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VICTORIA GOVERNMENT GAZETTE.

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Public Service Act 1928 (No. 3757), Section 169.

REGULATIONS.—CHAPTER XII.—ATTENDANCE AND CONDUCT OF OFFICERS.

THE Public Service Board, in pursuance of the powers vested in it, hereby amends Chapter XII. of the Public Service Regulations, as shown below, and submits the same for the approval of the Governor in Council:—

For—

Clauses 3, 5, 6, 9, 11, and 44.

Read—

3. *Hours of Business.*—The hours of attendance to be observed by officers shall, unless otherwise ordered, be as follows, viz. :—

In the Metropolitan District—

Monday to Friday (inclusive)—From 8.30 a.m. to 4.45 p.m.

Saturday—From 8.30 a.m. to 11.45 a.m.

Outside the Metropolitan District—

Monday to Friday (inclusive)—From 8.45 a.m. to 5.15 p.m.

Saturday—From 8.45 a.m. to 12 noon.

For the purpose of these Regulations, Metropolitan District shall be the district defined by Section 82 of the *Factories and Shops Act 1928*.

5. *Attendance books, when accessible.*—Attendance books shall be accessible for record and signature by officers up to 8.35 a.m. daily in the case of officers in the Metropolitan District, and up to 8.50 a.m. daily in the case of officers outside the Metropolitan District, when such books shall be withdrawn, and shall not be produced for recording departures until the proper time for ceasing work.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 8.35 a.m., if the office is situated in the Metropolitan District, and after 8.50 a.m., if the office is situated outside the Metropolitan District, shall report himself to the officer-in-charge or sub-charge, who shall record the time of his arrival in the attendance book.

9. *Time allowed for luncheon.*—Except as specified in Part IV., every officer will be allowed the following times for luncheon, viz. :—

In the Metropolitan District .. From 12.45 p.m. to 1.30 p.m.

Outside the Metropolitan District .. From 1 p.m. to 2 p.m.

During these times 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 1.30 p.m. or 2 p.m. (as the case may be).

11. *Tea money*.—An allowance, to procure a meal, of two shillings and sixpence may be paid to officers who are required to work after office hours, provided that no payment shall be made unless an officer works after 4.45 p.m., in the case of officers in the Metropolitan District, or after 5.15 p.m., in the case of officers outside the Metropolitan District, for at least two hours in addition to the interval 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 6.30 p.m.

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

PUBLIC LIBRARY, MUSEUMS, AND NATIONAL GALLERY.

44. The hours of attendance for officers of the Public Library, Museums, and National Gallery, shall be:—

I. PUBLIC LIBRARY.

Reference Library.

Professional and Clerical—		From	To	From	To
Day Staff	8.45 a.m.	5.15 p.m.
Saturday	8.45 a.m.	12 noon
Alternating Staff	8.45 a.m.	4 p.m.	or 3.15 p.m.	10 p.m.
Saturday	8.45 a.m.	3.45 p.m.	or 3.30 p.m.	10 p.m.
General—					
Shorthand Writer and Typist (Female)	8.45 a.m.	5.15 p.m.
Saturday	8.45 a.m.	12 noon
Day Staff	8 a.m.	5 p.m.
Saturday	8 a.m.	12 noon
Alternating Staff	8 a.m.	3.45 p.m.	or 3.45 p.m.	10 p.m.
Attendants (Entrance Hall)	8 a.m.	3 p.m.	or 3 p.m.	10 p.m.

Lending Library.

Professional and Clerical	10 a.m.	6 p.m.	or 12.30 p.m.	8 p.m.
Saturday	8.45 a.m.	1 p.m.
General	8.45 a.m.	5.15 p.m.	or 11.30 a.m.	8 p.m.
Saturday	8.45 a.m.	12 noon	or 9.45 a.m.	1 p.m.

II. INDUSTRIAL AND TECHNOLOGICAL MUSEUM.

Professional	8.45 a.m.	5.15 p.m.
Saturday	8.45 a.m.	12 noon
General—					
Museum Mechanic	8 a.m.	5 p.m.
Saturday	8 a.m.	12 noon
Attendants	8 a.m.	5 p.m.

III. NATIONAL MUSEUM.

Professional, Clerical and General	8.45 a.m.	5.15 p.m.
Saturday	8.45 a.m.	12 noon
Attendants	8 a.m.	5 p.m.

IV. NATIONAL GALLERY.

General	8 a.m.	5 p.m.
Attendants (Drawing School)	8 a.m.	3 p.m.	or 3 p.m.	10 p.m.
Saturday	8 a.m.	5 p.m.

J. HARNETTY,
Chairman.

Office of the Public Service Board,
Melbourne, 21st April, 1942.

J. FRAZER,
Secretary.

Approved by the Governor in Council,
21st April, 1942.

C. W. KINSMAN,
Clerk of the Executive Council.