provided particulars of such purchases are subsequently furnished to the Board.

5. The Board shall take action by advertising for tenders or otherwise. All advertisements shall contain the particulars of the supplies, the period for and within which they are to be furnished, the amount of security required, and the day and hour on or before which tenders will be received, together with any other necessary information.

6. Tenders shall be opened by the Board, numbered consecutively, and initialed by the Chairman. After examination and consideration of the tenders the Board shall forward particulars of them to the Treasurer with a recommendation and with such explanation as may be necessary. Should the rates named in the tenders be deemed excessive, or should no tenders be received, the Board shall advise the Treasurer as to the course considered best to be taken to obtain the supplies. Tenders for ordinary supplies may be accepted without reference to the Treasurer where the value does not exceed £100. Under special circumstances tenders may be invited for supplies required for the unexpired portion of a year.

Secretary to the Tender Board.

7. An officer of the Public Service shall be appointed as Secretary to the Board, and shall keep the minutes of the proceedings of the Board and perform the duties hereinafter specified and such other duties as may be from time to time directed by the Board.

8. When necessary, or whenever directed, the Secretary shall prepare for the Board from the estimates furnished classified schedules of all supplies likely to be required during the period for which the contract is to be taken.

9. 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. All contracts entered into by the Secretary on behalf of the Government shall bind the Department for whose service they were taken. Among the conditions of contract the following shall be included, viz. :—

(*a*) That the stores and material shall be delivered as directed by the officer ordering the supply.

(*b*) That at the time of delivery, the contractor shall produce the order to the officer authorized to accept delivery, who shall acknowledge thereon the receipt of the stores or material accepted and return the order to the contractor.

(*c*) That the acceptance of the stores and material shall be subject to the approval of the officer authorized to take delivery, or such other officer as shall be named in the conditions.

(*d*) That if after the delivery of the stores and material has been taken, any deficiency or defect is discovered therein, the supplies so received may be returned to the contractor.

(*e*) That in case of the rejection or return of any stores or material the contractor shall bear the whole cost of replacing the articles rejected or returned.

10. The Secretary shall advertise in the *Government Gazette* the particulars of all accepted tenders, and of contracts that may be transferred, cancelled, or determined.

11. The following documents shall be retained in the office of the Secretary :—

(1) The advertisement.

(2) The contract, including tender and bond.

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

13. Tenders for transport, other than by railway, shall be called for by public advertisement when considered advisable by the Board, who shall deal with the tenders received. Transport of stores and parcels other than those delivered direct by contractors under the terms of their contracts shall be undertaken by the Secretary on receipt of a requisition (Form No. 1) from the Head of a Department or the head of the sub-department requiring the service.

14. The Secretary shall, as soon as possible, send a way-bill (Form No. 2) for the stores to the officer to whom the same are to be delivered.

15. For minor transport services the Secretary may make contracts or agreements with individual carriers at the most advantageous rates.

16. The Secretary shall land all stores received on behalf of the Government, and shall make all necessary arrangements for conveying them to their destination.

17. 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.

18. The Secretary shall afford every facility and assistance to the Inspector in obtaining any information he may require in the performance of his duties.

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

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

MODE OF OBTAINING SUPPLIES.

20. Each Head of a Department shall from time to time submit, for the approval of the Minister, requisitions for supplies required. (Forms Nos. 3 and 4.)

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

22. Requisitions shall be only for such stores or material as may be necessary for the proper conduct of the Public Service, shall state the weight, measurement, or quantity, and correctly describe the stores or material required, be numbered consecutively for each year, and specify the contract price and particulars in the same order as they appear in the gazetted schedule of contracts, and, if possible, be for stores or material specified in the contracts.

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

24. All orders issued under the preceding clause for items included in the Government Printer's price list shall be drawn upon the Government Printer. Those issued for the supply of general stationery and office requisites, except for those required

by the Education Department, shall be drawn upon the General Stationery Store, Treasury Department. General stationery and office requisites required by the Education Department shall be obtained direct from the contractors.

25. Should the stores or material be not received at the date set out in the order or where no date is stated within a reasonable period after the issue of the order such action shall be taken thereon as will conform to the conditions governing the contract. If an order issued be not received by the contractor the Head of the Department may direct that a duplicate be supplied.

SUPPLIES FOR COUNTRY DISTRICTS.

26. Should stores or material be required for country districts, the contractor shall be directed to deliver at the place where the supplies are required as provided by the conditions of contract. If not so provided then at some office in Melbourne or at some railway station or carrier's office as may be stated in the order.

27. In case of the non-arrival of the stores or material within a reasonable time after the receipt of the way-bill (see Clause 14), the officer concerned shall at once communicate to the Secretary the circumstances of the case. The Secretary shall then take necessary action.

28. If the weight or quantity of the stores and material received does not agree with that stated in the way-bill, the officer concerned shall point out the discrepancy to the carrier, and ascertain the cause of such discrepancy. Should any of the supplies be damaged, he shall also ascertain in what manner the damage occurred.

29. The weight or quantity stated in the way-bill shall not be altered. The officer shall acknowledge receipt of the weight or quantity delivered, and on the face of the bill shall minute the particulars of any excess, loss, or damage, and the approximate value thereof. Such way-bill shall then be returned to the Secretary.

30. Claims shall be made by the Secretary upon persons responsible for stores or material damaged, lost, or pillaged in transit.

31. Officers giving receipts for supplies will be held responsible for any deficiency, loss, or damage, which may be afterwards discovered.

32. In country districts where no contract has been entered into fuel may be procured in the most economical manner under the authority of the Head of the Department.

33. Any officer of the Public Service and any officer of the Police Force may be required to take temporary charge of stores or material in transit and to forward them to their destination. While such stores or material are in his custody he must protect them against damage or loss of any kind.

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

34. 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, Treasury, Lands, Public Works, Mines, State Forests, Law, and Labour	Storekeeper, Public Buildings, Treasury Gardens ..	All stores required for use by the several departments named; and also all stores, except fuel, required for use in the branch offices of the same departments.
Chief Secretary ..	All Secretaries, Hospital for Insane	All stores and material required for use in the offices or institutions at which the respective officers are stationed.
	Superintendent, Inebriates' Institution	
	Storekeeper at every Establishment in Penal and Gaols Branch	
	Storekeeper at every Reformatory and Receiving Depôt.	
	Storekeeper at Observatory	
	" Public Library and Museum	
	" Police Depôt, St. Kilda-road	All stores and material intrusted to him for the Head Office and service of the Police.
Treasury	Storekeeper at Printing Office	All stores and material required for use in the Government Printing Office or received there for general distribution.
Lands	Storekeeper at Botanic Gardens	All stores and material intrusted to him for the Department of Lands.
Public Instruction ..	Storekeeper at Head Office	All stores and material intrusted to him for use in the Head Office, schools, and colleges.
Public Works ..	Cabinetmaker, Carpenter's Shop, Public Offices ..	All stores and material intrusted to him for use in connexion with the Carpenter's Shop, Public Offices
Public Works ..	Shipwright in Charge, Paynesville Slip	All stores and material intrusted to him for use in connexion with the Slip.
Public Works ..	Storekeeper, Dredging Depôt, Footscray-road.. ..	All stores and material intrusted to him for use at the depôt and all stores and material received by him for dredging and snagging boats
Public Works ..	Storekeeper, Store Depôt, Wells-street, South Melbourne	All stores and material intrusted to him for use at and distribution from the Store Depôt.
Mines and State Forests	Storekeeper, State Store, Grant-street	All stores and material intrusted to him for use in connexion with boring and crushing, and for distribution to Branches of Forests Department
Mines	Accountant	Diamonds for boring purposes
Public Health ..	Stores Officer, Head Office	All stores and material intrusted to them for the Department of Public Health.
	Matron, Sanatorium, Greenvale	
	Caretaker, Plague Hospital	
Agriculture ..	Storekeeper, Head Office	All stores and material intrusted to them for the Department of Agriculture.
	Exports Superintendent	
	Superintendent and Engineer in Charge, Victoria Dock Cool Stores	
	Farm Manager, State Research Farm, Werribee ..	
	Manager, Viticultural Station, Rutherglen	
	Principal, School of Primary Agriculture, Burnley ..	
	Manager, Beet Sugar Factory, Maffra	
State Rivers and Water Supply Commission	Storekeeper, Head Office	All stores and material intrusted to them for the State Rivers and Water Supply Commission.
	District Engineers or Officers in charge for their respective district	

35. Every officer authorized to take delivery shall obtain from the Secretary such samples of the stores or material contracted for as may be required for his use and shall retain such samples. Before taking delivery from any contractor he shall compare the stores or material supplied with the order and with such sample, quality, or description contracted for. The production of the order shall be his authority for comparing and receiving.

36. If the officer be satisfied as to the supply, he shall give his receipt upon the order therefor; if not satisfied as to quantity, quality, or description he shall refuse delivery of the stores or material, and shall at once report the circumstance to the Board and the Head of his Department.

37. If after taking delivery of any stores or material he should discover any deficiency or defect therein, he shall where practicable return to the contractor such deficient or defective stores or material, and report the same to the Board and the Head of his Department.

38. Each officer authorized to take delivery in Melbourne of stores or material for country districts shall, after inspection (if satisfactory), forward the requisition for transport to the Secretary.

39. Each officer in charge of stores shall keep the following books, viz.:—

1. Receipt book.
2. Store Ledger.
3. And such additional Books or other documents as the necessities of any particular case require.

CUSTODY OF STORES, ETC.

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

41. Each officer in charge of stores or material shall inspect and take stock thereof at least once in every year, or whenever and as often as he may be called upon to do so by the Auditor-General or by the Inspector. Should at any time stores or material in stock be in excess of prospective requirements the Head of the Department shall be notified.

42. If at any time there be any deficiency in the stores or material not reasonably accounted for, or damage due to want of care, the value of such deficiency or damage may by direction of the Minister be deducted from the salary of the officer responsible.

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

44. Prior to the removal of an officer in charge of stores and material from any station, he shall balance his accounts, and shall hand over the books, stock, and samples, to his successor. The officer taking charge shall ascertain whether the stock on hand agrees with the accounts, or otherwise, and shall report accordingly.

45. Each officer shall be held responsible for the proper application, care, and preservation of all stores and material intrusted to him for use or consumption, and

when considered necessary by the Head of his Department shall keep a book containing a statement or inventory of all stores and material in use and also of all live stock in his charge. Each officer in charge or sub-charge shall when so directed and at such periods as may be prescribed by the Department forward to the Head of his Department a return of the stores and material in use under his supervision, and report as to their state and as to any loss of such stores or material or any damage thereto which may have been due to want of care. Officers shall also comply with any departmental instruction for the checking of stores and material in use and of all live stock that may be in their charge.

46. Each officer in charge of stores and material shall when necessary make a return showing what stores or material (if any) he considers to be obsolete or unserviceable, and shall apply to the Head of his Department for the appointment of a Board of Survey to deal with them.

47. No stores or material considered to be obsolete or unserviceable shall be condemned or otherwise dealt with until they have been inspected by a Board of Survey appointed by the Minister. Clothing, bedding, or surgical appliances deemed unfit to be retained may be dealt with under directions by the Head of the Department or the head of the sub-department.

48. Boards of Survey shall carefully examine the stores or material considered unserviceable, and shall report to the Head of the Department concerned, for the information of the Minister, if such stores or material can be utilized in any Department of the Public Service, and, if not, as to the best method to be adopted for disposing thereof. Should it be decided that the best method is by auction the Secretary for Public Works to be informed in order that he may arrange for the conduct of same.

Inspector of Officers in Charge of Stores and Material.

49. The Inspector 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.

50. 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.

51. The Inspector shall report to the Minister, through the Head of the Department concerned, and to the Board, if any stores in stock are inferior to the quality and description contracted for.

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

Miscellaneous.

53. 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. Should 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, to apply to the officer who issued the order for a duplicate thereof, who upon receiving it shall receipt the same and forward it to the contractor; and 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 shall render one account monthly against the Department, but where the amount is large an interim account may be rendered.

54. 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.

55. Where loss or inconvenience would be caused to any Department under the foregoing provisions of these regulations; stores of small value, transport of parcels, repairs, and minor services may be obtained or effected. The head of the branch concerned will be held responsible for any improper expenditure. In any such case a certificate shall be indorsed on the account that loss or inconvenience would have been caused if the stores had not been so obtained or the service effected. The cost of stores or material obtained or services effected under this clause upon any one requisition shall not exceed £10. All such transactions shall be registered in a book kept for the purpose, which may at any time be examined by the Inspector.

56. If the Head of a Department reports to the Board that he considers it advisable, under exceptional circumstances, to obtain stores or material from a contractor of a quality inferior to that provided for in the contract, the Board may recommend the Treasurer to accept the stores or material at a price agreed upon with the contractor. If the Treasurer approve, the Board shall notify the Head of the Department and the contractor accordingly, and the supplies may thereupon be obtained at the approved price.

(FORM No. 1.)

No. VICTORIA.

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 or Head of the Sub-Department.)

(Signature of the Officer requiring the Transport.)

(FORM No. 2.)

WAY-BILL.

Department No. Stores and Transport Office,

Contractor 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 of Stores and Material Consigned.	Weight. Cwt.	qrs.	lbs.	Address.
				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.

19 . Signature.

Please Note.—

1. If the stores or material 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 stores or material 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 stores or material 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 practicable, 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 STORES AND MATERIAL INCLUDED IN THE ANNUAL CONTRACTS REQUIRED FOR THE DEPARTMENT OF No. 19 .

Quantity applied for (in figures).	Contract Number.	Schedule Number.	Description.	Country of Origin.	Rate, as per Contract. @ per	s.	d.	Amount. £	s.	d.

Approval of Minister. Head of Department.

/ / 19 . / / 19 .

(FORM No. 4.)

REQUISITION FOR STORES AND MATERIAL NOT INCLUDED IN CONTRACT REQUIRED FOR THE DEPARTMENT OF No. 19 .

Quantity Required.	Description.	If to Sample or Specification, state so.	Delivery.		Country of Origin.	Probable Cost.			Approval of Minister.
			When Required.	Where Required.		£	s.	d.	

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

Head of Department,
Date, 19

(FORM No. 5.)
VICTORIA.

No. 19 .

REQUISITION.

For the undermentioned for the Department of at No. 19 .

Description of Furniture and Fittings, Fencing, Repairs to Buildings, Rental of Premises, &c., with full particulars, dimensions, &c. (*Separate Requisitions for each of the above Services.*)	Purpose for which Required.	These Columns to be filled in at Public Works Department.					
		Report.	Country of Origin.	Estimated Cost.			Approval of the Board of Land and Works.
				£	s.	d.	No. / / 19 . Noted fol. Vote
		Recommended— / / 19 .		Approved— *Commissioner of Public Works.* / 19			

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

To the Hon. the Commissioner of Public Works.

(FORM No. 6.)
VICTORIA.

*Requisition No.** .....*

ORDER No.

M

Please supply the undermentioned Stores and Material in accordance with Contract No. for the Department

Delivery to be made on the *at*

Quantity.	Schedule Number.	Description.	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.
W. A. ROBINSON,
pro Secretary.

Melbourne, 1st November, 1922.

Approved by the Governor in Council,
the 21st November, 1922.
F. W. MABBOTT,
Clerk of the Executive Council.

PUBLIC SERVICE ACTS.

APPENDIX TO REGULATIONS.

CRIMES ACT 1915 (No. 2637), SECTION 570.

If any person hereafter convicted of treason or felony for which he is sentenced to death or to any term exceeding twelve months of imprisonment at the time of such conviction holds any office under the Crown or other public employment, or is entitled to any pension or superannuation allowance payable by the public or out of any public fund, such office or employment shall forthwith become vacant, and such pension or superannuation allowance shall forthwith determine and cease to be payable unless such person receives a free pardon within two months after such conviction or before the filling up of such office or employment if given at a later period; and such person shall become and (until he has suffered the punishment to which he has been sentenced, or such other punishment as by competent authority may be substituted for the same, or received a free pardon) shall be incapable of holding any office under the Crown or other public employment or of being elected or sitting or voting as a member of either House of Parliament or of exercising any right of suffrage or other parliamentary or municipal franchise.

CRIMES ACT 1915 (No. 2637), SECTIONS 144 AND 145.

144. Whosoever being employed in the Public Service of His Majesty in Victoria steals any chattel money or valuable security belonging to or in the possession or power of His Majesty or intrusted to or received or taken into possession by him by virtue of his employment, shall be guilty of felony, and shall be liable to imprisonment for a term of not more than ten years.

145. Whosoever being employed in the public service[a] of His Majesty in Victoria and intrusted by virtue of such employment with the receipt custody management or control of any chattel money or valuable security embezzles any chattel money or valuable security which has been intrusted to or received or taken into possession by him by virtue of his employment or any part thereof, or in any manner fraudulently applies or disposes of the same or any part thereof to his own use or benefit or for any purpose whatsoever except for the Public Service or the use or benefit of the person for or on whose account or for whose use or benefit the same has been intrusted to or received by him or has come to his possession or control, shall be deemed to have feloniously stolen the same from His Majesty, and being convicted thereof shall be liable to imprisonment for a term of not more than ten years.

NOTE.—(*a*) Where a person in the *de facto* employment of the Government receives money by virtue of such employment and appropriates it to his own use, he is guilty of embezzlement within this section; and it is immaterial whether the duty to receive such money was cast upon him by virtue of his appointment by the Governor in Council, or by departmental practice or orders; or whether the regulations or instructions under which he received them were *ultra vires*.—*Reg.* v *O'Ferrell*, 1 V.L.R. (L.), 81.

EXEMPTION FROM EXAMINATION.—GENERAL DIVISION.

[*Act No.* 2713, *section* 70.]

It has been reported by the Public Service Commissioner to the Governor in Council, that the system of competition cannot be advantageously applied in regard to appointments to the offices hereinafter mentioned :—

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.

Fireman.

Labourer.

Labourer, Junior.

Lift Attendant.

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 Writer and Typist.

Chauffeur.

Also the following :—

Department.	Classes of Applicants.
Chief Secretary's ..	Carpenter and Model Maker, Public Library
	Farm Attendant, Lara
	Females in Penal and Gaols Branch, and in Neglected Children, Probationary, and Reformatory Schools Branch
	Junior Attendant, Public Library
	Overseer (Brush and Broom Making Industry)
	Overseer (Matting and Mat-making Manufactory)
	Superintendent, Coranderrk
Law	Embosser (Boy), Stamps
Lands and Survey ..	Assistant Carpenter
	Photographer's Assistant
Public Works ..	Assistant Lighthouse-keeper
	Cook
	Deckhand
	Diver's Attendant
	Engine-driver and Fitter
	Shipwright, Ports and Harbors
	Steward and Deckhand
	Striker, Ports and Harbors
Agriculture ..	Field Officer
	Orchard Supervisor
	Poultry Expert
	Poultry Expert, Assistant
Labour	Inspector of Factories and Shops (Female)

EXEMPTIONS FROM THE OPERATION OF THE PUBLIC SERVICE ACT 1915.

[*Act No.* 2713, *Section* 3.]

The Governor in Council has, upon the recommendation of the Public Service Commissioner, declared that the provisions of the *Public Service Act* 1915 shall not apply to the officers or classes of officers hereinafter mentioned :—

Department.	Officers or Classes of Officers.
All Departments ..	Any officer who has been specially engaged to perform work of a temporary character, or who by his retainer, commission, agreement, or the nature of his employment, is not required and does not give his whole time to the Public Service, and who is allowed to perform work for other persons outside the Public Service for his own pecuniary advantage and in his private capacity
Chief Secretary's ..	Local Representative—State Accident Insurance
	Director of National Gallery; Master of the School of Art; and Master of the School of Design, Public Library, &c., Branch
	Manager, Aboriginal Station, Lake Tyers
	Assistant Manager, Aboriginal Station, Lake Tyers
	Matron, Aboriginal Station
	Persons engaged as temporary Penal Warders (Male), provided that no such persons shall be employed for more than fourteen days in any one calendar month
	Persons engaged as temporary Female Warders in Gaols, provided that no such persons shall be employed for more than 21 days in any one calendar month
	Registrar of Friendly Societies
	Temporary Assistants, Fisheries and Game Branch, provided that no such persons shall be employed for more than 21 days in any one calendar month
	Persons employed as Assistant Inspector of Fisheries in an honorary capacity
Treasury	Binders, Compositors, Labourers, Lithographic Printers, Machinemen, Pressmen, Stereotypers, Government Printing Office, to meet any sudden emergency provided that no such persons shall be employed for more than 21 days in any one calendar month
	Apprentices, Government Printing Office
Public Instruction ..	Persons employed to teach boot-making at School for feeble-minded children, two hours each week
Law	Judges' Associates
Lands and Survey ..	Buchan Caves—Labourers
	Employees in connexion with Rabbit Extermination
	Pupil Surveyors and Pupil Draughtsmen
	Labourers in Survey Parties
	Valuers appointed in accordance with the provisions of section 3 of the *Closer Settlement Act* 1918
	Caretakers engaged by Lands Purchase and Management Board
	Pupil Surveyors and Pupil Draughtsmen
Public Works ..	Pupils in Architecture
	Pupils in Engineering
	Hall Attendant, Government House, Domain
	Persons employed at the State Government House, Malvern
	Members of Crew (Cook, Leadsmen, Firemen, Boatmen, and Boys), engaged by Marine Surveyor

SECTION 3—*continued.*

Department.	Officers or Classes of Officers.
Public Works — *continued*	Artisans Assistant Lighthouse-keepers Engineers Firemen Labourers Seamen Provided that no such persons shall be employed for more than 21 days in any one calendar month
Mines	Employees in connexion with Diamond Drills and Testing Plants Chainmen Labourers and Artisans, pay not to exceed the minimum wage as determined from time to time by the Department of Public Works Caretakers, pay not to exceed £2 a week Persons employed for short periods at North Fitzroy (Brown Coal) Depôt Persons employed at Morwell Brown Coal Mine at Wages Board rates Wardens' Clerks and Mining Registrars in receipt of allowances for portion of their time only
Public Health ..	Doctors, Nurses, or others temporarily engaged on account of the presence of contagious or infectious diseases Meat Inspectors under Commerce Acts Persons temporarily employed in connexion with Institute for Treatment of Consumptives, Broadmeadows
Agriculture ..	Official Analysts under the Artificial Manures Act, provided that such analysts shall before appointment be either— (*a*) Fellows or Associates of the Institute of Chemistry of Great Britain; or (*b*) Holders of the Diploma of Analytical Chemistry of the University of Melbourne; or (*c*) (*i.*) Have undergone a course of three years' training in Chemistry either at the Melbourne or some approved University or at some School of Mines, technical school (including the Working Men's College, Melbourne); or institution approved by the Public Service Commissioner, and have passed satisfactory examinations during such course; or have passed an examination in General Chemistry, inorganic and organic, before examiners nominated by the Public Service Commissioner; (*ii.*) and in either case have also passed a practical examination in the analysis of artificial manures before examiners approved by the Public Service Commissioner, or have been employed for three years consecutively in the analysis of artificial manures in a Government Laboratory or in a laboratory under the control and supervision of an official analyst; and have satisfied the Public Service Commissioner that they have, or have access to, the necessary apparatus for making analyses of artificial manures. Persons employed in connexion with experiments for eradication of St. John's Wort at rates of pay ruling locally for such work

Evidence Act 1915.

EXAMINATION OF APPLICANTS FOR LICENCE AS SHORTHAND WRITERS.—REGULATIONS.

The Public Service Commissioner, pursuant to the provisions of section 130 of the *Evidence Act* 1915 (No. 2647) hereby makes the following Regulations for determining the nature or character, standard, and requirements of the examinations or tests to be applied to applicants for licence as Shorthand Writers, and submits the same for the approval of the Governor in Council, in lieu of Regulations hitherto made, which are hereby revoked :—

1. Examinations shall be held at such times and places as may from time to time be notified by the Public Service Commissioner in the *Government Gazette* and in two newspapers.

2. Every applicant shall, prior to admission to examination, produce to the Commissioner satisfactory evidence—

(*a*) Of name in full.
(*b*) Of having attained the age of 21 years.
(*c*) Of good moral character.

3. Every applicant who has produced the aforesaid evidence, and who shall, before such examination, forward to the Commissioner a postal note for Ten shillings and sixpence, being fee for the examination, may be admitted to the examination.

4. Before an applicant can be registered as qualified for licence he must pass, to the satisfaction of the examiners, examinations in—

(*a*) Rapidity and correctness in writing shorthand.
(*b*) Rapidity and correctness in transcribing shorthand notes.
(*c*) Rapidity and correctness in reading shorthand notes.

5. The standard required for passing shall be—

(*a*) To write correctly from the examiner's dictation 600 words at the rate of 120 words a minute ; five minutes in all.
(*b*) To transcribe at once in longhand, legibly and correctly, without abbreviations, in 24 minutes, the passage written from dictation under sub-clause (*a*).
(*c*) To write correctly in shorthand from the examiner's dictation, 1,500 words at the rate of 150 words a minute ; ten minutes in all.
The writings of all candidates shall be collected at once, without revision.
(*d*) To read aloud correctly to the examiners, in not more than 20 minutes, the paper written in accordance with sub-clause (*c*).

6. While candidates are under examination, no communication between them will be allowed.

7. Immediately after each examination the examiners shall forward to the Commissioner a return, signed by every examiner, of the names of those candidates who satisfied the examiners thereat.

8. Candidates who may have passed the examination to the satisfaction of the examiners shall be registered as qualified for licence as shorthand writers in the Law Courts.

9. Notwithstanding the conditions imposed in the preceding Regulations, any applicant for licence as a Shorthand Writer who at the time of such application is the Government Shorthand Writer, or a member of his staff, or of the Victorian *Hansard* Staff, or the Commonwealth Parliamentary Reporting Staff, and who may have served on either of such staffs as a shorthand writer for a period of five years, and who shall produce evidence of his fitness satisfactory to the examiners, may, on the certificate of such examiners, and without further examination or test, be registered as a person qualified for licence as a Shorthand Writer in accordance with the *Evidence Act* 1915 (No. 2647).

Public Service Acts 1915 and 1920 and *Lunacy Act* 1915.

REGULATIONS.—LUNACY DEPARTMENT.

The Inspector-General of the Insane, pursuant to the provisions of the Public Service Acts 1915 and 1920 and the *Lunacy Act* 1915, hereby repeals the Regulations heretofore made under such Acts, and makes the following Regulations, to take effect from the 1st July, 1920.

In these Regulations "Inspector-General" means the Inspector-General of the Insane appointed under the Lunacy Act No. 2687.

The Regulations are divided into the following chapters, viz. :—

Chapter I.—Professional Division, Classification of.

Chapter II.—General Division, Appointment to the.

Chapter III.—General Division, Classification of.

W. ERNEST JONES,
Inspector-General of the Insane.

6th September, 1920.

CHAPTER I.—CLASSIFICATION OF THE PROFESSIONAL DIVISION, LUNACY DEPARTMENT.

Public Service Acts 1915 and 1920 and *Lunacy Act* 1915.

1. When it is necessary to fill an office in the Professional Division it shall, unless it be absolutely necessary to appoint to such vacancy a duly qualified person from outside the Service, be filled by the promotion thereto of the officer who, in the opinion of the Inspector-General of the Insane, 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, and promotions the scale or amount of salary assigned to the several officers mentioned in the Schedule hereto shall be that respectively entered opposite the name of such office in such Schedule in the "Yearly Rate of Pay."

3. When a minimum rate and a maximum rate of salary are attached to any office, the person holding such office shall be paid such amount, being not less than the minimum nor more than the maximum rate, as shall be from time to time approved by the Governor in Council on the recommendation of the Inspector-General, provided that an officer on his first appointment to the Service shall be paid the minimum rate of his office.

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

5. The following are the classes of the Professional Division which apply to officers appointed, transferred, or promoted under these Regulations :—

PROFESSIONAL DIVISION.

Salary.

	Minimum. £	Maximum. £
Class A	700 ..	800
Class B	576 ..	650
Class C and B	492 ..	552
Class D	.. ..	348
Class D	264 ..	324

Schedule.

Office.	Class.	Yearly Rate of Pay.		Salaries may be increased to Rates shown hereunder.			
		Minimum.	Maximum.	After 1st Year.	After 2nd Year.	After 3rd Year.	After 4th Year.
	£	£	£	£	£	£	£
Medical Superintendent ..	A	700	800*	725	750	775	800
Senior Medical Officer	B	576	650†	600	625	650	..
Junior Medical Officer	C and B	492	552‡	516	528	552	..
Dentist Metropolitan Hospital ..	C and B	492	552	516	528	552	..
Engineer-in-Chief	D	..	348§	..	..	..	..
Landscape Gardener	D	264	324§	276	300	324	..

* Subject to a charge of £100 a year for rent, fuel, light, water, vegetables, milk, and washing.
† Subject to a charge of £72 a year for rent, fuel, light, water, vegetables, milk, and washing.
‡ Subject to a charge of £60 a year for rent, fuel, light, water, vegetables, milk, and washing. Junior Medical Officers will be provided with quarters partly furnished.
§ Subject to a charge of £50 a year for quarters and allowances

CHAPTER II.—APPOINTMENT AND PROMOTION IN THE GENERAL DIVISION.

Public Service Acts 1915 and 1920 and *Lunacy Act* 1915.

Registration and Examination of Applicants.

1. Every applicant (except for the position of Messenger) must at the date of his application be between the ages of 21 and 41 years, and must forward to the office of the Inspector-General of the Insane an application in his own handwriting, stating his full name and address, the date and place of birth, and the particular appointment or class of appointment which he desires to obtain. He must also send in a certificate of good moral character and industry, as well as a certificate of suitability for employment from either the Inspector-General of the Insane or the Medical Superintendent of one of the Hospitals.

Nurses should be approximately 5 ft. 3 in. in height, and Attendants 5 ft. 8 in., with correspondingly good physical development, and in their form of application they should state what their previous occupation or work has been.

Applicants for the positions of Messenger must be between the ages of sixteen and twenty: Messengers will not be retained after they have reached the age of 21 years.

2. 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 Inspector-General, by the production of certificates or otherwise, that he possesses the handicraft and experience necessary for the work of the office.

3. On the production of these certificates applicants may have their names entered in the "Register of Applicants for Employment," and will be nominated as vacancies occur. Prior to nomination, however, it will be necessary for applicants to furnish a certificate of good physical health.

4. New appointments, all things being equal, will be made from among those persons whose names are entered in the "Register of Applicants for Employment" according to priority of registration for vacant offices, combined with fitness in each case for the particular office to be filled, and the Educational Test Examination having been passed; but the Inspector-General may nominate any applicant who has special qualifications without regard to his position on the Register.

5. If any person decline to accept an appointment which is offered to him, his name will 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 Inspector-General respecting his nomination to the Lunacy Department addressed to him at his last place of residence known to the Inspector-General.

6. 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 41 years, or for a longer period than two years from date of registration, except in the case of applicants who, subsequent to registration, joined the Australian Expeditionary Forces.

7. Any person appointed under these Regulations will be on probation for twelve months, and the Attendants will be required prior to their probationary appointment to pass an examination which will prove the sufficiency of their education.

The subjects of examination shall be those specified hereunder :—

(*a*) Handwriting : to be tested by copying out at least 200 words from a passage of simple English.

(*b*) Spelling : to be tested by writing from dictation an extract from a newspaper—not less than 100 words.

(*c*) Arithmetic : first four rules, simple and money.

Applicants who have passed any examination for candidates for appointment in the Public Service of Victoria, or any like examination, will be exempted from this examination. Persons appointed to positions in the General Division other than those of Attendants will not be required to pass the Educational Examination, *i.e.*, Hospital Trained Nurses, Nurses, Artisans, and Servants.

Applicants for employment as Attendant on the staff of the Lunacy Department who have enlisted in any Expeditionary Force raised in Victoria or (in the case of a person born in Victoria) raised in Australia for naval or military service with His Majesty's Navy or Army during the war in which His Majesty is at present engaged and have served abroad with such Force, may, on their return, have their names recorded in the Register of Applicants and may be appointed on the staff in preference to all other applicants and without being required to pass the Educational Test Examination provided by Regulation No. 7. Military Discharges must be produced in every case.

The appointment of Attendants appointed under this Regulation may be confirmed if the term of probation prescribed by section 72 of the Public Service Act No. 2713 has been satisfactorily served, without the requirements of Regulation No. 8 having reference to passing the First Nursing Examination having been complied with, and the Attendants will be eligible for increments to their salaries as provided by Chapter III. of the Regulations without having passed the Departmental Nursing Examination as required by Regulation No. 11. They will, however, be expected to attend the various courses of lectures and to pass the various Nursing Examinations before being eligible for promotion to the higher grades.

FIRST DEPARTMENTAL EXAMINATION.

8. Attendants and Nurses appointed under these Regulations must qualify themselves for retention on the staff of the Lunacy Department and for subsequent increments to their salaries by attending the necessary courses of lectures in Elementary Anatomy and Physiology, First Aid to the Injured, and General Duties.

Failure of an Attendant or Nurse to pass the Departmental Examinations within the times specified will be considered to be evidence of incapacity to discharge the duties of his or her office : and the retention of Attendants and Nurses on the staff will be conditional on their passing these examinations. No Attendant or Nurse will be retained on the staff of the Lunacy Department unless he or she has passed the First Departmental Examination.

9. The First Departmental Examination cannot be undertaken before the Attendant or Nurse has been in the service of the Lunacy Department for a period of one year. In the event of a failure to pass at the first attempt on the recommendation of the Medical Superintendent the Inspector-General may approve of a second opportunity to pass the examination being given.

SECOND DEPARTMENTAL EXAMINATION.

10. The Second Departmental Examination—in general nursing and duties—cannot be undertaken until after the end of the second year of service in the Lunacy Department, but the Attendants and Nurses must present themselves for this Examination before the end of the fourth year of service, dating from the time of appointment on probation. In the event of a failure to pass this second examination at the first attempt, on the recommendation of the Medical Superintendent the Inspector-General may approve of other opportunities to pass the examination being given. In the event of a second failure to pass, however, the services of the unsuccessful candidate may be dispensed with.

11. The first increment will only be recommended to the Attendant or Nurse conditional on the First Departmental Examination having been passed, and if he or she is approved of by the Medical Superintendent and the Inspector-General, and on the production of a certificate of good conduct and diligence from the Medical Superintendent of the Hospital for the Insane where he or she is employed. The second increment will not be recommended until the Second Departmental Examination has been passed.

THIRD DEPARTMENTAL EXAMINATION.

12. The Third Departmental Examination in mental disorders, nursing and duties, together with elementary anatomy and physiology of brain and nervous system, can only be undertaken after the third year of service and one year after the passing of the Second Examination. On the passing of this examination a certificate will be given to the successful examinee setting forth that he or she is a Trained Mental Attendant or Nurse. In the event of failure other opportunities will be given to pass on the recommendation of the Medical Superintendent. This Examination will qualify Attendants and Nurses for promotion to the Second Grade. Attendants and Nurses who passed the Second Nursing Examination provided by the previous Regulations will be eligible for promotion to the Second Grade without passing the Third Nursing Examination provided by these Regulations. Before being eligible for promotion to the position of Head Attendant or Hospital Attendant and Chief Nurse or Hospital Nurse they must pass the Third Examination.

13. In determining the claims of officers to promotion, consideration will be given in respect of merit to the following qualifications :—

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

14. For promotion to the First Grade selection will be made from among those Attendants and Nurses who have passed into the Second Grade, and who have, by reason of their special fitness for the work, as well as by their good conduct and industry, proved themselves capable of taking charge of a large and important ward.

15. Except in a case in which the Inspector-General shall certify that some particular office in the Lunacy Department should be filled by a Hospital Trained Nurse, the person to fill the position of Hospital Attendant or Hospital Nurse may be selected from among the Attendants and Nurses who have demonstrated their capacity for the special work required of them.

16. Officers appointed to any position in the Lunacy Department shall not, until they shall have served for a period of five years on the staff of the Department, be transferred to any other Department or Branch unless such transfer is determined to be in the interests of the Public Service.

BOARD OF EXAMINERS.

17. All Departmental Examinations will be conducted by a Board of Examiners, which will consist of the Inspector-General or a Deputy appointed by the Inspector-General, and one or two Medical Superintendents or Deputy Superintendents as may be considered necessary appointed by the Inspector-General.

18. The subjects for the Departmental Examinations shall be those set forth in the syllabus of lectures adopted from time to time and issued to each Hospital for the Insane, the text-book being as prescribed from time to time.

19. The employees at the Idiot Asylum and the Reception House, so far as is practicable, will be subject to the same rules as the employees in the Hospitals for the Insane.

20. In accordance with the exigencies of the Department, and in order to facilitate the better training of Attendants and Nurses, the Inspector-General may transfer an Attendant or Nurse from one Hospital to another, or from the female side to the male side of the same Hospital where the nursing of male patients is undertaken by female Nurses.

21. All probationers and persons appointed on the staff of the Lunacy Department will be required to sign the agreement hereunder at the time of entry on duty.

LUNACY DEPARTMENT.

I hereby acknowledge to have received and read a copy of rules and instructions appended hereto and marked A and B which are now in force for the guidance of.....in the Lunacy Department. I fully understand that during my connexion with this Department and in consideration of being employed, I am obliged to obey and carry out these rules and instructions, and all other rules, instructions and orders which may be in force during my employment within the Hospital for the Insane in which I may at any time be employed, and also that I must be careful of the property of the Government of Victoria and must promote so far as I am able the interests and objects of any such Hospital, avoid gossiping about its inmates or affairs, and endeavour generally by my own conduct and demeanour to sustain the reputation of the establishment. I further understand that I am liable to be called upon to perform any duty assigned to me, although not of a nature I usually perform, should I be required to do so by the Medical Superintendent or his representatives; that it is my duty if anything improper is done in my presence or to my knowledge in the Hospital wherein I may be employed, to report it to the Medical Superintendent; and I understand and agree that I am liable to be punished or have my services dispensed with, or be dismissed for any transgression of any instruction, order or rule of the Hospital, or of any instruction order or rule applying to.....; and further I understand the principles laid down in the Rules and Regulations for promotion by merit, good behaviour and suitability (and, for the Attendants and Nurses, that the possession of the Departmental Nursing certificates), are the only means by which I may expect promotion, and that any attempt to gain promotion by other influences than these will be taken as an acknowledgment on my part of my unfitness for such promotion; further that one month's notice at least is required before an application to be allowed to leave the service of the Lunacy Department will be considered.

I further make statement and declare my true and proper age to be.....years.

Date of birth—

Witness

Dated at the Hospital for the Insane at this day of 19 .

entered on duty as this day of 19 .

6th September, 1920.

CHAPTER III.—CLASSIFICATION OF THE GENERAL DIVISION.

Public Service Acts 1915 and 1920 and *Lunacy Act* 1915.

1. In the case of appointments, promotions or transfers to any office in the General Division in the Lunacy Department, the scale or amount of salary assigned to the several offices mentioned in the Schedule hereto shall be that respectively entered opposite the name of the office in such Schedule in the column headed "Yearly Rate of Pay."

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

3. In cases where there is a minimum rate and a maximum rate, every officer shall be entitled to receive salary at a rate within the minimum and maximum limits to be approved by the Governor in Council on the recommendation of the Inspector-General of the Insane, provided that an officer on his first appointment to the Department shall be paid at not more than the minimum rate of his office.

4. Any officer transferred or promoted to any class or grade shall thereupon be deemed to be junior to any officer already in such class or grade, but notwithstanding anything in the Schedule hereto he shall be paid an amount not less than that which he was receiving immediately before such transfer, or promotion. Officers who are transferred to the Attendants' or Nurses' Staff from the Artisans' and Servants' staff, and who are in receipt of salaries at or above the maximum of the Third Grade, may be transferred to the Second Grade on the recommendation of the Inspector-General without regard to their seniority. They will, however, be required to pass the Educational and Departmental Examinations prior to being so transferred.

5. In the case of Attendants and Nurses, promotion from Grade to Grade may be approved by the Governor in Council on the recommendation of the Inspector-General, and shall be regulated in accordance with the special regulations for Attendants and Nurses.

6. Increments may be granted to officers appointed to the offices mentioned in the following Schedule, and at the rates set forth in the Schedule.

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

8. Every increment shall be discretionary, and no increment shall be payable except on the certificate of the Permanent Head of the Department and of the Inspector-General that such increment has been earned by good conduct and efficient service.

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

10. Failure on the part of Attendants and Nurses to pass the Nursing Examinations will be taken as inefficient service, and, should the examinations not be passed, increments will not be granted.

11. If any officer be absent from duty on account of illness, no deduction shall be made from the salary of such officer on account of allowances if the officer is under medical treatment at his own home or at a general hospital. In the case of the single men and the members of the female staff, it shall be at the discretion of the Medical Superintendent as to whether the officers shall remain at the Hospital for the Insane for treatment or be allowed to leave the institution. When an officer on sick leave on full pay is drawing his allowances the full charge for these allowances as provided by these Regulations will be made. When the officer is on half pay only, half the charge will be made. No charge is to be made should an officer be allowed leave without pay.

SCHEDULE OF SALARIES.

Office.	Yearly Rate of Pay.		Salaries may be increased to Rates shown Hereunder.		
	Minimum.	Maximum.	After 1st Year.	After 2nd Year.	After 3rd Year.
	£	£	£	£	£
Criminal and Refractory Ward—					
Attendant, Head	264	272†	272	..	..
Attendant, Relieving Charge	..	228*	..	..	..
Attendant, Grade II.	..	216*	..	..	..
Attendant, Grade III.	192	210*	198	210	..
Artisans and Servants, Males—					
Foreman Engine Driver	..	240	..	..	..
Engine Driver	..	228	..	..	..
Plumber	210	222	222	..	..
Blacksmith	210	222	222	..	..
Senior Carter (in sub-charge of farm) ..	204	210*	210	..	..
Carter	186	192*	192	..	..
Carpenter	210	222	222	..	..
Carpenter, Assistant	192	204	204	..	..
Cook, Senior	..	222*	..	..	..
Cook	198	210*	210	..	..

* Less deductions for quarters and rations, &c. † Less deductions for quarters and allowances.

SCHEDULE OF SALARIES—*continued.*

Office.	Yearly Rate of Pay.		Salaries may be increased to Rates shown Hereunder.		
	Minimum.	Maximum.	After 1st Year.	After 2nd Year.	After 3rd Year.
	£	£	£	£	£
Artisans and Servants, Males—*continued.*					
Fireman	186	198	198	..	..
Gardener	204	228†	216	228	..
Painter	210	222	222	..	..
Painter, Assistant	192	204	204	..	..
Shoemaker	210	222	222	..	..
Shoemaker, Assistant	192	204	204	..	..
Soapmaker	210	222	222	..	..
Tailor	210	222	222	..	..
Tailor, Assistant	192	204	204	..	..
Tailor, Yarra Bend	..	228	..	..	..
Upholsterer	210	222	222	..	..
Tinsmith	210	222	222	..	..
Artisans and Servants, Females—					
Head Cook	144	156*	150	156	..
Cook	126	138*	132	138	..
Laundress	..	144*	..	..	..
Laundress, Assistant	120	138*	126	138	..
Tailoress	120	144	132	144	..
Seamstress, Nurse	120	138*	126	138	..
General Staff—					
Attendant, Head, Grade I.	288	300†	300	..	..
Attendant, Head, Grade II.	264	272†	272	..	..
Charge Attendant	..	228*	..	..	..
Attendant, Hospital, Male	..	228*	..	..	..
Dispenser, Metropolitan Hospitals	276	288	288	..	..
Farm Bailiff, Grade I.	..	288†	..	..	..
Farm Bailiff, Grade II.	..	264†	..	..	..
Engineer Mechanic, Grade I.	..	288†	..	..	..
Engineer Mechanic, Grade II.	..	264†	..	..	..
Hall Porter	174	198*	186	198	..
Mechanic, Assistant	..	222	..	..	..
Storeman, Grade I.	..	240	..	..	..
Storeman, Grade II.	..	228	..	..	..
Laboratory Attendant	186	210*	198	210	..
Boatman	..	186	..	..	..
Attendants, Male—					
Grade I. (in charge of large wards, relieving attendants in large hospital wards, and senior night attendant in each hospital)	...	222*	..	..	..
Grade II. (relieving attendants in large wards, in charge of small wards, and other special duties)	..	210*	..	..	..
Grade III.	186	204*	192	204	..
Watchman and Attendant	186	204	192	204	..
Females—					
Chief Nurse	204	240‡	216	228	240
Housekeeper	168	204‡	180	192	204
Nurse, Hospital	..	168*	..	..	..
Nurse—					
Grade I. (in charge of large wards, relieving nurses in large hospital wards, and senior night nurse in each hospital)	..	156*	..	..	..
Grade II. (relieving nurses in large wards, in charge of small wards, and other special duties)	..	144*	..	..	..
Grade III.	120	138*	126	138	..
Sewing Mistress	120	138	126	138	..

* Less deductions for quarters and rations, &c. † Less deductions for quarters and allowances.
‡ Less deductions for quarters, allowances, and rations.

Nurses, Cooks, and Laundresses will be provided with uniforms.

Attendants will be provided with uniforms as under :—

One Tunic and two pairs of Trousers annually, and Caps and Helmets as required.

Bonus positions, £4 to £6.

Note to Salaries of Officers Residing in Separate Quarters in the Reserves of the various Hospitals for the Insane.

Deductions will be made from the salaries of these officers in accordance with the Schedule hereunder—

Rent	As fixed
Fuel	£12
Light	£6
Water	£2
Vegetables	£2
Milk	£2
Washing	£6
	£30 a year

The Chief Nurses and Housekeepers will be charged £32 per annum for rations and allowances other than quarters.

Rent for quarters will be charged as under :—

For quarters occupied by—

Head Attendants	£20 a year
Farm Bailiffs	£20 a year
Mechanics	£20 a year
Gardeners	£20 a year
Chief Nurses	£16 a year
Housekeepers	£16 a year

Salaries of Officers who are allowed Quarters for themselves only and Rations.

Deductions will be made from the salaries of these officers as under :—

Rent and allowances	£18
Rations	£14
	£32 a year

REGULATIONS FOR PUPIL DRAUGHTSMEN, LANDS AND SURVEY DEPARTMENT.

Conditions.

An applicant for appointment must not be more than eighteen years nor less than sixteen years of age. He will be required to produce a medical certificate that he is of sound constitution and not affected with any physical infirmity which would interfere with the proper discharge of his profession.

Qualifications.

The candidate must have passed the Junior Public or Intermediate Examination in subjects including English, algebra, arithmetic, and geometry in the Melbourne or other recognised University; or

Passed such other recognised examination, or produce such certificates from the Education Department or other authority as shall satisfy the Surveyor-General as to his competency in the subjects mentioned above, and as to his general educational proficiency.

He shall also, with such certificates, submit satisfactory proof of his aptitude for plan drawing.

A *viva voce* or a practical examination may be held before the final selection of candidates.

PROBATION.

Each candidate approved by the Minister shall enter the office as a probationer for a period of one month without pay, and, at the end of that time, if reported by the Surveyor-General to have displayed aptitude for the work, he shall be enrolled as a pupil, and shall be subject to the general regulations for the Public Service, so far as they can reasonably apply.

TERM OF SERVICE.

The term of service shall be two years, and at the end of each year the pupil will be required to pass an examination on the subjects mentioned in the schedule hereunder.

The Minister reserves the power to dispense at any time with the services of any pupil who may, in the opinion of the Surveyor-General, be wanting in application or in the careful performance of his work, or whose conduct may be considered by him to be unsatisfactory.

REMUNERATION.

The salary for the first year shall be £60, and, subject to passing of the required examinations, the salary for the second year shall be £72. On successfully passing the prescribed departmental examinations a pupil will, at the end of the term of two years, receive a certificate of competency as a draughtsman, and, if otherwise satisfactory, may be appointed on the permanent staff as Draughtsman, in accordance with the Regulations under the Public Service Acts.

SCHEDULE OF SUBJECTS FOR EXAMINATION.

First Year.

Tracing, colouring, drawing to scale, neat lettering, mensuration, and simple practical trigonometry.

Second Year.

Plan drawing, plotting from field notes, and computations connected with land surveying.

REGULATIONS FOR PUPILS IN ARCHITECTURE.—DEPARTMENT OF PUBLIC WORKS.

CONDITIONS.

An applicant for appointment must not be more than twenty years or less than sixteen years of age. He will be required to produce a medical certificate that he is of sound constitution, and not affected with any physical infirmity which could interfere with the proper discharge of his profession.

QUALIFICATIONS.

1. The candidate must have passed the Matriculation or Junior Public Examination (including algebra, geometry and arithmetic) in the Melbourne or other recognised University; or,

2. Passed such other recognised examination, or produce such certificates from the Education Department or other authority, as shall satisfy the Chief Architect as to his competency in those three subjects, and as to his general educational proficiency.

3. He shall also, with such certificates, submit satisfactory proof of his aptitude for drawing.

4. If considered necessary in the opinion of the Chief Architect, all candidates shall submit themselves to a competitive examination in such subjects as may be prescribed, with a view to the selection of the most eligible for the position.

PROBATION.

Each candidate approved by the Minister shall enter the office as a probationer for a period of one month without pay; and, at the end of that time, if reported by the Chief Architect to have displayed aptitude for the work, he shall be enrolled as a pupil, and shall be subject to the General Regulations for the Public Service so far as they can fairly apply.

No more pupils will be received than are needed for the requirements of the Department.

TERM OF SERVICE.

The term of service shall be two years, and, at the end of the first year, the pupil, in order to qualify for the continuation of his pupilage in the succeeding year, will be required to pass an examination in the subjects set forth in the annexed schedule for "first year."

If, however, it be considered as satisfactory to the Department and to the advantage of the pupil, the period of pupilage or term of service may be extended to four years.

As a qualification for such extension the test examination set forth in the Schedule for "second year" and "third year" must be passed, and the pupil must have given proof of special aptitude and diligence.

The Minister reserves the power to dispense at any time with the services of any pupil who may, in the opinion of the Chief Architect, be wanting in application or in the careful performance of his work, or whose conduct may be considered by him to be unsatisfactory.

REMUNERATION.

The salary for the first year shall be £60; and, subject to the passing of the required examination, the salary for the second year shall be £72. In the event of a pupil being permitted to continue his pupilage beyond two years, the salary for the third year shall be £96, and for the fourth year £120.

It is distinctly to be understood by or on behalf of pupils that their period of service as pupils will on no account constitute a claim for incorporation with the Departmental staff, or for employment beyond the period of pupilage, whether it be for two years or four years, further than already provided by the Regulations made under the provisions of section 73 of Act 2713, which provide that the Public Service Commissioner may make Regulations for the admission into the Public Service in special cases to be indicated in such Regulations, and upon such terms and conditions as may be therein prescribed, of Pupil Draughtsmen in the last year of pupilage.

SCHEDULE OF SUBJECTS FOR EXAMINATION.

First Year.

1. Tracing.
2. Colouring.
3. Drawing to scale.
4. Neat lettering.
5. General knowledge of terms used in building and engineering work.
6. Mensuration.
7. Elementary freehand drawing.

Second Year.

1. Simple geometrical and freehand drawing.
2. Elementary building materials and construction.
3. Elementary knowledge of the styles of architecture.
4. Building quantities.
5. Ornamental writing and printing.

Third Year.

1. Drawing to scale from rough sketches.
2. Working drawings of a small structure with details.
3. Specification for drawings so made.
4. Advanced building materials and construction.

Tracings and drawings connected with the subjects for examination for each year, and duly certified as being the work of the pupil, will be considered in connexion with each examination.

REGULATIONS FOR PUPILS IN ENGINEERING.—DEPARTMENT OF PUBLIC WORKS.

CONDITIONS.

An applicant for appointment must not be more than twenty years or less than sixteen years of age. He will be required to produce a medical certificate that he is of sound constitution, and not affected with any physical infirmity which could interfere with the proper discharge of the duties of his profession.

QUALIFICATIONS.

1. The candidate must have passed the Matriculation or Junior Public Examination (including algebra, geometry, and arithmetic), in the Melbourne or other recognised University; or

2. Passed such other recognised examination, or produce such certificates from the Education Department, or other authority, as shall satisfy the Chief Engineer of Public Works as to his competency in those three subjects, and as to his general educational proficiency.

3. He shall also, with such certificates, submit satisfactory proof of his aptitude for drawing.

4. If considered necessary in the opinion of the Chief Engineer, all candidates shall submit themselves to a competitive examination in such subjects as may be prescribed, with a view to the selection of the most eligible for the position.

PROBATION.

Each candidate approved by the Minister shall enter the office as a probationer for a period of one month without pay; and at the end of that time, if reported by the Chief Engineer to have displayed aptitude for the work, he shall be enrolled as a pupil, and shall be subject to the General Regulations for the Public Service so far as they can fairly apply. No more pupils will be received than are needed for the requirements of the Department.

TERM OF SERVICE.

The term of service shall be two years, and at the end of the first year the pupil, in order to qualify for the continuation of his pupilage in the succeeding year, will be required to pass an examination in the subjects set forth in the annexed schedule for "first year."

If, however, it be considered as satisfactory to the Department and to the advantage of the pupil, the period of pupilage or term of service may be extended to four years.

As a qualification for such extension the test examination set forth in the schedule for "second year" and "third year" must be passed, and the pupil must have given proof of special aptitude and diligence.

Opportunity will be given to Engineering Pupils to obtain the necessary field experience required by the Municipal Surveyors Board.

The Minister reserves the power to dispense at any time with the services of any pupil who may, in the opinion of the Chief Engineer, be wanting in application or in the careful performance of his work, or whose conduct may be considered by him to be unsatisfactory.

REMUNERATION.

The salary for the first year shall be £60, and, subject to the passing of the required examination, the salary for the second year shall be £72. In the event of a pupil being permitted to continue his pupilage beyond two years, the salary for the third year shall be £96, and for the fourth year £120.

It is distinctly to be understood, by or on behalf of the pupils, that their period of service as pupils will on no account constitute a claim for incorporation with the Departmental Staff, or for employment beyond the period of pupilage, whether it be for two years or four years, further than already provided by the Public Service Regulations under Section 73 of Act 2713, which provides that the Public Service Commissioner may make Regulations for the admission into the Public Service in special cases to be indicated in such Regulations, and upon such terms and conditions as may be therein prescribed, of Pupil Draughtsmen in the last year of their pupilage.

SCHEDULE OF SUBJECTS FOR EXAMINATION.

First Year.

Tracing, colouring, drawing to scale, neat lettering, elementary freehand drawing.

General knowledge of terms used in building and engineering work.

Mensuration.

Earthwork; construction and measurement, balancing.

Timber; properties and defects, pile driving, timber structures.

Roads and streets; clearing, grading, and forming; gravelling and metalling; Macadam's and Telford's systems of road-making. Kerbing, channelling, cleaning, and maintenance.

Elementary applied mechanics.

Second Year.

Drawing to scale.

Masonry and brickwork; properties and defects; properties, defects, and mode of manufacture of bricks; the manufacture and testing of limes and cements, mortars, and concretes.

Iron and steel; properties, mode of manufacture, tests.

Street pavements and footpaths.

Simple practical trigonometry and field work.

Applied mechanics.

Third Year.

Drawing to scale from rough sketches.

General principles of civil engineering.

Elementary hydraulics.

Use of instruments, engineering surveys, surveying computations.

Tracings and drawings connected with the subjects for examination for each year, and duly certified as being the work of the pupil, will be considered in connexion with each examination.

REGULATIONS FOR PUPIL ANALYSTS.—DEPARTMENT OF PUBLIC HEALTH.

Qualifications.

An applicant for appointment must not be more than twenty or less than sixteen years of age. He will be required to produce a medical certificate that he is of sound constitution, and not affected with any physical infirmity which could interfere with the proper discharge of his duties.

The applicant must be educated up to the standard required for the intermediate examination prescribed by the University (including chemistry and physics).

If considered necessary, all candidates shall submit themselves to a competitive examination in such subjects as may be prescribed with a view to the selection of the most eligible for the position.

The applicant must produce two certificates of good character and industry from approved persons.

Probation.

Each applicant approved by the Minister shall enter the office as a probationer for a period of three months; at the end of that time, if reported by the Analyst in charge to have displayed aptitude for the work, he shall be received as a pupil analyst, and shall be subject to the General Regulations for the Public Service so far as they can fairly apply.

Conditions of Service.

The term of service shall be four years, and shall date from day of entry to the Laboratory.

The course shall be as set forth in annexed schedule entitled "Prescribed Course for Pupil Analysts."

Promotion to each succeeding grade shall depend on diligence, aptitude, and successful passing of such examinations as may be set by the Analyst in charge.

At the end of the fourth year the pupil will be required to undergo written, oral, and practical examinations, and, if he satisfactorily passes the tests, he will be approved by the Commission of Public Health as an Analyst under the Health Acts.

The Minister reserves the power to dispense at any time with the services of any pupil who may, in his opinion, be wanting in application or in the careful performance of his work, or whose conduct may be considered to be unsatisfactory.

It is distinctly to be understood that the period of service as a pupil analyst will, on no account, constitute a claim for incorporation with the Departmental Staff, or for employment beyond the period of pupilage.

Remuneration.

The salary for the first year shall be £72; and, subject to the passing of the required examinations, the salary for the second year shall be £84; the salary for the third year shall be £96; and for the fourth year £108.

PRESCRIBED COURSE FOR PUPIL ANALYSTS.—PUBLIC HEALTH DEPARTMENT.

Practical Work in Departmental Laboratory.	Theoretical Work at University, Working Men's College, or other approved Chemical School.
First Year.	
Simple Food Analysis (*i.e.*, milk tests, estimation of inorganic salts in food, qualitative tests). Preparation of solutions. Acidimetry. Glass blowing, making apparatus. Microscopic Botany (characteristic of starches, roots, stems, and leaves) Theory of the methods employed.	1. School leaving Physics. 2. School leaving English. 3. School leaving Chemistry or Working Men's College, Chemistry I. 4. The theory of the Laboratory methods employed.
Second Year.	
Official methods for milk. Detection and estimation of preservatives, nitrogen by Kjeldahl method, simple gas analyses (CO_2 and Nitrates), simple analyses of oils, fats, sugars, starch, food dyes. Microscopy of food and drugs and their common adulterants. Use of polariscope and refractometer. Theory of methods employed. Translation of methods from foreign languages.	1. School leaving French or German. 2. School leaving Algebra or Geometry. 3. B. Sc. Chemistry I., or Working Men's College Chemistry II. 4. Theory of the methods employed.
Third Year.	
Mixed oils and fats (as margarine), flavouring extracts, spirits, mixed sugars, freezing and boiling point determinations, spectroscopy. Electric and other physical methods. Testing new methods. Thorough knowledge of the theory of the methods employed.	1. School leaving Algebra or Geometry (both to be passed). 2. B. Sc. Chemistry or Working Men's College Chemistry III. 3. Critical discussion of the methods employed.
Fourth Year.	
Analysis of any food or drug under Pure Food Regulations. Interpretation of results. Specialization in some branch of food analysis.	1. B. Sc. Chemistry II., if not previously taken otherwise B. Sc. Chemistry III. 2. Either— (1) Pure Mathematics (University); (2) Calculus, Working Men's College; or (3) Another approved subject. 3. Food Laws and Regulations.

The progress of the student will be tested by practical and written examinations, and by the inspection of Laboratory note books.

Promotion will be conditional on satisfactory work.

The above Course is provisional, and liable to alteration in agreement with any diploma for competency in Food Analysis issued by a recognised authority.

THE CONSTITUTION ACT AMENDMENT ACT 1915, No. 2632, SECTION 423, AS AMENDED BY ACT No. 2866.

4. (1) In order that all officers may be enabled to render loyal and efficient service to the State, it is hereby enacted that no person or class of persons employed in any capacity (whether permanently or temporarily) in the Public Service (including the Railway Service, the Police Force, the State Rivers and Water Supply Department, and the Lunacy Department) shall publicly comment upon the administration of any Department of the State of Victoria, or use for any purpose other than for the discharge of his official duties information gained by or conveyed to him through his connexion with the Public Service; and no person or class of persons so employed shall directly or indirectly use or attempt to use any influence in respect to any matter affecting the remuneration or position in the Public Service of either himself or any other person.

(2) If any person so employed is guilty of any contravention of this section, then on proof thereof to the satisfaction of the Public Service Commissioner or Commissioners of Railways, the Chief Commissioner of Police, or the State Rivers and Water Supply Commissioners, or the Inspector-General of the Insane (as the case may be), such person may by the said authority be fined any sum not exceeding Ten pounds, and may be reduced in class, subdivision, grade, or status and salary, or he may be dismissed, or his services may be dispensed with: Provided that such person shall not be dismissed or have his services dispensed with for any contravention of this section without the consent of the Governor in Council.

(3) This section shall apply to every person employed as aforesaid notwithstanding that he may not be subject to the *Public Service Act* 1915 or the *Railways Act* 1915, or the *Police Regulation Act* 1915, or Part I. of the *Lunacy Act* 1915.

(4) This section shall not apply to officers in the service of Parliament, but the Governor in Council on the recommendation of the President, the Speaker, and the Joint Library Committee respectively, may make regulations applying to such officers in relation to the matters referred to herein.

SCALES SHOWING RATES OF ANNUAL SALARIES.

FIRST DIVISION.

The following Schedule shows the rates of yearly salaries paid to officers of the *First Division:* —

Office.	Minimum.	Maximum.
	£	£
Under-Secretary	900	1,000
Under-Treasurer	900	1,250
Director of Education	900	1,250
Secretary for Lands	900	1,000
Secretary to the Law Department	900	1,000
Secretary for Public Works	900	1,000
Secretary for Mines	800	950
Director of Agriculture	900	1,000
Secretary for Labour	800	950
Chief Health Officer	1,000	1,100

PROFESSIONAL DIVISION.

The following Schedule shows the rates of yearly salaries paid to 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.	Ninth Subdivision.	Tenth Subdivision.	Minimum.	Maximum.
	£	£	£	£	£	£	£	£	£	£	£	£
A	..	..	..	..	..	..	..	..	..	..	700	1,500
B	528	552	576	600	625	650	..	..	..	..	..	..
C	384	396	420	444	468	492	516	..	..	..	..	..
D	264	276	300	324	348	372	..	..	..	..	..	..
E	72	84	108	120	144	168	192	216	240	252	..	..

CLERICAL DIVISION.

The following Schedules show the rates of yearly salaries paid to officers of the *Clerical Division* appointed or promoted under the several Public Service Acts enumerated hereunder :—

ACT No. 160 (18TH JUNE, 1862).

Class.	Minimum.	Maximum.	Increments.			
	£	£		£	s.	d.
5th Class ..	80	180	Six yearly increments of ..	16	13	4
4th „ ..	200	350	„ „ „ ..	25	0	8
3rd „ ..	375	485	„ „ „ ..	18	6	0
2nd „ ..	500	600	„ „ „ ..	16	13	4
1st „ ..	610	..				

ACT No. 1133 (ACT No. 773, 31ST DECEMBER, 1884).

Class.	Minimum.	Maximum.	Increments.
		£	
5th Class ..	16 years of age, £50 17 „ „ £60 18 „ „ £70 19 to 30 „ £80	200	£10 yearly up to £100, and five yearly increments of £20 each
	£		
4th „	210	300	Nine yearly increments of £10 each*
3rd „	360	450	Six „ „ £15 „
2nd „	500	600	Five „ „ £20 „
1st „	610	750	Seven „ „ £20 „

* A long-service increment of £25 may be granted after five years' service at £300 a year, and a second long-service increment of £25 may be granted after five years' service at £325 a year.

ACT No. 1324 (24TH OCTOBER, 1893) AND ACT No. 1721 (27TH DECEMBER, 1900).

Class.	Salary of Subdivision of Class.					
	First Subdivision.	Second Subdivision.	Third Subdivision.	Fourth Subdivision.	Fifth Subdivision.	Sixth Subdivision.
	£	£	£	£	£	£
5th Class	40 First 50 Second 60 Third	80	100	120	140	160*
4th " ..	185	210	235	260	285†	..
3rd " ..	310	335	360	380	400	..
2nd " ..	420	440	460	480	500	..
1st " ..	520	540	560	580	600	..

* A long-service increment of £20 may be granted after three years' service at £160 a year, and a second long-service increment of £20 may be granted after five years' service at £180 a year.
† A long-service increment of £15 may be granted after five years' service at £285 a year.

ACT No. 2383 (2ND DECEMBER, 1912).

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

ACT No. 3059 (1ST JULY, 1920).

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.	Minimum.	Maximum.
	£	£	£	£	£	£	£	£	£	£	£	£
IA.	..	..	..	..	..	..	..	..	..	..	800	1,000
I.	636	660	684	708	732	750	..	..	..	..	..	..
II.	504	528	552	576	600	..	..	..	..	..	..	..
III.	384	408	432	456	480	..	..	..	..	..	..	..
IV.	264	276	300	324	348	372	..	..	..	..	..	..
V.	72	84	108	120	144	168	192	216	240	252	..	..

STATE SCHOOL TEACHERS, &c.

The following Schedules show the rates of yearly salaries paid to State School Teachers, &c., appointed or promoted under the several Public Service Acts enumerated hereunder :—

ACT No. 1133 (1ST AUGUST, 1890).

Class.	Minimum.	Maximum.	Increments.	
	£ s. d.	£ s. d.		£ s. d.
Males—				
5th Class ..	88 0 0	136 0 0	Six yearly increments of	8 0 0
4th „ ..	144 0 0	168 0 0	Three „ „	8 0 0
3rd „ ..	176 0 0	208 0 0	Four „ „	8 0 0
2nd „ ..	220 0 0	270 0 0	Five „ „	10 0 0
1st „ ..	280 0 0	330 0 0	Five „ „	10 0 0
Females—				
5th Class ..	64 0 0	83 4 0	Three „ „	6 8 0
4th „ ..	89 12 0	115 4 0	Four „ „	6 8 0
3rd „ ..	121 12 0	166 8 0	Seven „ „	6 8 0
2nd „ ..	176 0 0	216 0 0	Five „ „	8 0 0

"In addition to the fixed salary, a sum equal to one-half the amount of such salary shall be obtainable by way of results. Relieving Teachers shall be paid an amount equal to one-half the amount of the fixed salary in lieu of results."

ACT No. 1334 (3RD NOVEMBER, 1893).

—	Subdivision.							
	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.	No. 7.	No. 8.
	£	£	£	£	£	£	£	£
Males—								
Class V.	82	89	96	103	110	117	124	..
„ IV.	130	137	144	151	..	..	..	..
„ III.	157	164	171	178	185	..	..	..
„ II.	191	198	205	212	219	226	233	..
„ I.	239	246	253	260	267	274	281	288
Females—								
Class V.	64	69	74	79	..	..	..	..
„ IV.	85	90	95	100	105	..	..	..
„ III.	110	114	118	122	..	..	..	..
„ II.	126	130	134	138	..	..	..	..

ACT No. 1382 (29TH JANUARY, 1895).

—	Subdivision.							
	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.	No. 7.	No. 8.
Males—	£	£	£	£	£	£	£	£
Class VIII.	70	..	..	..	..	..	..	..
„ VII.	75	..	..	..	..	..	..	..
„ VI.	82	89	..	..	..	..	..	..
„ V.—Head Teachers	96	103	110	117	124	..	..	..
„ V.—Assistants	96	103	..	..	..	..	..	..
„ IV.—Head Teachers	130	137	144	151	..	..	..	..
„ IV.—Assistants	130	137	..	..	..	..	..	..
„ III.—Head Teachers	157	164	171	178	185	..	..	..
„ III.—Assistants	157	164	..	..	..	..	..	..
„ II.	191	198	205	212	219	226	233	..
„ I.	239	246	253	260	267	274	281	288
Females—								
Class VIII.	56	..	..	..	..	..	..	..
„ VII.	60	..	..	..	..	..	..	..
„ VI.	64	69	..	..	..	..	..	..
„ V.	74	79	..	..	..	..	..	..
„ IV.	85	90	95	100	105	..	..	..
„ III.	110	114	118	122	..	..	..	..
„ II.	126	130	134	138	..	..	..	..

ACT No. 1721 (27TH DECEMBER, 1900).

—	Subdivision.				
	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.
Male Teachers—	£	£	£	£	£
Class VIII.	70	..	..	..	..
„ VII.	75	..	..	..	..
„ VI.	82	89	96	103	110
„ V.—Head Teachers	117	124	131	..	..
„ V.—Assistants	117	..	..	..	..
„ IV.—Head Teachers	137	144	151	158	..
„ IV.—Assistants	137	..	..	..	..
„ III.—Head Teachers	164	171	178	185	..
„ III.—Assistants	164	..	..	..	..
„ II.	193	203	213	223	233
„ I.	240	252	264	276	288
Female Teachers —					
Class VIII.	56	..	..	..	..
„ VII.	60	..	..	..	..
„ VI.	64	69	..	..	..
„ V.	74	79	84	..	..
„ IV.	90	95	100	105	..
„ III.	110	114	118	122	..
„ II.	126	130	134	138	..

In addition to the fixed salary, a sum equal to one-half of such salary shall be obtainable by way of results. Relieving Teachers shall be paid an amount equal to one half of the amount of the fixed salary in lieu of results.

ACT NO. 2006 (1ST JANUARY, 1906).

	Subdivision.				
	1.	2.	3.	4.	5.
Male Teachers—	£	£	£	£	£
Class VIII.	100	..	..	..	..
„ VII.	108	..	..	..	..
„ VI.	120	130	140	150	160
„ V.	170	180	190	..	..
„ IV.	200	210	220	230	..
„ III.	240	250	260	270	..
„ II.	280	290	305	320	335
„ I.	345	360	375	395	415
VI. Class Teachers employed as Assistants	120	130	140	..	..
Female Teachers—					
Class VIII.	80	..	..	..	..
„ VII.	85	..	..	..	..
„ VI.	90	100	..	..	..
„ V.	108	114	120	..	..
„ IV.	128	136	144	152	..
„ III.	158	164	170	176	..
„ II.	182	188	194	200	..

ACT NO. 2175 (1ST JANUARY, 1909).

Class.	Subdivision.				
	1.	2.	3.	4.	5.
Male Teachers—	£	£	£	£	£
Class VII.	120	130	..	..	..
„ VI.	140	150	160	170	..
„ V. (a)	180	190	200	..	..
„ IV. (a)	210	220	230	..	..
„ III. (a)	240	250	260	270	..
„ II (a)	280	290	305	320	335
„ I. (c)	345	360	375	395	415
Female Teachers—					
Class VII. } Assistants (b)	80	..	..	..	..
„ VII. } Head Teachers	100	..	..	..	..
„ VI. } Assistants (a)	100	..	..	..	..
„ VI. } Head Teachers (a)	110	..	..	..	..
„ V. (a)	120	130	..	..	..
„ IV. (a)	136	144	152	..	..
„ III. (a)	158	164	170	176	..
„ II. (c)	182	188	194	200	..

(a) Teachers who have completed twenty-five years of service, and have for at least three years been in receipt of the maximum fixed salary, may be paid an increment to make salary, if males, £15 more than maximum salary, and, if females, £10 more than maximum.

(b) When employed for at least two years as Head Teacher, may be paid an increment at the rate of £10 a year.

(c) When for at least five years at maximum salary (excepting teachers paid under Act No. 1133 rate) may be paid an increment of £20 a year, and when in receipt thereof for three years, may be paid a further increment of £20 a year.

JUNIOR TEACHERS—RATES OF ANNUAL SALARY.

	£
Fourth Class	30
Third Class	40
Second Class	50
First Class	60

SEWING MISTRESSES.

Rate of Annual Salary, £30.

TEACHERS OF NIGHT SCHOOLS—RATES OF ANNUAL SALARY.

In schools where the average attendance is not less than 30, but under 40, £56.
In schools where the average attendance is not less than 40, but under 50, £68.
In schools where the average attendance is not less than 50, but under 60, £80.

And so on in proportion to the average attendance.

ACT No. 2330 (20TH OCTOBER, 1911).

Class.	Subdivisions.					
	1.	2.	3.	4.	5.	6.
	£	£	£	£	£	£
Male Teachers—						
Class VI.	120	130	140	150	160	170
„ V.	180	190	200	..	..	..
„ IV.	210	220	230	..	..	..
„ III.	240	250	260	270	..	..
„ II.	280	290	305	320	335	..
„ I.	345	360	375	395	415	..
Female Teachers—						
Class VI.—Assistants	80	90	100	110	..	..
„ VI.—Head Teachers	110	120	130	..	..	..
„ V.—Assistants	120	130	140	..	..	..
„ V.—Head Teachers	140	150	160	..	..	..
„ IV.	150	160	170	..	..	..
„ III.	180	190	200	210	..	..
„ II.	220	230	240	250	..	..

JUNIOR TEACHERS—RATES OF ANNUAL SALARY.

Fourth Class	£30
Third Class	40
Second Class	50
First Class	60

SEWING MISTRESSES.

Rate of annual salary, £40.

TEACHERS OF NIGHT SCHOOLS—RATES OF ANNUAL SALARY.

In schools where the average attendance is not less than 30, but under 40, £56.
In schools where the average attendance is not less than 40, but under 50, £68.
In schools where the average attendance is not less than 50, but under 60, £80.

And so on in proportion to the average attendance.

ACT No. 2413 (23RD DECEMBER, 1912).

Class.	Subdivisions.								
	1.	2.	3.	4.	5.	6.	7.	8.	9.
	£	£	£	£	£	£	£	£	£
Male Teacher —									
Class VI.	120	130	140	150	160	170	180	190	200
„ V.	210	220	230	..	..	..	..	..	..
„ IV.	240	250	260	270	..	..	..	..	..
„ III.—Assistants	280	290	300	..	..	..	..	..	..
„ III.—Head Teachers ..	280	290	300	310	320	..	..	..	..
„ II.	340	350	365	380	395	..	..	..	..
„ I. IB.	405	420	435	455	..	..	..	..	..
„ I. IA.	460	470	480	500	..	..	..	..	..
Female Teachers—									
Class VI.—Assistants	80	90	100	110	..	..	..	..	..
„ VI.—Head Teachers ..	110	120	130	..	..	..	..	..	..
„ V.—Assistants	120	130	140	..	..	..	..	..	..
„ V.—Head Teachers ..	140	150	160	..	..	..	..	..	..
„ IV.	150	160	170	..	..	..	..	..	..
„ III.	180	190	200	210	..	..	..	..	..
„ II.	220	230	240	250	..	..	..	..	..

JUNIOR TEACHERS.—RATES OF ANNUAL SALARY.

Fourth Class	£30
Third Class	40
Second Class	50
First Class	60

SEWING MISTRESSES.

Rate of Annual Salary, £40.

TEACHERS OF NIGHT SCHOOLS.—RATES OF ANNUAL SALARY.

In schools where the average attendance is not less than 30, but under 40, £56.
In schools where the average attendance is not less than 40, but under 50, £68.
In schools where the average attendance is not less than 50, but under 60, £80.
And so on in proportion to the average attendance.

TEMPORARY STATE SCHOOL TEACHERS.

Male Teachers—

Head Teachers	£120 a year
Assistants	110 „

Female Teachers—

Head Teachers	£100 a year
Assistants	80 „
Female Assistant, being the only assistant employed in the school, may be paid	100 „

ACT No. 2933 (1ST OCTOBER, 1918).

Class.	Subdivisions.								
	1.	2.	3.	4.	5.	6.	7.	8.	9.
Male Teachers—	£	£	£	£	£	£	£	£	£
Class VI.	120	130	140	150	160	170	180	190	200
„ V.	210	220	230	..	..	..	..	..	..
„ IV.	240	250	260	270	..	..	..	..	..
„ III.—Assistants	280	290	300	..	..	..	..	..	..
„ III.—Head Teachers ..	280	290	300	310	320	..	..	..	..
„ II.	340	350	365	380	395	..	..	..	..
„ I. B	405	420	435	455	..	..	..	..	..
„ I. A	460	470	480	500	..	..	..	..	..
Female Teachers—									
Class VI.	96	104	112	120	128	136	144	152	160
„ V.	168	176	184	..	..	..	..	..	..
„ IV.	192	200	208	216	..	..	..	..	..
„ III.	224	232	240	..	..	..	..	..	..
„ II.	272	280	292	304	316	..	..	..	..

ACT No. 3059 (1ST JULY, 1920).

Class.	Subdivisions.								
	1.	2.	3.	4.	5.	6.	7.	8.	9.
Male Teachers—	£	£	£	£	£	£	£	£	£
Class V.	156	168	192	204	228	252	276	300	312
„ IV.	336	360	384	..	..	..	..	..	..
„ III.	408	432	456	..	..	..	..	..	..
„ II.	480	504	528	..	..	..	..	..	..
„ I.	552	576	600	..	..	..	..	..	..
Female Teachers—									
Class V.	120	132	156	168	180	204	228	240	252
„ IV.	264	288	312	..	..	..	..	..	..
„ III.	324	348	372	..	..	..	..	..	..
„ II.	384	408	420	..	..	..	..	..	..

JUNIOR TEACHERS.—RATES OF ANNUAL SALARY.

Male.		*Female.*	
1st year	£60	1st year	£50
2nd year	72	2nd year	60
3rd year	84	3rd year	70

In addition to the above rates of annual salaries, an annual allowance of £12 will be paid to junior teachers who have passed the Intermediate Examination of the University of Melbourne, the Departmental Examination for 2nd Class Certificate, or an approved equivalent examination, and an annual allowance of £24 to junior teachers who have passed the Leaving Examination of the said University or the Departmental Examination for 1st Class Certificate or an approved equivalent examination.

SEWING MISTRESSES.

Rate of annual salary £60

TEACHERS OF NIGHT SCHOOLS.—RATES OF ANNUAL SALARY.

In schools where the average attendance is not less than 30, but under 40, £72.
In schools where the average attendance is not less than 40, but under 50, £84.
In schools where the average attendance is not less than 50, but under 60, £96.
And so on in proportion to the average attendance.

LEAVE OF ABSENCE—SICK PAY.

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

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.

(*b*) SCALE OF PAYMENTS TO OFFICERS GRANTED LEAVE OF ABSENCE ON ACCOUNT OF ILLNESS FOR A LONGER PERIOD THAN THAT SPECIFIED UNDER (*a*).

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	

By Authority: ALBERT J. MULLETT, Government Printer, Melbourne