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[1946

PUBLIC SERVICE ACT 1946.

REGULATIONS.

PUBLIC SERVICE ACT 1946.

*At the Executive Council Chamber, Melbourne, the
twenty-ninth day of October, 1946.*

PRESENT:

His Excellency the Governor of Victoria.

Mr. Slater

|

Mr. McKenzie.

REGULATIONS.

IN pursuance of the powers conferred by the *Public Service Act 1946*, His Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, doth hereby make the following Regulations, that is to say:—

PRELIMINARY.

1. These Regulations may be cited as the "Public Service (Governor in Council) Regulations."

2. These Regulations are divided into Parts as follows:—

Part I.—Hours of Business in Public Offices.

Part II.—Hours of Duty and Times of Attendance of Officers and Employees.

Part III.—Discipline and Conduct of Officers and Employees.

Part IV.—Leave of Absence.

Part V.—Stores and Transport.

Part VI.—Rent for use of Government Buildings as Residences.

3. In these Regulations "Minister" means the Minister for the time being administering the Department in which the officer or employee in connexion with whom the term is used is employed.

PART I.—HOURS OF BUSINESS IN PUBLIC OFFICES.

4. The public offices shall be open for business from 8.45 a.m. to 5.6 p.m. on Monday to Friday inclusive, and from 8.45 a.m. to 11.45 a.m. on Saturday.

PART II.—HOURS OF DUTY AND TIMES OF ATTENDANCE OF OFFICERS AND EMPLOYEES.

5. The hours of duty of officers and employees shall, except as hereinafter provided, be 76 a fortnight, to be worked from 8.45 a.m. to 5.6 p.m. on Monday to Friday inclusive: Provided that—

(a) any officer or employee may be required to work on Saturday from 8.45 a.m. to 11.45 a.m., in which case he shall be allowed equivalent time off duty during the following week, at the convenience of the Department; and

(b) where the nature of the work will not admit of the general observance of these hours, the Permanent Head, with the approval of the Public Service Board, shall determine the hours of duty of the officers or employees concerned.

6. Three-quarters of an hour shall be allowed daily to every officer and employee for luncheon from 12.45 p.m. to 1.30 p.m., or at such other time as in the departmental or public interest the Permanent Head or Head of the Branch may determine.

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7. (1) The hours of duty of officers and employees (other than those engaged on clerical duties) designated hereunder shall be 88 a fortnight:—

Department.	Designation.
General	Attendant. Cabinetmaker. Caretaker. Carpenter. Chauffeur. Clerk of Works. Cook. Fireman. Gardener. Labourer. Lift Attendant. Mechanic. Plumber. Storeman. Watchman.
Chief Secretary— Children's Welfare Depot Penal and Gaols Branch Explosives Branch	Officers of the Technical and General Division and employees. Officers of the Technical and General Division and employees at Truganina Explosives Reserve.
Treasurer— Government Printing Office ..	Officers of the Technical and General Division and employees.
Lands and Survey— Botanic Gardens Buchan Caves	Officers of the Technical and General Division and employees.
Public Works— South Melbourne Storeyard Port Melbourne Storeyard Ports and Harbors Branch	Officers of the Technical and General Division and employees.
Mines— Drill Store, South Melbourne Government Crushing Batteries Government Drilling Plants	Officers of the Technical and General Division and employees.
Health— State Sanatoria Mental Hospitals and Institutions	Officers of the Technical and General Division and employees.
Agriculture— Government Cool Stores Beet Sugar Factory Burnley Gardens Dookie Agricultural College Longerenong Agricultural College	Officers of the Technical and General Division and employees.
State Forests— School of Forestry, Creswick ..	Officers of the Technical and General Division and employees.
Water Supply— District and Revenue Offices ..	Foreman, Water Distribution. Inspector. Patrolman. Ranger. Reservoir Keeper and Assistant Reservoir Keeper. Turncock. Water Bailiff.
Construction Works	Officers of the Technical and General Division and employees.

(2) The hours of duty of officers and employees in the Health Department employed as X-ray technicians shall be 70 a fortnight.

PART III.—DISCIPLINE AND CONDUCT OF OFFICERS AND EMPLOYEES.

8. *Attention and Devotion to Duty.*—(1) 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.

(2) Officers having to undertake duty at more than one place of business shall, as far as possible, attend at regular periods (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.

(3) Officers are not during the hours of business to receive private visitors, or otherwise allow their attention to be engaged in private affairs.

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(4) 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.

9. *Attendance Books.*—In every office where mechanical time-recorders are not installed attendance books shall be kept, and every officer not specially exempted by the Public Service Board shall enter daily therein the times of his arrival and departure.

10. *Attendance Books, When Accessible.*—(1) The Permanent Head shall cause attendance books to be accessible for record and signature by officers before and up to five minutes after the prescribed time of commencing duty each day, when such books shall be withdrawn and a line ruled under the last signature therein by the officer responsible, who shall initial same.

(2) Attendance books shall not be produced for recording departures until the proper time for ceasing work.

11. *Mechanical Time-recorders.*—In Departments or Branches where mechanical time-recorders are installed, officers will record their times of arrival and departure daily in accordance with instructions issued by the Permanent Head.

12. *Irregular Attendance.*—(1) Any officer arriving at his office later than five minutes after the prescribed time of commencing duty shall report to the officer in charge.

(2) The officer in charge shall report daily to the Head of the Branch all cases in which officers have failed to observe the prescribed times of attendance.

(3) The officer in charge shall, as soon as possible after the end of every quarter, report to the Permanent Head any irregularity of attendance on the part of officers under his control.

13. *Exemptions.*—Permanent Heads of Departments, and other officers who may be specially exempted by the Public Service Board on the recommendation of the Permanent Head shall not be required to record the times of their arrival at and departure from their offices. This exemption shall not be taken to authorize any officer to absent himself from duty during the prescribed hours of attendance.

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

15. *Officers may be detained.*—Any officer in charge of a 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.

16. *Absence from Office or from Duty.*—No officer shall be absent without leave from his office, place of business, 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 immediately reports such absence to the Permanent Head, and furnishes 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.

17. *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 and the Permanent Head.

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

19. *Substituted Leave.*—Where the nature of the employment of officers and employees does not permit the observance of public holidays as they occur, the Minister may grant such substituted leave as the Public Service Board may recommend.

20. *Duties 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.

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21. Subordination of Officers.—Every officer shall obey promptly all lawful instructions that may be given to him by the officer under whose immediate control or supervision he is placed. Any officer who considers that he has grounds of complaint arising out of such instructions, or from any other cause whatsoever, may forthwith appeal in regard thereto, through his immediate superior, to the Permanent Head, who may confirm, amend or quash such instructions. The officer shall, nevertheless, carry out any instructions which may be given to him until his appeal is determined.

22. Treatment of Subordinates.—Officers of the higher grades are required to adopt towards the officers of the lower grades a method of control which shall ensure 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, or the borrowing of money by officers from their subordinates, is forbidden.

25. 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.

26. Breaches of Regulations to be Reported.—Every officer in charge shall promptly report in writing to the Permanent Head any officer under his control who is guilty of a breach of these Regulations, and he shall specifically describe such breach in his report.

27. Bankruptcy.—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 Public Service Board through the Permanent Head and furnish a statement in full detail of his assets and liabilities, together with an explanation of the cause of such sequestration, and shall apply as soon as he may legally do so to the Court of Bankruptcy for an order for discharge. Such officer shall forthwith furnish to the Public Service Board for notation a certified copy of the order when granted.

28. Compliance with Instructions.—Every officer shall comply with and give effect to all regulations and authoritative instructions made or issued for his guidance.

29. Accounts and Public Moneys.—Officers engaged in the collection and payment of public moneys must observe strictly the provisions of the *Audit Act 1928* and such regulations and directions as may from time to time be issued thereunder.

30. 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.

31. Requisitions.—Requisitions for stores, stationery, furniture, fittings, and repairs to buildings must be made in strict accordance with the Regulations in that behalf.

32. Public Property in Care of Officers.—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, promptly make a requisition for same.

33. Fees or Remuneration for Attendance in any Court not to be Retained.—Any officer attending in his official character, under a subpoena or order, to give evidence or to produce papers in any court, shall attend such court in performance of and as part of his official

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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.

34. Rewards and Gratuities.—No officer shall either directly or indirectly solicit or accept any present or remuneration of any kind for services performed by him in connexion with his official position.

35. Application of Regulations to Employees.—Every employee shall be deemed to be subject to the provisions of this Part of these Regulations so far as such provisions are applicable.

PART IV.—LEAVE OF ABSENCE.

SICK LEAVE.

36. In the case of illness of an officer or employee, the conditions under which the Minister may grant leave of absence shall be as follows:—

- (a) When leave with pay is approved, the basis for determining the amount which may be granted shall be ascertained by crediting the officer or employee with the following periods, such leave to be cumulative:—

	Leave on Full Pay.	Leave on Half Pay.
<i>Officers.</i>		
On completion of six months' service	16 days	16 days
On completion of two years' service and each year's service thereafter	8 days	8 days
<i>Employees.</i>		
On completion of six months' service— For every month of service	$\frac{1}{2}$ day	$\frac{1}{2}$ day
Provided that the scale of credits prescribed for officers shall apply to employees on completion of two years' service, such credits to be computed as from the date of commencement of service.		

- (b) To determine the leave for which an officer or employee is eligible at any time all leave granted during his service at rates of full pay and half pay respectively shall be deducted from the appropriate period ascertained under the provisions of the preceding paragraph.

- (c) After deduction has been made as provided in the preceding paragraph the period remaining at each rate of pay shall be the amount of leave for which an officer or employee is eligible:

Provided that, notwithstanding the amount of sick leave standing to the credit of any officer or employee, continuous leave with pay shall not be granted for any period longer than fifty-two weeks inclusive of any recreation leave which may be granted. Where an officer or employee has had fifty-two weeks' continuous leave with pay, no further leave with pay shall be granted until such officer or employee has completed a period of duty of not less than four weeks.

- (d) For each week an officer or employee is absent on leave with full pay the amount of leave on full pay standing to his credit shall be reduced by five days.

For each week an officer or employee is absent on leave with half pay the amount of leave on half pay standing to his credit shall be reduced by five days notwithstanding that his pay is reduced to half pay for seven days.

Where the absence exceeds one or more weeks but does not extend to a further week the number of weeks shall be recorded as hereinbefore provided and the remaining days shall be debited as a period of less than a week.

When the period of leave granted to an officer or employee with pay (whether full pay or half pay) does not extend to a week his appropriate credit shall, subject to the provisions of Regulation 38, be reduced by the number of days he would have been required to be on duty if he had not been absent on sick leave.

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For the purposes of these Regulations, so far as they relate to sick leave, a week shall be deemed to be any period of seven consecutive days inclusive of Sunday.

- (e) In these Regulations, so far as they relate to sick leave, "service" means continuous service, inclusive of any period of absence on leave, provided that, in determining at any time the amount of leave standing to the credit of an officer or employee who has been absent on leave without pay (other than for the purpose of serving with the Commonwealth Defence Forces) continuously for a period extending beyond six months, such period as is in excess of six months shall not be counted as service.

37. (1) Where an officer or employee whose normal working week is from Monday to Friday inclusive is absent through illness on a Saturday on which he is rostered to perform duty, such day shall not be deemed to be a day on which he is required to be on duty, and, in respect of such day, no debit shall be made against his sick leave credit, but, in the case of any such absence, the Permanent Head may require the production of a medical certificate.

(2) Where an officer or employee, whose normal working week is from Monday to Friday inclusive, is granted sick leave for a period which includes a period during which he would but for such sick leave have been rostered off duty in respect of duty performed by him on a Saturday morning, he shall, after resuming duty from sick leave, be granted time off in lieu of any such duty performed before he commenced sick leave.

38. (1) A public holiday observed between the first and last days of a period of leave of an officer or employee shall be regarded as part of the leave.

(2) After an absence on sick leave an officer or employee shall be deemed to have resumed duty on the day he actually returns to duty: Provided that a public holiday observed at the expiration of a period of leave shall not be regarded as part of the leave when the officer or employee resumes duty immediately after such holiday.

39. (1) For any period exceeding two days continuous absence, a satisfactory certificate by a duly qualified medical practitioner shall be furnished setting out the cause of such absence: Provided that—

(a) the Permanent Head may require a medical certificate to be furnished with respect to any absence, and

(b) continuous leave with pay shall not be granted to an officer or employee for any period exceeding thirteen weeks, unless the Government Medical Officer certifies that the leave is necessary.

(2) No leave shall be granted with pay on account of illness caused by the misconduct of the officer or employee, or in any case of absence from duty without sufficient cause. Where the Permanent Head has occasion for doubt as to the cause of illness or the reason for absence, he shall before accepting a medical certificate refer such certificate to the Government Medical Officer for report.

(3) If the number of days during which an officer or employee is absent in any year without a medical certificate exceeds five days in the aggregate, the number of days absence in excess of five shall not be granted as sick leave, but shall be deducted from his annual recreation leave or be granted without pay.

40. (1) Where the Permanent Head is satisfied that the illness of an officer or employee with at least six months' service is directly attributable to or is aggravated by his service in the war which commenced in the year One thousand nine hundred and fourteen or in the year One thousand nine hundred and thirty-nine, such officer or employee may, apart from any sick leave which may be standing to his credit, be granted leave with full pay up to but not exceeding eight days (or, within a period of three years from and inclusive of the date of resumption of duty after such war service, twelve days) in the aggregate during any year of service, and the leave so granted shall not be regarded as a debit against the officer or employee.

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(2) Where the nature of the duties of an officer or employee is such as to expose him to the risk of infection from a contagious disease, and the Government Medical Officer or the Director of Mental Hygiene certifies that the officer or employee has contracted an illness directly attributable to such infection, the officer or employee, may, on the recommendation of the Public Service Board, be granted leave with full pay, apart from any sick leave which may be standing to his credit, during the period which he is required to absent himself from duty on account of such illness. Leave granted under the provisions of this sub-regulation shall not be regarded as a debit against the officer or employee, and shall not exceed a continuous period of thirteen weeks.

(3) If any officer or employee in the discharge of his duty sustains bodily injury of such a nature as to incapacitate him for all duty, and the Permanent Head is satisfied that such injury was not contributed to by the negligence or misconduct of the officer or employee, such officer or employee shall, apart from any sick leave which may be standing to his credit, be granted leave on full pay during such incapacity less the amount paid by way of weekly compensation by the State Insurance Commissioner. Leave granted under the provisions of this sub-regulation shall not be regarded as a debit against the officer or employee and shall not exceed a continuous period of fifty-two weeks inclusive of any other leave which may be granted with pay.

(4) If any officer (or any employee in a State sanatorium) is certified by the Government Medical Officer to be suffering from pulmonary tuberculosis and to be probably curable, leave of absence may be granted 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 officer undergoing treatment in an approved sanatorium when so recommended by the Government Medical Officer. Any leave so granted in excess of the amount standing to his credit shall not be regarded as a debit against the officer.

41. Where an officer or employee is continuously absent from duty on account of illness beyond a period of thirteen weeks, he shall not be permitted to return to duty until the Government Medical Officer shall have certified that he is fit to resume work.

42. In these Regulations, so far as they relate to sick leave, "Government Medical Officer" shall, except for the purposes of sub-regulation (2) of Regulation 40, include—

- (a) Assistant Government Medical Officer.
- (b) Medical Officers at Mental Hospitals.
- (c) Medical Officers for Penal Establishments.
- (d) Medical Officers at Children's Welfare Depots.
- (e) School Medical Officers.

LEAVE ON ACCOUNT OF PRESSING NECESSITY.

43. Leave of absence granted by the Minister, pursuant to the provisions of section 62 of the *Public Service Act 1946*, in cases of pressing necessity, shall, except as is elsewhere provided in these Regulations or in such cases as the Minister on the recommendation of the Public Service Board otherwise directs, be without pay.

44. The Minister may grant leave of absence for two days on full pay and one day on half pay to any officer or employee on account of the death or critical illness of his father, mother, brother, or sister, or the death or serious illness of his wife or child, provided that more favourable terms of leave may, at the discretion of the Minister, be allowed in the case of the death or serious illness of the wife or child of an officer or employee.

45. (1) If the Permanent Head has reason to believe that an officer or employee is in such a state of health as to render him a danger to his fellow officers, he may require such officer or employee to obtain and furnish a report as to his condition from a duly qualified medical practitioner, or may require him to submit himself for examination by a Government medical officer.

(2) Upon receipt of the medical report, the Permanent Head, with the approval of the Minister, may direct the officer or employee to absent himself from his duties for a specified period, or, if already

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on leave of absence, direct him to continue on leave for a specified period, and the absence of such officer or employee shall be regarded as absence on leave owing to illness.

46. (1) Upon report by a medical officer of health that, by reason of contact with a person suffering from an infectious disease and through the operation of restrictions imposed by law in respect of such disease, an officer or employee is unable to attend for duty, the Minister may grant the officer or employee special leave of absence.

(2) Leave of absence under the last preceding sub-regulation shall not be granted for any period beyond the earliest date at which it would be practicable for the officer or employee to resume duty, having regard to the restrictions imposed by law.

47. The Minister may grant any officer or employee leave of absence with full pay for the purpose of attending examinations held in accordance with Regulations made pursuant to the provisions of the *Public Service Act 1946*, or such other examinations in subjects a knowledge of which would, in the opinion of the Public Service Board, increase the efficiency of such officer or employee in the performance of his duties in the Public Service.

48. Where an officer or employee, who has been granted leave of absence without pay for a specified number of days, resumes duty on a Monday or the first working day of a week, pay shall be restored from and inclusive of the day following the last normal working day within the period of leave, except where the leave granted commences on a Monday and the last normal working day within the leave period is a Friday or a Saturday (as the case may be), in which case pay shall be restored from and inclusive of the Monday.

LEAVE TO OFFICERS WHO HAVE BEEN GRANTED FREE PLACES AT THE UNIVERSITY.

49. (1) Where, in accordance with the Regulations made pursuant to the provisions of the *Education Act 1928*, an officer has been awarded a free place at the University of Melbourne, the Governor in Council, on the application of such officer, may grant him the necessary leave of absence on full pay to enable him to attend the essential lectures and practical and other work, and examinations in the subjects of his course: Provided that no such leave of absence shall be granted unless the officer has, in accordance with such Regulations, entered into an agreement with the Minister of Public Instruction and an approved surety that he will observe the conditions of tenure of his free place, that he will not relinquish his free place without the permission of such Minister, and that, if required, he will remain and continue in the employment of the Government of Victoria during the period of three years after the termination of his free place, and, if his free place extends over more than three years, an additional year for each year by which the term of his free place exceeds three years.

(2) On the cancellation at any time of a free place awarded to an officer, the leave of absence granted to him under this Regulation shall be deemed to have been terminated.

SPECIAL LEAVE FOR WAR PURPOSES.

50. (1) Where any officer or employee was required or permitted to absent himself from duty for service with the Defence Forces in connexion with the war against Germany which commenced in the year One thousand nine hundred and thirty-nine or the war against Japan which commenced in the year One thousand nine hundred and forty-one, he shall be deemed to have been granted leave of absence from the date of his enlistment until the date of his discharge on such terms and conditions as are contained in any authoritative directions which were issued from time to time in respect of such absence.

The provisions of this Regulation shall not apply to service with the British Commonwealth Occupation Forces.

(2) Where any officer or employee was permitted to absent himself from duty in connexion with the circumstances arising out of the war against Germany which commenced in the year One thousand nine hundred and thirty-nine or the war against Japan which commenced in the year One thousand nine hundred and forty-one, he shall be deemed to have been granted leave of absence on such terms and conditions as are contained in any authoritative directions which were issued from time to time in respect of such absence.

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SPECIAL LEAVE TO ATTEND COURSES UNDER THE COMMONWEALTH
POST-WAR RECONSTRUCTION TRAINING SCHEME.

51. (1) Leave of absence without pay may be granted by the Governor in Council, on the recommendation of the Public Service Board, to any officer or employee for the purpose of enabling him to undertake any full-time course of study for which he has been selected under the Commonwealth Post-War Reconstruction Training Scheme: Provided that any leave granted to an officer or employee after the first or any subsequent year shall be subject to his furnishing evidence to the Public Service Board that his progress in the course during the preceding year has been satisfactory.

(2) Any period of leave taken by an officer or employee under this or the preceding Regulation shall not affect his seniority, sub-divisional promotion, incremental progression, accruing sick leave credits or eligibility for long-service leave, but no recreation leave shall accrue to an officer or employee in respect of any such period.

FURLOUGH.

52. In determining the eligibility of an officer or employee in the Public Service for long-service leave, pursuant to the provisions of section 64 of the *Public Service Act 1946*, the aggregate periods of service of such officer or employee shall be taken into consideration.

53. (1) For the purposes of the preceding Regulation, "service" of an officer or employee shall include any period or periods of service or employment in the Public Service or—

- (a) in the railways service as defined in sub-section (4) of section 2 of the *Railways (Long Service) Act 1942*;
- (b) under the Forests Commission or the State Rivers and Water Supply Commission;
- (c) in the teaching service of the Education Department;
- (d) under the Heatherton Sanatorium Board;
- (e) under the Council of Agricultural Education;
- (f) where so determined by the Governor in Council, on the recommendation of the Public Service Board, under any other Victorian Government instrumentality or authority; or
- (g) as an officer or employee or as a member of a class of officers or employees to whom or to which the provisions of the *Public Service Act 1946* or any corresponding previous enactment have been declared not to apply.

(2) In computing the duration of the service of an officer or employee—

- (a) there shall be included as a period of service any period or periods during which such officer or employee has been absent from duty on recreational leave or on sick leave or on special leave authorized under the provisions of Regulations 50 and 51, or on such other leave as the Public Service Board may determine in any particular case; but
- (b) there shall not be included as a period of service any period or periods of service served by him—
 - (i) prior to his having voluntarily left, or having been dismissed for causes within his own control from, the Public Service or the railways service, or the service or employment of any commission, instrumentality or authority referred to in the preceding sub-regulation; or
 - (ii) prior to his absence from any such service or employment for any continuous period of five years or more (otherwise than on special leave, or on such other leave as the Public Service Board may determine, or by reason of retirement on account of ill-health).

54. The pay to which any officer or employee shall be entitled in respect of any period of furlough shall be computed, in accordance with the method prescribed in the General Regulations respecting Public Accounts made pursuant to the provisions of the *Audit Act 1928*, on the basis of the annual rate of pecuniary emoluments which were payable periodically and regularly to such officer or employee, immediately prior to the date of commencement of his furlough, in respect of or incidental to his employment in the Public Service, and

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which he would have continued to receive in the normal course had he remained on duty during the period of his furlough, but such pay shall not include any payments which the officer or employee was receiving for overtime, or for travelling allowances or for incidental expenses, or any payment of a temporary character: Provided that, where any officer or employee whilst absent on furlough becomes eligible for and is granted an increment, the rate of emolument payable to him shall be increased by the amount of such increment as from and inclusive of the date from which it was granted.

55. Where any officer or employee, or the legal personal representative of any deceased officer or employee, is granted pay in lieu of the whole or part of any furlough to which such officer or employee is or was entitled, the amount of such pay shall be determined in accordance with the preceding Regulation as if the period of furlough in respect of which pay is granted commenced on the date of the retirement, the termination of the services or the death (as the case may be) of such officer or employee, but no increase in such amount shall be payable in respect of any increment to which such officer or employee would have been entitled during such period had he continued to be employed in the Public Service.

PART V.—STORES AND TRANSPORT.

EXCEPTIONS.

56. The following Regulations, in so far as they relate 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
Premier	Repairs to the State motor cars.
Education	Periodicals, text books, and books of reference for use in State Secondary Schools.
Public Works	Supplies for use of His Excellency the Governor and for the upkeep and maintenance of Government House.
Agriculture	Purchases of exhibits for the Agent-General's Office, or for exhibition or show purposes.
"	Seed and plants required for experimental purposes and for distribution to growers.
"	Vegetables, tins, and cases required for the Dehydration Factory, Maffra.
"	Purchase of live stock.
Country Roads Board	} All stores and material.
Forests Commission	
State Electricity Commission	
State Rivers and Water Supply Commission	
Housing Commission	

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

INTERPRETATION.

58. In this Part of 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.

59. (1) There shall be a Board, consisting of a chairman and four members, appointed by the Governor in Council, on the nomination of the Public Service Board. In the event of the prolonged absence on leave, or of the resignation, retirement from the Public Service, or death of the Chairman or any member of the Board, the Governor in Council, on the nomination of the Public Service Board, may make a temporary or permanent appointment in his stead. Notice of such appointments shall be published in the *Government Gazette*.

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(2) Notwithstanding anything in this Regulation, the Chairman and members of the Board appointed in accordance with the Regulations made pursuant to the *Public Service Act* 1928, and holding office immediately prior to the date of coming into operation of these Regulations, shall, without any other appointment, continue in office as Chairman or members (as the case may be).

60. (1) 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 such 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 at any meeting both are absent, the members then present shall elect from among their number an acting Chairman, who shall preside.

(2) The Board shall meet whenever summoned by direction of the Chairman or Deputy Chairman; three members shall be a quorum.

61. The Head of each Department, when required, shall furnish the Board with an estimate of the probable requirements of his Department for such period or periods as may be determined by the Board. 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.

62. Where any stores or materials not on contract are required, the following procedure shall be adopted:—

(a) If the amount to be expended on such stores or materials does not exceed Ten pounds the Head of the Department may authorize the purchase thereof: Provided that, if such amount exceeds Five pounds, the approval of the Minister shall first be obtained; and

(b) if the amount to be so expended exceeds Ten pounds, three or more quotations shall be obtained, when practicable, and a requisition shall be submitted to the Minister and, if approved by him, transmitted to the Board. The Board, if it considers such stores and materials are necessary and suitable, shall give a direction as to purchase. If the Board should be of the opinion that such stores and materials are unnecessary or unsuitable, it shall submit the requisition to the Treasurer for his decision.

63. The Board shall take action by publicly advertising for tenders. All advertisements shall contain 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.

64. 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 tenders received be regarded as unsatisfactory, 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.

65. The Public Service Board shall appoint some fit and proper officer to be Secretary to the Board, who 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.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

66. 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.

67. 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 in quality or defect is discovered therein, such deficient or defective stores 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.

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

- (1) The advertisement.
- (2) The tender and contract.

69. The Secretary shall receive preliminary deposits and securities in connexion with tenders and contracts, and shall deal with them as the Director of Finance directs.

70. Tenders for transport, other than by railway, shall be invited by public advertisement when considered advisable by the Board, which 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 branch requiring the service.

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

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

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

74. 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. Record of securities.
5. Register of transport accounts.
6. Cash-book—transport advance.
7. Register of imports and exports.
8. Register of claims for damages and for short or non-delivery.

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MODE OF OBTAINING SUPPLIES.

75. Each Head of a Department shall from time to time submit, for the approval of the Minister, requisitions for supplies required. (Forms Nos. 2 and 4.)

76. Requisition for building materials and furniture shall be submitted for the approval of the Board of Land and Works. (Form No. 3.)

77. Requisitions shall be only for such stores or materials 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.

78. 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. 5) 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 Regulation 62). 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.

79. Orders issued under the preceding Regulation 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 requisities shall be drawn upon the Stationery Store, Education Department.

80. 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 is not received by the contractor the Head of the Department may direct that a duplicate be supplied.

SUPPLIES FOR COUNTRY DISTRICTS.

81. 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.

82. In the case of a shortage in weight or quantity of or damage to any stores or material or the non-delivery thereof within a reasonable time, the officer concerned shall at once communicate to the Secretary the circumstances of the case. The Secretary shall then take necessary action.

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

84. 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.

85. Any officer or employee of the Public Service and any member 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.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

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

86. It shall be the duty of the officers designated 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.
Premier, Education, Treasury, Lands, Public Works, Mines	Caretaker, New Treasury Building	All stores excepting stationery required for use by the several departments named.
Premier (Audit Office and Executive Council and Governor's Office), Chief Secretary and Labour	Caretaker, Chief Secretary's Office, Old Treasury Building	All stores excepting stationery required for use by the several departments named.
Chief Secretary ..	Storekeeper at every Establishment in Penal and Gaols Branch	All stores and material required for use in the offices or institutions at which the respective officers are stationed.
	Storekeeper at every Reformatory and Receiving Depot	
	Storekeeper at Public Library, National Gallery, and National Museums	
	Storekeeper at Police Depot, St. Kilda-road	All stores and material entrusted to them for the Head Office and service of the Police.
	Storekeeper at Transport Branch, Police Department, Russell-street	
	Storekeeper at Technical Section, Police Department, Russell-street	
Treasury ..	Storekeeper at Printing Office	All stores and material required for use in the Government Printing Office or received there for general distribution.
Lands and Survey	Storekeeper at Botanic Gardens	All stores and material entrusted to him for use at the Botanic Gardens.
Education ..	Officer in Charge of Stores, Head Office	All stores and material entrusted to him for use in the Head Office, schools and colleges, and general stationery required by all departments.
Public Works ..	Cabinetmaker, Carpenter's Shop, Public Offices	All stores and material entrusted to him for use in connexion with the Carpenter's Shop, Public Offices.
Public Works ..	Foreman Gardener, Head Office	All stores and material entrusted to him for the department.
Public Works ..	Shipwright in Charge, Paynesville Slip	All stores and material entrusted to him for use in connexion with the Slip.
Public Works ..	Storekeeper, Dredging Depot, Williamstown	All stores and material entrusted to him for use at the depot and all stores and material received by him for dredging and snagging boats.
Public Works ..	Storekeeper, Store Depot, Wells-street, South Melbourne	All stores and material entrusted to him for use at and distribution from the Store Depot.
Mines ..	Storekeeper, Drill Store, Grant-street, South Melbourne	All stores and material entrusted to him for use in connexion with boring and crushing.
Mines ..	Accountant ..	Diamonds for boring purposes.
Health ..	Stores Officer, Head Office	
	Principal Dental Officer, Dental Centre	All stores and material entrusted to them for the Department of Health.
	Matron, Greenvale Sanatorium	
	Matron, V.D. Hospital, Fairhaven	
	Matron, Grasswell Sanatorium, Mont Park	
	Matron, Heatherton Sanatorium, Cheltenham	
Health ..	All Secretaries, Mental Hospitals, and other Institutions under the control of the Director of Mental Hygiene	All stores and material required for use in the institutions at which the officers are stationed.

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Department.	Designation of Officer.	Stores of which the Officers are to be Placed in Charge.
Agriculture	Officer in Charge, Stores Branch, Head Office Manager, Victoria Dock Cool Stores Manager, State Research Farm, Werribee Manager, Viticultural Station, Rutherglen Principal, School of Primary Agriculture, Burnley Manager, Beet Sugar Factory, Maffra Manager, Experiment Farm, Rutherglen Manager, Mallee Research Farm, Walpeup Manager, Horticultural Research Station, Tatura Principal, Agricultural College, Dookie Principal, Longerenong Agricultural College, Doon	All stores and material entrusted to them for the Department of Agriculture.

87. 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. 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.

88. If the officer is 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 circumstances to the Board and the Head of his Department.

89. If, after taking delivery, the officer should discover any stores or material to be inferior in quality or defective, he shall where practicable return to the contractor such stores or material, and report the matter to the Board and the Head of his Department.

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

91. 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.

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

1. Receipt book or other record approved by the Auditor-General or by the Inspector.
2. Store ledger.
3. Such additional books or other documents as the necessities of any particular case require.

CUSTODY OF STORES, ETC.

93. 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 (except provisions) issued by him.

94. 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, and shall forward to the Auditor-General, not later than the thirty-first day of July in each year, a certified statement showing a concise description of the stores, the value of the stores at the time of last stocktaking and the date of stocktaking. Should at any time stores or material in stock be in excess of prospective requirements the Head of the Department shall be notified accordingly by the officer in charge.

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95. If at any time there is 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.

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

97. 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.

98. Each officer shall be held responsible for the proper application, care, and preservation of all stores and material entrusted to him for use or consumption, and when considered necessary by the Head of his Department shall keep a record 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, and shall check same when so directed by the Auditor-General or the Inspector.

99. (1) Each officer in charge of stores and material shall when necessary furnish the Head of his Department with a return showing the stores or material (if any) he considers to be obsolete or unserviceable.

(2) No stores or material so 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 Head of the Department: Provided that any clothing, bedding or surgical appliances deemed unfit to be retained, or any obsolete or unserviceable stores or material (where the Head of the Department is satisfied that the value thereof does not exceed £10), may be dealt with under directions by the Head of the Department.

(3) On every Board of Survey there shall be at least one officer who is not attached to the departmental store through which the stores or material under consideration are controlled.

100. Every Board of Survey shall carefully examine the stores or material considered unsuitable, and shall report to the Head of the Department 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 to dispose of any such stores or material by auction, the Secretary for Public Works shall be so informed in order that he may arrange accordingly.

MISCELLANEOUS.

101. 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 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.

102. 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.

103. 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

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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 approves, 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.)

Victoria.

No.

19

Requisition for the undermentioned Transport for the Department of

Description and Number of Parcels or Goods for which Conveyance is Required.	Weight.			To Whom Consigned.
	cwt.	qr.	lb.	

To the Secretary to the Tender Board.
(Signature of the Head of the Department
or Head of the Branch.)

(Signature of the Officer
requiring the Transport.)

(FORM No. 2.)

Requisition for Stores and Material included in the Annual Contracts required for the Department of

No. 19

Quantity Required (in Figures).	Contract No.	Schedule No.	Item No.	Description.	Country of Origin.	Rate, a per Contract.		Amount.
						At per	s. d.	£ s. d.

Approval of Minister.

Head of Department.

/ 19 / 19

(FORM No. 3.)
Victoria.

No.

19

Requisition.

No.

19

For the undermentioned

for the Department of

at

Description of Furniture and Fittings, Fencing, Repairs to Buildings, Rental of Premises, &c., with Full Particulars, Dimensions, &c. (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
		Recom- mended— / 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.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

(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.	Cost.			Approval of Minister.
			When Required.	Where Required.		£	s.	d.	

To the Chairman,
Tender Board, Melbourne.Head of Department,
Date—

19

(FORM No. 5.)
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 No.	Item No.	Description.	Rate as per Contract.		Amount.			Receipt of Officer in Charge of Stores and Material.
				At 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.

PART VI.—RENT FOR USE OF GOVERNMENT BUILDINGS AS RESIDENCES.

104. Where the Governor in Council has directed that a deduction as rent shall be made from the salary or wages of any officer or employee who is allowed to use for the purpose of residence any building belonging to the Government, the amount of deduction which the Public Service Board may fix shall not exceed ten per centum (10%) of the total emolument payable by way of salary or wages to the officer or employee according to the circumstances associated with any particular case.

And the Honorable John Cain, His Majesty's Premier for the State of Victoria, shall give the necessary directions herein accordingly.

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

*Public Service Act 1946.***REGULATIONS.**

The Public Service Board, in pursuance of the powers conferred by the *Public Service Act 1946*, hereby makes the following Regulations:—

PRELIMINARY.

1. These Regulations may be cited as the "Public Service (Public Service Board) Regulations."
2. These Regulations are divided into Parts as follows:—
 - Part I.—Appointments to the Administrative, Professional, and Technical and General Divisions. (R.3-33.)
 - Part II.—Promotions and Transfers. (R.34-47.)
 - Part III.—Salaries, Increments, and Allowances. (R.48-65.)
 - Part IV.—Temporary Employment. (R.66-74.)
 - Part V.—Travelling Expenses. (R.75-95.)
 - Part VI.—Applications by Approved Associations and Officers. (R.96-101.)
 - Part VII.—Miscellaneous. (R.102-108.)

PART I.—APPOINTMENTS TO THE ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL AND GENERAL DIVISIONS.**GENERAL PROVISIONS.**

3. Every applicant for appointment to the Public Service shall forward to the Board an application in his own handwriting, stating his full name and address, the date and place of his birth, and the particular appointment or the class of appointment which he desires to obtain, together with a certificate satisfactory to the Board of his good moral character and industrious habits, and, except in a case where he is required to pass a prescribed entrance examination, documentary evidence of his qualifications and experience. If an applicant is required to pass a prescribed entrance examination, he shall also state the place at which he desires to be examined, and, where there is a choice of examination subjects, the subjects for which he is entering.
4. All examinations for admission to the Public Service shall be held at such times and places as the Board may from time to time determine, and due notice of every examination shall be published in the *Government Gazette*.
5. If, at any time prior to an examination, the Board is satisfied that it would not be desirable to admit to an examination a person who is an intending candidate, the Board may determine that such person shall not be allowed to undergo examination.
6. Candidates shall, as soon as practicable before the date fixed for an examination, be informed in writing of the place and time at which they are to present themselves for examination and of the distinguishing number, if any, to be allotted to them at the examination.
7. (1) A candidate for examination for admission to the Public Service shall pay an entrance fee of Five shillings, unless, in the case of any examination which is conducted by the University on behalf of the Board, he is required to pay an examination fee to the University, or unless the Board determines in respect of any examination that no entrance fee shall be charged.

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(2) The Board may authorize the refund of an entrance fee paid by a candidate for examination if the candidate was unable, for satisfactory reasons, to attend the examination, or in such other circumstances as the Board considers a refund should be made.

8. The fees payable to examiners appointed by the Board under the Public Service Act shall be such as the Board fixes from time to time according to the nature of the examination subject and the work involved.

9. The examiners, or, in the case of an examination which is conducted by the University on behalf of the Board, the Registrar of the University, shall, as soon as practicable after an examination has been held, forward to the Board a return showing the marks in each subject, and the total marks, obtained by every candidate.

10. The name of every candidate (other than a candidate who has passed an examination as prescribed herein) who has complied with these Regulations, and who has satisfied the Board that he is qualified for appointment, shall be entered in the "Register of Candidates Qualified for Appointment" in respect of the position or the class of position for which he applies and is qualified. Where more than one candidate is registered on the same day, the Board shall determine the relative order of their registration. The mode of registration of candidates who have passed a prescribed examination shall be as hereinafter provided.

11. (1) Every person (other than a person who is on the permanent staff of the Public Service) who qualifies for appointment at a prescribed examination, or who is selected by the Board for appointment, shall furnish the Board, within fourteen days after being required so to do, with a properly certified extract of his birth entry from an official register of births, or other evidence of age satisfactory to the Board, and a certificate from the Government Medical Officer that such person is of sound bodily health, and free from any physical defect likely to impair his efficiency in the performance of the duties which he will be required to perform on his appointment.

(2) A rail voucher shall be issued to any such person who has been temporarily employed for a period of at least twelve months immediately prior to his selection, and who is stationed outside the metropolitan area and is required to travel by rail to undergo medical examination.

(3) "Government Medical Officer" in this Regulation includes a Medical Officer at a Mental Institution.

12. The name of a candidate shall be removed from the "Register of Qualified Candidates"—

- (a) if he fails to comply with the provisions of this Part;
- (b) on his appointment by the Board;
- (c) where there is a maximum age prescribed for appointment, on his attaining such age; or
- (d) as hereinafter provided in this Part.

13. (1) Subject to the provisions of section 33 of the *Public Service Act 1946*, where any person is appointed on probation to an office in the Public Service, the Permanent Head shall, on the expiration of the period of probation, report to the Board as to the conduct of such person and the manner in which he has performed his duties, and the Board may thereupon confirm or annul the appointment, or extend the probation for a further period.

(2) The Board may at any time during an extended period of probation, upon a report from the Permanent Head, confirm or annul the appointment.

(3) Upon the expiration of the extended period of probation of any probationer whose appointment has not been confirmed or annulled under the provisions of the last preceding sub-regulation, the Board shall, upon a report from the Permanent Head, confirm or annul the appointment.

(4) Where any appointment is annulled, the annulment shall take effect from such date as may be determined by the Board.

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14. In this Part "discharged serviceman" means a discharged serviceman as defined in the *Discharged Servicemen's Preference Act 1943*.

ADMINISTRATIVE DIVISION.

15. All new appointments to the Administrative Division shall be to the first subdivision of Class "E."

16. The examiners for the Matriculation Examination and the School Leaving Examination respectively of the University of Melbourne are hereby appointed examiners for the purposes of holding examinations for appointment to the Administrative Division.

17. (1) (a) A candidate shall be required to enter for competitive examination in Handwriting and in three of the following subjects as prescribed for the Matriculation Examination and the School Leaving Examination of the University of Melbourne, viz. :—

Matriculation Subjects.—English Expression, English Literature, Languages other than English (not more than two may be taken), Pure Mathematics, Calculus and Applied Mathematics, General Mathematics (provided that General Mathematics may not be taken with either Pure Mathematics or Calculus and Applied Mathematics), Physics, Chemistry, Geology, Geography, Biology, Agricultural Science, Greek and Roman History, Modern History, British History (not more than two History subjects may be taken), Economics.

School Leaving Subjects.—English, Languages other than English (not more than two may be taken), Social Studies, Modern History, British History, Greek and Roman History (not more than two History subjects may be taken), Economics, Geography, Physics, Chemistry, Biology, Geology, General Mathematics, Mathematics I., Mathematics II. (not more than two mathematics subjects may be taken), Drawing, Agricultural Science, Commercial Principles, Commercial Practice.

Provided that a candidate may elect to enter for competitive examination in either four or five of the Matriculation or School Leaving subjects prescribed herein, in which case, if he passes in more than three of such subjects, only the three subjects in which he obtains the highest number of marks shall be counted in determining his aggregate of marks.

(b) A candidate may not enter for the same subject at both the Matriculation and School Leaving standards.

(2) (a) The maximum number of marks that may be awarded to a candidate shall be—

Matriculation subjects	150 each.
School Leaving subjects	100 each.
Handwriting	80.

(b) The minimum number of marks required in order to obtain a pass in each subject of examination shall be as determined (i) in the case of Matriculation subjects, by the University of Melbourne, and (ii) in the case of Handwriting and School Leaving subjects, by the examiners. Provided that, in any case where a candidate has been passed by either of the two examiners in any subject of the School Leaving examination for which he has entered in accordance with these Regulations, he shall be deemed to have obtained a pass in such subject.

(c) In determining the aggregate of marks of any candidate, the marks to be counted in any School Leaving subject shall be the average of the marks awarded by the two examiners in such subject.

(d) The marks obtained by candidates in Matriculation subjects shall be standardized in such manner as determined by the Board.

(e) The marks in any subject in which a candidate fails to obtain a pass shall not be counted in determining his aggregate of marks.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

18. No candidate shall be included in the number to be selected for appointment unless—

- (a) he obtains a pass in Handwriting and in at least three of the Matriculation or School Leaving subjects for which he has entered, and
- (b) he is recorded by the University of Melbourne as having passed the School Leaving Examination in English and either the School Leaving Examination in a branch of Mathematics or the School Intermediate Examination in Arithmetic or Mathematics B, or has passed such other examinations as may be deemed by the University of Melbourne as equivalent thereto.

19. An officer of the Technical and General Division who is a candidate must furnish a certificate of good conduct and health from the Permanent Head of his Department.

20. The Board shall cause to be entered in the "Register of Qualified Candidates," in the order of their merit—

- (a) the names of qualified candidates who are discharged servicemen; and
- (b) then the names of all other qualified candidates, provided that, up to and inclusive of the published number to be selected for appointment, thirty per centum (30%) of the places shall be reserved for candidates who, in addition to Handwriting, qualify in School Leaving subjects only, and so many places, as the Board subject to the *Public Service Act 1946* may determine, shall be reserved for officers of the Technical and General Division who qualify for appointment. Where places are reserved as herein provided and the number of candidates who qualify is less than the number of such places the number so reserved shall be reduced accordingly.

21. (1) 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 Handwriting, and, if these numbers are the same, then by the number of marks in the Matriculation or School Leaving subject in which each of them obtained the highest marks, and, if these numbers are also the same, then by lot.

(2) The names of all candidates who occupy places beyond the published number of appointments proposed to be made, and who have not been appointed within twelve months of the date of registration, shall be removed from the Register, unless any such candidate is a person to whom the proviso to section 26 (2) of the *Public Service Act 1946* applies. Provided that the Board may, if it thinks fit, extend the period of eligibility of candidates who are officers of the Technical and General Division.

PROFESSIONAL DIVISION.

22. A candidate for appointment to any position in the Professional Division, Class "E," shall be required to enter for a competitive examination as may be from time to time prescribed.

23. The Board shall cause to be entered in the "Register of Qualified Candidates," in the order of their merit as determined by the number of marks gained by them, the names of discharged servicemen who have passed the required standard of examination, and then the names of all other successful candidates. 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 in the subject in which each of them obtained the highest marks, and, if these numbers are the same, then by lot.

24. Except in the case of discharged servicemen, the names of all candidates who have not been appointed within twelve months of the date of registration shall be removed from the Register.

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TECHNICAL AND GENERAL DIVISION.

25. A candidate for appointment to the Technical and General Division must, unless he is a person already employed in the Public Service, be under the age of fifty-six years.

26. Where the Board deems it necessary to hold an examination in respect of any particular appointment or class of appointment to be made to the Technical and General Division, a candidate shall not be eligible for such appointment unless he passes the required standard at such examination. Provided that a candidate who satisfies the Board that he has passed an examination of approved standard, prior to the commencement of these Regulations, may be appointed without further examination.

27. The Board shall cause to be entered in the "Register of Qualified Candidates," in the order of their merit as determined by the number of marks gained by them, the names of discharged servicemen who have passed the required standard at any examination, and then the names of all other successful candidates at such examination. 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 in the subject in which each of them obtained the highest marks, and if these numbers are the same, then by lot.

28. Except in the case of a discharged serviceman, or a person already in the Public Service, the names of all candidates who have not been appointed within twelve months of the date of registration shall be removed from the Register.

*Department of Chief Secretary—Penal Establishments and Gaols;
Reformatory Schools and Receiving Depots.*

29. (1) Candidates for appointment to any of the under-mentioned offices must be between the ages specified opposite the description of the office. Provided that, where the age of a candidate does not exceed 41 years, he shall, if the Board thinks fit, be eligible for appointment as a Warder (Male), Penal and Gaols Branch, notwithstanding that he is over the age of 35 years. Provided also that the restrictions with regard to age herein contained shall not apply to candidates who are discharged servicemen.

Branch.	Office.	Age.	
		Minimum.	Maximum.
		Years.	Years.
(a) Penal and Gaols ..	Warder—Male	22	35
	„ Female	25	35
(b) Reformatory Schools and Receiving Depots	Attendant—Male	22	41
	„ Female	21	41

(2) The Board may require every such candidate to furnish a satisfactory certificate from the officer in charge of the branch to which he desires appointment 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 is less than 5 ft. 8 in. in height or measures round his chest less than 36 inches, or weighs less than 11 stone.

(4) Every person appointed, on probation, as a Male Warder in the Penal Department, shall, before the confirmation of his appointment, pass an examination in—

- (a) English;
- (b) Arithmetic; and
- (c) Rules and Regulations relating to Penal Establishments and Reformatories.

(5) The standard required in English shall not exceed that required for Grade VIII., Primary Schools, and in Arithmetic that required for Grade VI., Primary Schools.

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(6) To pass the examination a candidate must obtain at least sixty per centum (60%) of the marks obtainable in each paper.

(7) A candidate possessing a merit certificate, or equivalent qualification, will be exempted from examination in English and Arithmetic.

Department of Lands and Survey—Botanic Gardens.

30. Every person appointed, on probation, as a Woodman or Gardener in the Botanic Gardens, Melbourne, shall, before the confirmation of his appointment, pass the prescribed examination set out hereunder:—

(a) For Gardener, Grade III.—Junior—

(i) English. (Spelling, handwriting, composition, and grammar.) Grade VII. Primary Schools.

(ii) Arithmetic. Grade VI. Primary Schools.

(iii) Practical work of a Gardener, Grade III.—Junior.

A merit certificate or approved equivalent may be accepted as evidence of proficiency in (i) and (ii).

A candidate who has satisfied the Director as to his proficiency in the practical work allotted during the period of probation may be exempted from examination in (iii).

(b) For Gardener, Grade III.—Adult, and Woodman—

(i) English. (As for Gardener, Grade III.—Junior.)

(ii) Arithmetic. (As for Gardener, Grade III.—Junior.)

(iii) Elementary treatment of the origin, composition, classification, and physical properties of soils and their constituents. Fertility of the soil, manures and fertilizers and soil improvement.

(iv) Practical work of a Gardener, Grade III.—Adult.

A candidate who has satisfied the Director as to his proficiency in the practical work allotted during the period of probation may be exempted from examination in (iv).

Department of Lands and Survey—Inspection Branch.

31. No person shall be appointed to a position of Inspector of Land Settlement unless he has obtained at least sixty per centum (60%) in each of the written and oral examinations prescribed hereunder:—

(i) Vermin Control—Methods of destruction of vermin. Use of poisons and fumigants. Issue of notices. Court procedure.

(ii) Noxious Weeds Control—Identification of noxious weeds. Methods of eradication. Use of chemicals. Issue of notices.

(iii) Land Inspection Duties—Eligibility of persons to occupy land under the Lands, Residence Area, Closer Settlement and Unused Roads and Water Frontages Acts. Nature and value of improvements required and effected under the foregoing Acts. Farming methods and cultivation costs. Removal of material from Crown Lands.

(iv) Land Valuations—Methods of valuing country and township lands. Suitability and value of structural and other improvements.

(v) General Office Knowledge—Report on the situation of, and the nature of the soils, timber, and water supply in candidate's district, with particulars of erosion dangers and the condition of the district in respect of vermin and noxious weeds.

(vi) General knowledge of departmental land matters and farming methods.

(vii) Handwriting, spelling and method of expression used in answering examination questions.

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Department of Health—Mental Hygiene Branch.

32. (1) A candidate for appointment to any office other than that of Messenger shall, unless he is a discharged serviceman, be not less than 21 and not more than 41 years of age.

(2) A candidate for appointment to the office of Attendant must possess a merit certificate or equivalent qualification.

(3) No applicant will be registered as a candidate for appointment to the office of Attendant or Nurse unless such applicant is not less than the height of 5 ft. 7 in. or 5 ft. 3 in. (as the case may be).

Department of Agriculture.

33. No person shall be appointed to any of the undermentioned positions unless he has obtained at least sixty per centum (60%) in each of the written, oral, and practical examinations in the subjects prescribed hereunder:—

(a) Dairy Supervisor—

- (i) Dairy Farming.
- (ii) Dairy Sanitation.
- (iii) Stock Diseases.
- (iv) Milk and Dairy Supervision Acts and regulations thereunder.

(b) Farm Produce Inspector—

- (i) Identification, grading, judging and methods of marketing of cereal grains, grass, clover, and other crop seeds.
- (ii) Identification of seeds and of the commoner weeds.
- (iii) Quality and characteristics of fodder and the common adulterants of same.
- (iv) Diseases of farm crops.
- (v) Stock Foods Acts and Regulations thereunder, Farm Product Agents Acts and Regulations thereunder, Commerce Act (Commonwealth), and Commerce Export (General) Regulations.

(c) Potato Inspector—

- (i) Potato and onion culture and inspection, and the following Acts and Regulations relating to potatoes and onions:—
 - Vegetation and Vine Diseases Act and Regulations thereunder, Fruit and Vegetable Acts and Regulations thereunder, and Commerce Export (General) Regulations.
- (ii) Plant Pathology with reference to potato and onion diseases.
- (iii) Entomology in relation to insect pests of potatoes and onions.

(d) Orchard Supervisor—

- (i) Orchard Management—including spraying, cultivation, irrigation, drainage, fertilization, and establishment of orchards.
- (ii) Pomology—including varieties, rootstocks, pruning, reworking and propagation, and fruit setting.
- (iii) Preservation of Fruit—including harvesting, cool storage, drying and packing.
- (iv) Plant Pathology—life histories of the principal fungous diseases attacking fruit trees, and methods of control.
- (v) Entomology—life histories of the principal insect pests attacking fruit trees and methods of control.
- (vi) Acts and Regulations—including Fruit and Vegetables Acts and Regulations thereunder, Vegetation and Vine Diseases Act and Regulations thereunder, Commonwealth Quarantine Act and Regulations thereunder, and Commerce (Gardens Exports) Regulations.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

(e) *Assistant Fruit Packing Instructor*—

- (i) Fruit Packing—including methods and principles of packing fruit for local, interstate, and overseas markets.
- (ii) Instructional ability.

(f) *Fruit Inspector*—

- (i) Acts and Regulations—including Fruit and Vegetables Acts and Regulations thereunder, Vegetation and Vine Diseases Act and Regulations thereunder, Commonwealth Quarantine Act and Regulations thereunder, Commerce Exports (Fresh Fruit) Regulations, Commerce Exports (General) Regulations, and Commerce (Imports) Regulations.
- (ii) Horticultural Material—including a good knowledge of and ability to identify all species and varieties of fruits, bulbs, rhizomes, &c., agricultural and horticultural seeds and weed seeds, trees and plants.
- (iii) Fruit Packing—including a general knowledge of fruit packing as required for local, interstate, and overseas markets.
- (iv) Entomology—in relation to insect pests affecting various fruits, vegetables, nursery plants, seeds, timber, &c.
- (v) Plant Pathology—with reference to the nature, cause and control of diseases of various fruits, vegetables, plants, and seeds, &c.

PART II.—PROMOTIONS AND TRANSFERS.

34. (1) In determining the grounds upon which the Board will certify to the promotion or transfer of an officer to any office, the Board will, in accordance with the provisions of sub-section (5) of Section 32 of the *Public Service Act* 1946, have regard first to relative efficiency and, in the event of equality of efficiency of two or more officers, then to relative seniority.

(2) (a) The relative seniority of officers shall be determined by the relative seniority of the positions in which such officers are classified.

Provided that—

- (i) where officers are classified in positions of equal seniority, the officer first appointed to one of such positions shall be the senior;
- (ii) where two or more officers are appointed to positions of equal seniority on the same day, the relative seniority, if any, of such officers prior to the date of such appointment shall not be affected;
- (iii) where an officer of the Administrative or Professional Division is transferred from one position to another position of equal seniority, his relative seniority shall not be affected by such transfer;
- (iv) where an officer of the Technical and General Division is transferred from one position to another position of equal or lower seniority within that Division, he shall be junior to all other officers classified in a corresponding position of similar designation at the date of such transfer.

(b) The relative seniority of positions shall be determined as follows:—

- (i) the position with the higher or highest maximum salary shall be the senior;
- (ii) where the maximum salary of two or more positions is the same, the position with the higher or highest minimum salary shall be the senior.

(c) Where two or more employees are appointed on the same day to classified positions of equal seniority, the relative seniority of such employees shall be determined by their length of temporary service.

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(d) The seniority of employees (as amongst themselves) shall be determined by their length of service.

(e) Where any doubt arises as to the relative seniority of officers, the question shall, subject to this Regulation, be determined by the Board.

35. (1) The Board will not (except on allowance of an appeal made as hereinafter provided) promote or transfer an officer to any office unless, in accordance with sub-section (4) (a) of Section 32 of the *Public Service Act 1946*, the Permanent Head of the Department in which the office exists recommends him for such promotion or transfer.

(2) The provisions of Regulation 13 shall apply to any promotion or transfer. Provided that, where the Permanent Head, prior to the expiration of the period of probation, reports to the Board that the conduct of the officer and the manner in which he is performing his duties are satisfactory, the Board may thereupon confirm such promotion or transfer.

36. (1) The Permanent Head shall furnish the Board with a requisition for the making of an appointment to any vacant office in his Department which he deems expedient to fill; and shall attach thereto a summary of the duties of and the appropriate qualifications for such position.

(2) The Board may alter, vary, or amend such duties and qualifications, and shall cause the position to be advertised in the *Government Gazette*.

(3) Applications will close with the Board on a date seventeen days after the date on which the advertisement is published, unless the Board otherwise determines. Any application received after the closing date will not be considered.

(4) Applications will be listed by the Board in lexicographical order and forwarded forthwith to the Permanent Head of the Department in which the vacancy exists.

(5) The Permanent Head shall, within seven days (or, when the position is in the Technical and General Division of the Mental Hygiene Branch, within fourteen days) after the date on which applications are received by him, recommend to the Board the applicant whom he considers most suitable, and at the same time notify, in writing, all applicants of—

- (a) the name of the recommended applicant; and
- (b) whether the recommended applicant claims to be a discharged serviceman.

(6) An applicant who feels aggrieved by the failure of the Permanent Head to recommend him for promotion may appeal, in writing, to the Board. The appellant shall state—

- (a) the grounds of his appeal, and
- (b) if he is so entitled, whether he desires to appear in person before the Board,

and shall cause such appeal to be lodged with the Board within ten days of the date of notification of the Permanent Head.

(7) Any appellant who is senior to the recommended applicant, or is a discharged serviceman, shall be entitled to appear in person before the Board to support his appeal, provided that such appellant shall not, without leave of the Board, introduce any matter which is not stated in his written appeal.

(8) Where any appeal has been lodged under the provisions of this Regulation, the recommended applicant shall be entitled to appear before the Board in person to support his application.

(9) (a) Where an appeal is allowed, the Board may authorize reimbursement of train fares and reasonable personal expenses to a successful appellant who is required to travel to Melbourne to support his appeal.

(b) Where a recommended applicant is appointed to the vacant office, the Board may authorize reimbursement of train fares and reasonable personal expenses to him when required to travel to Melbourne to support his application. Provided that the Board may, in special circumstances, authorize such reimbursement to a recommended applicant who is not appointed to the vacant office.

(10) "Discharged Serviceman" means a discharged serviceman as defined in the *Discharged Servicemen's Preference Act 1943*.

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37. (1) No officer shall be promoted or transferred to any of the offices specified hereunder unless he passes such examinations or possesses such experience or qualifications as is hereinafter prescribed.

(2) Where examinations are conducted by examiners appointed by the Board, such examiners shall, as soon as practicable after any examination has been held, forward to the Board a return signed by each examiner, showing the distinguishing numbers of the candidates who have passed, the marks obtained by every candidate in each subject, and the total of his marks.

ADMINISTRATIVE DIVISION.

Department of Chief Secretary.—Actuarial Positions.

38. (1) No officer shall be promoted or transferred to a position which, in the opinion of the Board, requires a knowledge of Actuarial Science, unless he has passed the following examinations:—

(a) Preliminary examination:—

- (i) Arithmetic and Algebra, including the theory and use of logarithms and the elements of the theory of probabilities.
- (ii) Elements of the calculus of finite differences, including interpolation and summation.
- (iii) Elements of bookkeeping.

(b) Final examination:—

- (i) The theory of compound interest and annuities—certain with construction of monetary tables.
- (ii) Probabilities of life and of survivorship.
- (iii) Theory of life contingencies, including annuities, assurances, and sickness benefits, with construction of relative tables.
- (iv) Distinctive features of mortality and sickness tables now in use in Australasia (excluding methods of construction and graduation).
- (v) Methods of construction and use of monetary and other tables involving the contingencies of life.
- (vi) Elementary differential and integral calculus, excluding questions necessitating the use of trigonometry.
- (vii) Elementary application of the calculus of finite differences and of the differential and integral calculus to life contingencies.

(2) A candidate cannot present himself for the Final examination unless he has successfully completed the Preliminary examination.

(3) A candidate who successfully completes the Final examination will be recorded as having passed in Actuarial Science.

Law Department—Clerks of Petty Sessions and Registrars of County Courts.

39. (1) No officer shall be eligible to be promoted or transferred to the office of Clerk of Petty Sessions or Registrar of County Courts classified in a class higher than Class "D" of the Administrative Division unless he has passed as hereinafter provided the qualifying examinations in the following subjects:—

(a) *Introduction to Law.*

An elementary knowledge of the principles and background of the law as propounded in the following text book:—

Ballman.—Sources of Law in Australia.

(b) *Statute Law.*

A sound knowledge of the following Statutes or indicated parts thereof:—

Commonwealth Acts.

Acts Interpretation Act 1901-1941.

Judiciary Act 1903-1942, Parts VI., X., and ss. 78-85 of Part XI.

Service and Execution of Process Act 1901-1934. (So far as it relates to Courts of Summary Jurisdiction.)

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State Acts.

Acts Interpretation Acts.

Audit Act 1928, sections 14-28, 30, 34.

Children's Court Act 1928 and Regulations.

Children's Welfare Act 1928, sections 3, 17 and Divisions 3, 7, 8, and 9 of Part I. and section 109 of Part II.

County Court Act 1928, sections 3-7, 18-28, and 33-94.

Coroners Act 1928.

Crimes Act 1928, sections 68-93, 146 of Division I. of Part II.; sections 336-341, 356-359 of Division 2 of Part II.; Division 3 of Part II.; sections 412-414, 432, 435-438, 442, 444, 471-474, 476, 485, 488-498, 501, 516, 517, 528, 532, 534, 535, 538-540 of Division 1 of Part III. and sections 544-548 of Division 2 of Part III.

Evidence Act 1928, Divisions 2, 3, and 4 of Part I.; Parts II., III., IV., VII., and VIII.

Imprisonment of Fraudulent Debtors Act 1928, Parts II. and III.

Juries Acts.

Justices Acts and Rules.

Landlord and Tenant Act 1928, Part V.

Licensing Act 1928, Parts V., X., XI., and XVI.

Maintenance Acts.

Police Offences Acts.

Stamps Act 1928, sections 20, 29, 30, and 41-45 of Part II.

(c) Practice.

A sound knowledge of the official volume of Instructions to Clerks of Courts as amended from time to time.

(2) A candidate, who has passed at the one examination any two of the subjects prescribed by sub-regulation (1) of this Regulation, may without being required to present himself again in those subjects be entitled to sit for supplementary examination in the other subject at any ensuing examination if he obtains a recommendation to that effect from the examiners.

(3) Upon a candidate obtaining a pass in the said supplementary examination he shall be deemed to have passed the prescribed qualifying examinations.

(4) An officer who has passed the qualifying examination for appointment as a Clerk of Petty Sessions or Registrar of County Courts prescribed under the Regulations heretofore in force shall be deemed to have qualified within the meaning of these Regulations.

Department of Lands and Survey—Clerks and Draughtsmen.

40. No officer shall be promoted or transferred to the office of Clerk and Draughtsman, Department of Lands and Survey, unless he shall have produced evidence satisfactory to the Board of his competency as a draughtsman and his ability to reduce traverses, to plot from field notes, to test mathematically the closing of plane figures and to calculate their contents.

PROFESSIONAL DIVISION.

Department of Chief Secretary—Public Library. Assistants.

41. An Assistant shall not be eligible for promotion to a class higher than Class "D" unless he has obtained a degree in Arts or Science at the University of Melbourne, or can satisfy the Board that he has linguistic or other special educational qualifications that may be regarded as equivalent to the possession of such a degree, and has had experience as an Assistant for a period of at least five years in Class "D".

Law Department—Appointment of Police Magistrates.

42. (1) No person shall be appointed to the office of Police Magistrate unless he has attained the age of thirty-five years and is willing (if required by the Permanent Head) to reside permanently within the district to which he may be appointed, and unless—

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(a) such person—

- (i) is an officer of Class "C" or a higher class of the Administrative or Professional Division of the Public Service;
- (ii) has been or is a Clerk of Petty Sessions or Registrar of County Courts and has acted in either or both such capacities for an aggregate period of at least ten years; and
- (iii) has passed the examination prescribed for Police Magistrates under the *Public Service Act* 1928 or the examinations hereinafter prescribed; or

(b) such person is a barrister and solicitor of the Supreme Court who has been practising for a period of at least five years.

(2) The examinations required to be passed by candidates for appointment to the office of Police Magistrate shall be in the subjects following as prescribed by the University of Melbourne:—

- (a) Introduction to Legal Method.
- (b) The Law of Contract.
- (c) Mercantile Law.
- (d) Law of Wrongs (Civil and Criminal).
- (e) Law of Evidence.

(3) Any officer who before the 31st December, 1947, passes the examination prescribed for appointment to the office of Police Magistrate by Regulations under the *Public Service Act* 1928 shall be deemed to have passed the examinations required by this Regulation and for the purposes only of this sub-regulation the corresponding Regulations under the *Public Service Act* 1928 shall be deemed to be incorporated in these Regulations.

(4) A certificate of the Registrar of the University of Melbourne that any candidate has passed at the Annual Examinations in any subject prescribed by this Regulation shall for all purposes be accepted by the Board as conclusive proof that such candidate has passed in that subject.

TECHNICAL AND GENERAL DIVISION.

Department of Chief Secretary.—Penal and Gaols Branch.

43. No male warder shall be eligible for promotion in the Penal and Gaols Branch unless he has passed an examination in—

- (a) The principles and practice of prison management;
- (b) the provisions of the Gaols Act, the Crimes Act, and the Justices Act (so far as they relate to offenders under detention), and in the Rules and Regulations relating to Penal Establishments and Reformatories.

Books of reference:—*English Prisons To-day*, by Hobhouse and Brockway, and *The English Prisons System*, by Ruggles-Brise.

Department of Chief Secretary.—Library Attendant.

44. No officer shall be eligible for promotion to the position of Library Attendant unless he has served for at least five years in the Reference or in the Lending Branch of the Public Library, or has had such library experience as may be considered equivalent to such service.

Department of Lands and Survey.—Botanic Gardens.

45. No officer shall be eligible for promotion or transfer to the under-mentioned positions in the Botanic Gardens, unless he has passed the examination prescribed for appointment to such positions as set out hereunder:—

- (a) Gardener, Grade II., and Senior Woodman—
 - (i) General knowledge of the structure and functions of the various parts of the plant. Insect pests—life history—sprays.
 - (ii) Practical work, such as pruning, budding, grafting, layering, seed collecting, and making cuttings,

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(b) Gardener, Grade I.—

- (i) A more detailed knowledge of the plant as specified for Gardener, Grade II. Detailed study of three Natural Orders. Culture, treatment, and propagation of selected plants. Cross fertilization and selection.
- (ii) Practical work as specified for Gardener, Grade II., and the identification of plants from section on which engaged.

Department of Health.—Mental Hygiene Branch.

46. (1) In order to qualify for promotion to positions on the nursing staffs of Mental Institutions, attendants and nurses will be required to pass three examinations. It shall be compulsory for attendants and nurses to attend the lectures arranged in connexion with these examinations.

(a) First Examination—subjects—

- (i) Anatomy and Physiology.
- (ii) First Aid.

This examination cannot be undertaken until an attendant or a nurse has been at least three months in the Mental Hygiene Branch. An officer who fails to pass the examination at the first attempt may, with the approval of the Director of Mental Hygiene, be given an opportunity to pass at the next examination. The retention of attendants and nurses on the staff will be conditional on their passing the First Examination.

(b) Second Examination—subject—

General Nursing and Duties.

This examination cannot be undertaken until after the end of the second year of service in the Mental Hygiene Branch.

(c) Third Examination—

(I.) Other than Mental Defectives Section—subjects—

- (i) Mental Disorders.
- (ii) Nursing and Duties.
- (iii) Elementary Anatomy and Physiology of brain and nervous system.

(II.) Mental Defectives Section—subjects—

- (i) Anatomy and Physiology of the nervous system and of the special senses.
- (ii) Manual for Mental Deficiency Nurses—Chapters 5, 6, 9, 10, 11, 12, and 13.

This examination cannot be undertaken until after the third year of service in the Mental Hygiene Branch, and until at least one year after the passing of the Second Examination.

(2) A candidate who passes the examination prescribed by paragraph (c) (I.) of the preceding sub-regulation will be issued with a certificate that he or she is a Trained Mental Attendant or Trained Mental Nurse. A candidate who passes the examination prescribed by paragraph (c) (II.) of the preceding sub-regulation will be issued with a Mental Deficiency Nursing Certificate.

(3) No officer shall be eligible for promotion to the positions of Attendant, Grade II., or Nurse, Grade II., unless such officer has passed the Third Examination.

(4) For promotion to the positions of Attendant, Grade I., or Nurse, Grade I., in the Mental Hygiene Branch, selection shall be made from Attendants, Grade II., or Nurses, Grade II., who have, by reason of their special fitness for the work and their good conduct and industry, proved themselves capable of taking charge of a large and important ward.

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(5) In filling a position of Hospital Attendant or Hospital Nurse in the Mental Hygiene Branch, except in any case where the Director of Mental Hygiene certifies that such position should be filled by the appointment of a registered nurse, a selection shall be made from attendants or nurses who have passed the Third Examination prescribed herein, and demonstrated their capacity for the special work required to be performed.

Department of Labour.—Inspectors of Factories and Shops.

47. No officer shall be eligible for promotion to the position of Inspector of Factories and Shops unless, while serving in the position of Inspector of Factories and Shops (Junior), he has passed an examination in the following:—

- (a) (i) Factories and Shops Acts and Regulations thereunder.
- (ii) *Footwear Regulation Act 1928*.
- (iii) *Goods Act 1928*, Part V.
- (b) (i) Elementary principles of Industrial Hygiene.
- (ii) Guarding of machinery, causation and prevention of accidents.
- (iii) Procedure in Courts of Petty Sessions and the elementary rules of evidence.
- (iv) Departmental practice and procedure.

PART III.—SALARIES, INCREMENTS, AND ALLOWANCES.

48. The salaries (and increments of salary) payable in respect of any class or office in the Public Service shall be those prescribed by the *Public Service Act 1946* or by these Regulations.

49. (1) The several offices comprising the Professional Division shall be those specified in the First Schedule to these Regulations, and the annual amount or range of salary assigned to each such office shall be that entered opposite the name thereof in such Schedule.

(2) The annual increments payable to officers of the Professional Division, whose offices are classified in any class not higher than Class "B," shall, within the salary limits provided in respect to their offices, conform to the salaries provided for subdivisions of classes in the Third Schedule to the *Public Service Act 1946*.

50. (1) The several offices comprising the Technical and General Division shall be those specified in the Second Schedule to these Regulations, and the annual amount or range of salary assigned to each such office shall be that entered opposite the name thereof in such Schedule.

(2) The annual increment payable to officers of the Technical and General Division shall, unless otherwise provided in the Second Schedule, be £13. Provided that no officer shall receive any increment which will raise his salary beyond the prescribed maximum rate for the office.

51. Where a minimum salary and a maximum salary are assigned to his office in a Schedule, the officer, except as hereinafter provided or as may be otherwise determined by the Board, shall commence at the minimum salary, and may proceed by the prescribed increments until he attains the maximum salary of the office.

52. Every increment shall be discretionary, and no increment shall be payable except as may be granted by the Permanent Head or, on the allowance of an appeal made as hereinafter provided, by the Board.

53. An officer transferred or promoted to any office in the Professional Division, or the Technical and General Division, shall be paid an amount not less than that which he was receiving immediately before such transfer or promotion, provided such amount is not greater than the maximum rate for such office.

54. Where an officer transferred or promoted to any office in the Professional Division, or the Technical and General Division, does not receive an immediate increase in salary on such transfer or promotion, time served in his former office may be counted in reckoning the interval for the first increment in his new office.

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55. Where the rates of salary of any office in the Technical and General Division are on revision increased by the Board, the increments payable to the officer occupying such office shall, unless otherwise prescribed by the Board, be determined as follows:—

- (a) The officer shall receive, as from and inclusive of the date of such revision, an increase in salary of £13; and, unless such increase brings his rate of salary to an incremental rate in the revised range, he shall receive such additional amount as is necessary to bring his rate to the next higher incremental rate in such range, provided that he shall not receive less than the minimum rate or more than the maximum rate of the range.
- (b) Where, on revision, the officer receives an increase in salary of not more than £25, increments shall become payable at intervals of twelve months from the date from which he received his last increment prior to the revision; but, where the increase is more than £25, increments shall become payable at intervals of twelve months from and inclusive of the date of revision.
- (c) Where an officer was receiving the maximum rate of a range (or a fixed rate) before the revision, increments shall become payable at intervals of twelve months from and inclusive of the date of revision.

56. The granting of the first, second, and third increments to officers occupying the positions of Attendant, Grade III., or Nurse, Grade III., in the Mental Hygiene Branch of the Department of Health, shall be conditional on their passing the First, Second, and Third Examinations, respectively, as prescribed in Regulation 46.

57. The Permanent Head shall, within fourteen days after the last day of each month, furnish the Board with a return showing particulars of all increments that have been granted to officers during the month and the dates from which such increments are payable.

58. (1) Where the Permanent Head, within fourteen days of the date on which an officer becomes eligible for any increment, fails to grant the officer such increment, the officer may appeal to the Board against such failure.

(2) Where the Permanent Head refuses to grant an officer any increment for which he is eligible, he shall advise the officer in writing of his refusal, and such officer may within fourteen days of the date on which he was so advised appeal to the Board against such refusal.

59. (1) If an officer in the Technical and General Division on the staff of a mental institution is absent from duty on sick leave, no deduction for board and lodging shall be made from the salary of such officer if he is not residing at an institution.

(2) At the discretion of the Medical Superintendent, unmarried male officers and female officers may remain at an institution or leave for treatment elsewhere.

60. Every male officer of the age of twenty-one years or over, who is classified in Class "E" of the Administrative Division or of the Professional Division, shall, without affecting his normal progression by subdivisional promotion in the class, be paid an annual rate of salary of £260.

61. (1) Where, on the 30th June, 1946, an officer received an increased rate of remuneration, by reason of the operation of the provisions of section 78 of the Public Service Act 1946, such officer shall not be eligible to proceed to the next higher rate prescribed in respect of his class or office in the Third Schedule to such Act or in these Regulations until the 30th June, 1947; but, from and inclusive of the date of so proceeding, he shall be deemed to be classified in the subdivision (if any) appropriate to such next higher rate, and he shall be eligible to receive at yearly intervals thereafter such increments as are prescribed in respect of his class or office.

Provided that, where such officer would, on any date prior to the 30th June, 1947, have been entitled, in accordance with any approved scale of rates of salaries in force before the coming into operation of

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

Part II. of such Act, to receive a rate in excess of such increased rate of remuneration, he shall be eligible to receive further advancement to the rate of salary in such Schedule which most nearly corresponds with (but is not less than) the rate to which he would have been so entitled, and, from and inclusive of the date from which he received such further advancement in salary, he shall be deemed to be classified in the subdivision (if any) appropriate to his rate of salary as so advanced, and he shall be eligible to receive at yearly intervals thereafter such increments as are prescribed in respect of his class or office.

(2) Notwithstanding anything contained in the preceding sub-regulation, where an officer was, immediately prior to the 30th June, 1946, in receipt of an annual salary of £117 or £130, such officer shall be eligible to receive the rate of salary in the Third Schedule to the *Public Service Act 1946*, which is next higher than his rate of remuneration, as determined in accordance with the provisions of section 78 of such Act, from and inclusive of the date on which he would have been entitled to subdivisional promotion in accordance with the provisions of the *Public Service Act 1928*, and, from and inclusive of the date from which he received such next higher rate of salary, he shall be deemed to be classified in the subdivision appropriate thereto, and he shall be eligible to receive at yearly intervals thereafter such increments as are prescribed in respect of his class or office.

(3) Where, after the application of the provisions of section 78 of the *Public Service Act 1946*, an officer did not receive a higher rate of remuneration than that which he was receiving immediately prior to the 30th June, 1946, such officer shall be eligible to proceed to the next higher rate of salary prescribed for his class or office on the date from which he would have been entitled to subdivisional promotion in accordance with the provisions of the *Public Service Act 1928*, or to an increase in salary in accordance with any approved scale of rates of salaries in force before the coming into operation of Part II. of such Act, and, as from and inclusive of such date, he shall be deemed to be classified in the subdivision (if any) appropriate to such next higher rate of salary, and he shall be eligible to receive at yearly intervals thereafter such increments as are prescribed in respect of his class or office.

(4) Where an officer, who, after the application of the provisions of section 78 of the *Public Service Act 1946*, did not receive an increase in his rate of remuneration on the 30th June, 1946, subsequently received an increase, such officer shall, for the purpose of determining the dates on which he shall be eligible to receive future annual increments, be deemed to be classified in the subdivision appropriate to such increased rate of remuneration as from and inclusive of the date from which he received payment thereof.

(5) An officer of the Administrative Division, who, immediately prior to the date of the coming into operation of these Regulations, was classified in the First Class of the Clerical Division, shall—

(a) on the completion of a period of service of twelve months in the sixth subdivision of Class "B," or, on the completion of a period of service of twelve months from and inclusive of the date from which he received in accordance with any approved scale of rates of salaries in force immediately prior to the date of coming into operation of Part II. of the *Public Service Act 1946*, the rate of salary appropriate to the second subdivision of the First Class, be eligible to receive an increment to bring his salary up to the minimum rate prescribed for Class "A," and to receive at intervals of twelve months thereafter increments to bring his salary up to the following rates, viz., £761, £787, and £813; or

(b) if, by reason of the provisions of section 77 of the *Public Service Act 1946*, he is deemed to be classified in Class "A," be eligible to proceed to such higher rates of salary as were provided in respect of the First Class as from and inclusive of the dates on which he would, as an officer of the First Class, have been entitled so to proceed.

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(6) An officer of the Administrative Division or the Professional Division, who was appointed to the Public Service during the period commencing on the 30th June, 1946, and ending immediately before the coming into operation of these Regulations, shall, for the purpose of determining the dates on which he shall become eligible for future annual increments, be deemed to have been classified in the subdivision appropriate to the rate of remuneration to which he was entitled by the application of the provisions of section 78 of the *Public Service Act* 1946, as from and inclusive of the date on which he commenced duty in the Public Service.

(7) Notwithstanding anything contained in this Regulation, but subject to the provisions of the *Public Service Act* 1946, no officer shall, unless, prior to the date of the coming into operation of these Regulations, he was entitled to receive increments in respect of the class or position in which he was then classified, or unless otherwise determined by the Board, be eligible to proceed beyond the rate of salary to which he was entitled on the date of such coming into operation.

EMPLOYEES.

62. The rates of pay of persons employed temporarily in the Public Service shall be those which they were entitled to receive immediately prior to the date of the coming into operation of these Regulations: Provided that—

- (a) where any such person was eligible to proceed to any higher rate in accordance with an approved scale of payments, he shall continue to be so eligible; and
- (b) where any such person was paid in accordance with any determination or award of any industrial authority, or in accordance with the rate ruling in respect of his employment in the district in which he is stationed, he shall continue to be so paid.

OVERTIME ALLOWANCES.

63. (1) As circumstances require, an officer may be directed to remain on duty beyond the normal hours prescribed.

(2) Officers working overtime must record, in the usual manner, the time of ceasing duty. A record must also be kept by the officer in charge showing (a) the date on which the overtime was worked, (b) the name of the officer, (c) the nature of the work, (d) the time taken for tea, (e) the time of departure, and (f) the authority for working the overtime.

(3) No payment for overtime work shall be made unless, prior to the work being undertaken (or, if the work is of an urgent nature, immediately after the commencement thereof), the Permanent Head has recommended, and the Board is satisfied, that payment therefor should be made.

(4) Subject to the preceding sub-regulation, payment for overtime work shall be made for all time worked in excess of the ordinary hours of duty. Any question as to the ordinary hours of duty of any officer shall be determined by the Board.

(5) Except in such special cases as may be approved by the Board, no payment for overtime work shall be made to any officer whose annual standard salary exceeds £644.

(6) The hourly rates of payment for overtime shall be determined in accordance with the following formula:—

$$\frac{\text{Fortnightly salary}}{\text{Fortnightly ordinary hours of duty}} \times \frac{3}{2}$$

(7) The Permanent Head may, on the application of an officer, grant such officer leave of absence in respect of overtime work performed by him: Provided that no such leave of absence shall be granted unless—

- (a) the Permanent Head within fourteen days of the time when the overtime was worked certifies to the Board that the overtime was unavoidable and was not due to the officer's inefficiency or want of diligence, and
- (b) the Board approves of the granting of such leave of absence. No leave of absence shall be granted in respect of any overtime for which payment is made.

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(8) "Standard salary" means salary excluding any cost of living adjustment.

64. (1) Officers who are required to work after office hours may be reimbursed the sum of three shillings for a meal: Provided that no reimbursement shall be allowed unless an officer works after the prescribed time of ceasing duty for at least two hours in addition to the interval taken for such meal.

(2) A reimbursement of three shillings for a meal may be allowed to Warders who are required to remain continuously on duty at the Law Courts later than 6.30 p.m.

HIGHER DUTIES ALLOWANCES.

65. (1) Where an officer is assigned the duties of a position higher than that in which he is classified, and the Board has consented to such duties being so assigned for a period longer than one month, such officer shall be paid an allowance to increase his remuneration to the minimum rate of salary of the higher position, provided that no such allowance shall be paid until the officer has served in that position for a period of one month.

(2) (a) While an officer continues to occupy a higher position, he shall be entitled to such increases in the allowance payable as are equivalent to the annual increments appropriate to such position.

(b) For the purpose of reckoning the date from which an increase in an allowance is payable, time served in the higher position shall be counted only from the date from which payment of the allowance was first made.

(3) In the event of an officer while acting in a higher position being permanently promoted, he shall not suffer any reduction of remuneration, and shall be eligible to receive increments in the same manner as he would have received them had his period of acting service, from the date from which he received the higher duties allowance, been in the position to which he has been promoted. Provided that, if the officer is promoted to a position which is lower in classification than that in which he has been acting, his remuneration on promotion shall be equivalent to the amount which he would have received had the period of acting service, from the date from which he received the higher duties allowance, been in the lower position.

(4) Where the range of salary of the position held by the acting officer and the position temporarily occupied by him overlap, such officer shall be paid an allowance to increase his remuneration to such amount, as determined by the Board, as he would have received had he been permanently promoted to the higher position.

(5) Notwithstanding anything contained in the foregoing provisions, where the amount of higher duties allowance payable in accordance with this Regulation would increase an officer's remuneration to a rate in excess of an annual standard salary of £644, the officer shall be paid such allowance as is determined by the Board.

(6) Where an officer temporarily occupies a higher position, but does not perform the whole of the duties usually performed by the holder of that position, he may be paid such allowance as may be determined by the Board.

(7) Allowances granted under this Regulation shall be regarded as salary for the purpose of calculation of payments for overtime work and for reimbursement of travelling expenses.

(8) "Standard salary" means salary excluding any cost of living adjustment.

PART IV.—TEMPORARY EMPLOYMENT.

66. A person desirous of being recorded for temporary employment shall make an application to the Board in an approved form. Such application must be supported by a statutory declaration.

67. An applicant must forward with his application satisfactory documentary evidence that he is of good moral character and industrious habits, and of sound bodily health.

68. An applicant, when required, must furnish a properly certified extract of his birth entry from an official register of births or other satisfactory evidence of age.

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69. An applicant for employment in any work, requiring the exercise of skill usually acquired in some profession, trade or other occupation, must satisfy the Board that he possesses the skill and experience necessary for the work which he desires, and, if required, must submit himself for a test as to his suitability for the class of work applied for by him.

70. An applicant who, in the opinion of the Board, has complied with the foregoing Regulations and is qualified to perform the work applied for shall be deemed to be a fit and proper person to be recorded for temporary employment, and his full name and address and the date of birth, together with the date of registration and a description of the work which he desires, and such other particulars as the Board may direct, shall be entered in the "Temporary Employment Register."

71. Whenever any person whose name is recorded in the "Temporary Employment Register" is selected for employment, an entry of such selection shall be made in the Register and his name removed therefrom. Any person so selected may, on the termination of his employment, apply for re-registration and, if the report of the Permanent Head as to his previous employment is satisfactory, his name may be again placed on the Register.

72. Whenever any person whose name is recorded in the "Temporary Employment Register" is not available for, or is not willing to accept, employment, his name may be removed from the Register.

73. If any person fails to reply within seven days to any communication from the Board requesting him to state whether he is prepared to accept employment, his name may be removed from the Register.

74. No person shall have his name retained on the "Temporary Employment Register" for a period longer than six months from the date of his registration or re-registration, unless at the expiration of such period he makes application for further registration.

PART V.—TRAVELLING EXPENSES.

75. Permanent Heads and Certifying Officers are responsible for ensuring that travelling, for which reimbursement of expenses may be claimed, was necessary, that it could not have been more economically arranged, and that claims made are correct.

76. No reimbursement shall be allowed unless an officer has incurred an expenditure which he would not have incurred in ordinary circumstances.

77. Reimbursement of personal expenses shall, except where otherwise stated, be in addition to the cost of conveyance.

78. Reimbursement of personal expenses, except as may be granted by the Board, shall not be allowed within an area of 15 miles radius of an officer's head-quarters, as determined by the Permanent Head.

79. When the actual and necessary expense incurred by officers when travelling exceeds the rates of reimbursement allowed by these Regulations such increased reimbursement may be granted as the Board, on the recommendation of the Permanent Head, shall determine.

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

80. Where an officer, who is being reimbursed his expenses whilst absent from his station, is required to visit an out-station, he may be allowed such additional reimbursement as may be specially approved by the Board.

81. Where any fare paid for by the Department includes maintenance, such smaller reimbursement shall be allowed as the Permanent Head deems reasonable, provided that such reimbursement shall not exceed one-quarter of the rate to which the officer would otherwise be entitled.

82. (1) The rates of reimbursement set forth in these Regulations, excepting as otherwise indicated, are fixed to cover the expense of three meals a day and lodging when an officer is necessarily absent from his head-quarters over night. The reimbursement in respect of each meal and of bed shall be one-fourth of the daily rate.

REGULATIONS UNDER PUBLIC SERVICE ACT, 1946.

(2) Reimbursement in respect of breakfast, lunch, or tea shall not be allowed unless an officer commences travelling earlier than or is absent later than the time or times respectively prescribed hereunder, viz. :—

	<i>Time of Leaving.</i>	<i>Time of Returning.</i>
Breakfast	7 a.m.	8.30 a.m.
Lunch	12 noon	2 p.m.
Tea	6 p.m.	7 p.m.

Provided that the Permanent Head may, in any special case, authorize reimbursement beyond the hours prescribed, where the circumstances warrant.

83. (1) No reimbursement of personal expenses, except as may be granted by the Board on the recommendation of the Permanent Head, shall be allowed to an officer for being absent from his head-quarters when he leaves and returns the same day:

Provided that—

- (a) any officer who is required to leave before 7 a.m. may be reimbursed an amount of 3s. for breakfast, and any officer who is unable to return until after 7 p.m. may be reimbursed an amount of 3s. for tea, and
- (b) any officer, who is required to leave his head-quarters before 7 a.m. and is unable to return thereto until after 7 p.m., may also be reimbursed an amount of 3s. for luncheon.

(2) The Permanent Head shall, during the first week of each month, furnish the Board with a statement showing, in respect of the preceding month, the names of officers who have been reimbursed for luncheon under proviso (b) of the preceding sub-regulation, the head-quarters of such officers, the places visited by them and the dates of such visits, and the times of leaving and returning to their head-quarters.

DIVISION I.—REIMBURSEMENT OF PERSONAL EXPENSES.

84. The following shall be the scale of reimbursement for personal expenses while visiting—

(a) Capital cities other than Melbourne—

Full Rate (less than one week).	One week, but not more than three weeks.	More than three, but not more than eight weeks.
a day s. d. 30 0	a day s. d. 26 0	a day s. d. 20 0

Provided that, where the visit of an officer extends to more than eight weeks, the rate of reimbursement thereafter shall be 12s. a day.

(b) All other places—

	Full Rate (less than one week).	One week, but not more than three weeks at the same place.	More than three weeks at the same place.
	a day s. d.	a day s. d.	a day s. d.
(i) Officers whose salaries are more than £900 a year	20 0	17 6	13 6
(ii) Officers whose salaries are more than £481 a year and not more than £900 a year	17 0	14 6	11 0
(iii) Officers whose salaries are not more than £481 a year	14 6	12 0	10 0

Where the duties of an officer are of such a nature that he cannot ascertain beforehand that he will be detained one week or more at the same place, the Permanent Head may allow reimbursement at the full rate.

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DIVISION II.—REIMBURSEMENT OF CERTAIN OFFICERS FOR EXPENSES.

85. (1) Officers shall be reimbursed expenses in accordance with the following sub-regulations:—

Department of Chief Secretary.

(2) Fisheries and Game Branch.—Officers on outdoor duty within the metropolitan area—

(a) When engaged from 7 p.m. until midnight—One-quarter of daily rate of reimbursement for personal expenses as per scale.

(b) When engaged from 7 p.m. until 6 a.m.—One-half of daily rate of reimbursement for personal expenses as per scale.

(3) Penal and Gaols Branch.—Officers while on relieving duty at French Island—

Personal expenses 2s. 6d. a day.

Department of Public Instruction.

(4) Attendance Officers—

In Melbourne and suburbs, each	..	25s. a month
In Ballarat	..	17s. 6d. a month.
In Bendigo	..	17s. 6d. a month.
In Geelong	..	17s. 6d. a month.

Department of Lands and Survey.

(5) Inspectors—

Inner metropolitan districts	..	£157 a year each.
Other than inner metropolitan districts	..	£162 a year each.

Department of Agriculture.

(6) Inspectors of Stock—Senior Inspector, Melbourne (1), Inspector, Melbourne (1), Echuca, Serviceton—£20 a year each, to cover reimbursement of cost of all locomotion within a radius of 10 miles from assigned head-quarters.

(7) Orchard Supervisor, Melbourne, £20 a year—to cover reimbursement of cost of all locomotion within a radius of 10 miles from assigned head-quarters.

(8) Fruit Inspectors and Potato Inspectors, when engaged on early-morning work at markets—£20 a year each for use of own bicycle.

(9) Officers when required to attend early-morning markets on inspection duties—3s. a day each for breakfast.

(10) Senior Farm Produce Inspector, and Farm Produce Inspector (1)—£20 a year each for use of own bicycle.

Department of State Forests and Department of Water Supply.

(11) Where an officer in a district is required to provide a horse or horses for transportation in the course of his duties, reimbursement may be allowed by the Board, on the recommendation of the Permanent Head, as follows:—

DISTRICT ALLOWANCE.

(a) Where one horse is used—not exceeding £50 a year.

(b) Where two horses are used—not exceeding £69 a year.

Provided that where an officer in a district is required to use also a motor car, motor cycle, or bicycle, he may be allowed such additional reimbursement as the Board, on the recommendation of the Permanent Head, may determine.

(12) Officers engaged on work necessitating their living in a camp—

(a) proceeding to or shifting camp or returning officially to head-quarters—Full rate.

(b) while in camp—

(i) where messing gear is provided and cooking done at Department's expense—

Married men—4s. 3d. a day.

Single men—2s. 3d. a day.

(ii) where men are required to batch—

Married men—5s. 9d. a day.

Single men—3s. 6d. a day.

Provided that, in any case where special circumstances exist, the Board may, on the recommendation of the Permanent Head, authorize reimbursement in respect of camping expenses at a higher rate.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946:

(13) Officers engaged in the field on survey work or on engineering investigations may, on the approval of the Permanent Head, be reimbursed an amount of 30s. a week for board and lodging.

Provided that, where an officer is engaged in the same locality for a period exceeding six months, reimbursement shall not be made in respect of such excess period until approved by the Board.

86. Where an officer, who is being reimbursed a commuted amount for expenses, is absent from duty on leave, he shall in respect of any period of absence beyond two weeks be reimbursed such portion only of the commuted amount as the Permanent Head may direct. Provided that—

(a) where such officer is absent on sick leave, he shall—

(i) if, immediately prior to such absence, he was being reimbursed a commuted amount for the provision of a horse or horses for transportation in the course of his duties, continue to be reimbursed such commuted amount in respect of any continuous period of absence up to two months, and, thereafter, be reimbursed such portion (if any) of such commuted amount as may be approved by the Board; and

(ii) if he was being reimbursed a commuted amount for the use of his own motor vehicle on official business, be reimbursed in respect of any continuous period of absence up to two months one-half of such commuted amount after the first two weeks of absence, and, after the expiration of such period of two months, such portion (if any) of such commuted amount as may be approved by the Board; and

(b) the full reimbursement of the commuted amount shall be allowed to any officer in respect of any period of recreation leave.

87. "Reimbursement," except where otherwise stated, includes both cost of travelling and personal expenses.

DIVISION III.—REIMBURSEMENT FOR USE OF MOTOR CAR, MOTOR CYCLE, OR BICYCLE.

88. (1) Officers who use their own motor cars, motor cycles, or bicycles, and who are not being reimbursed a commuted amount in which the cost of locomotion is included, may, with the approval of the Permanent Head, be reimbursed at the rates set out hereunder:—

	For the first 5,000 miles in a financial year.	Mileage over 5,000 miles in a financial year.
	a mile.	a mile.
Motor Cars—	d.	d.
Over 9-h.p.	6½	6
9-h.p. and under	5½	5
Motor Cycles, with side cars	3	2½
Motor Cycles	2½	2
Bicycles	1d. a mile irrespective of mileage	

NOTE.—h.p. means horse-power, as registered in accordance with the provisions of the Motor Car Act 1928.

Provided that, where the Board is satisfied that a rate as above-mentioned should be increased, such increased rate of reimbursement may be allowed as the Board shall determine.

(2) An officer authorized to claim reimbursement in respect of the use of his own motor vehicle on official business will not be permitted to hire motor cars, except in cases where it is proved to the satisfaction of the Permanent Head that the hiring was justified by the circumstances.

DIVISION IV.—GENERAL.

89. Officers shall travel by railway whenever practicable, except insofar as hereinafter provided in the cases of transfers and exchanges.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

90. Officers of the Administrative and Professional Divisions, and officers of the Technical and General Division with salaries in excess of £260 a year, may travel first class. Provided that Permanent Heads may in special cases allow any officer to travel first class.

91. 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.

92. Reimbursement of travelling expenses of officers, their wives and children, and of reasonable cost of removing furniture, shall be allowed when officers are promoted from one station to another or are transferred other than by way of punishment.

93. (1) When in response to an advertisement an officer applies for transfer, and is transferred, he shall not be entitled to any reimbursement of travelling expenses. Provided that, if the Permanent Head considers that the circumstances are such as to warrant reimbursement, he may allow payment of the whole or part of such expenses as in the preceding Regulation.

(2) Furniture shall, when practicable, be removed by railway.

94. (1) Officers possessing motor cars may use them for transport, in which case they shall be reimbursed at the rate of 2d. a mile in respect of the distance travelled by them on removal from one station to another.

(2) Officers shall travel by the shortest practicable route.

95. (1) Where a married officer is required to live away from his home, the Board may authorize the payment of an allowance not exceeding 20s. a week.

(2) Where the standard salary of an unmarried officer does not exceed £364 a year and he is transferred or promoted to a position outside the cities of Melbourne, Ballarat, Bendigo, and Geelong, and is thereby required to live away from his home and to pay board and lodging in excess of 35s. a week, the Board may authorize payment of an allowance as follows:—

(a) where the board and lodging exceeds 35s. a week, but does not exceed 40s. a week, an amount equal to the excess over 35s. a week;

(b) where the board and lodging exceeds 40s. a week, an amount of 5s. a week plus an amount equal to one-half of the excess over 40s. a week, provided that, in no case, shall the weekly allowance exceed 10s.

(3) Where, in the opinion of the Permanent Head, special circumstances exist for which provision is not made in the foregoing, the Board may authorize the payment of such allowance as is considered reasonable.

**PART VI.—APPLICATIONS BY APPROVED ASSOCIATIONS
AND OFFICERS.**

96. (1) An association of officers or employees, if approved by the Board under the provisions of the next sub-regulation, may make representations to the Board in relation to salaries and wages and terms or conditions of service or employment in the Public Service.

(2) Where the Board approves of an association by which representations may be made, notification of such approval shall be published in the *Government Gazette*.

97. Where a claim is submitted by an approved association in respect of the salaries and wages and terms or conditions of service or employment in the Public Service, such claim shall be submitted to the Board in quadruplicate, and a copy thereof shall also be furnished by such approved association to the Permanent Head of the officers concerned in such claim.

98. The Board shall notify the Permanent Head and the Secretary of the approved association of the date set down for hearing the claim. Any notification shall be in writing and despatched by the Board not less than fourteen days before the date set down for hearing.

99. The Permanent Head and the authorized representative of the approved association may tender such evidence and make such representations, in relation to the claim as, in the opinion of the Board, are relevant.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

100. An officer may submit to the Board an application in respect of any matter which it is the function of the Board to determine.

101. Where an officer applies for appointment or promotion to an advertised vacancy, or appeals against his non-recommendation for appointment or promotion thereto, such application shall be submitted direct to the Board. An application or communication in respect of any other matter shall be submitted through the Permanent Head who shall forward same to the Board with appropriate comments.

PART VII.—MISCELLANEOUS.

102. *Boards of Inquiry.*—(1) Where the Board appoints a Board of Inquiry under the provisions of Section 55 of the *Public Service Act* 1946, such Board of Inquiry shall consist of three officers in the Public Service, one of whom shall be or have been a Police Magistrate, or barrister and solicitor, and such officer shall be Chairman.

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

(3) The report of every Board of Inquiry and the transcript of the notes of evidence taken at the investigation shall be forwarded by the Chairman to the Board.

103. *Yearly Report on Officers.*—The Permanent Head shall, during the month of January in each year, furnish to the Board a report in the form prescribed, as to the class or description of the duties performed by each officer (other than an officer in Class "A1"), and the manner in which such officer has during the preceding year carried out his duties, and generally as to his conduct, diligence, and efficiency.

104. *Conduct of Officers.*—The Permanent Head shall report to the Board, within twenty-one days after the end of the months of March, June, September, and December of every year, the names of any officers under his control whose attendance or conduct during the preceding quarter has been unsatisfactory.

105. *Fines.*—The Permanent Head shall, forthwith, report to the Board and to the Auditor-General all fines imposed under the *Public Service Act* 1946.

106. *Departments Overmanned.*—When the Permanent Head is of the opinion 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 Board. Officers in charge must report to the Permanent Head any reduction in staff that may be made on account of diminution in the amount of work or re-arrangement of duties.

107. *Officers to be Acquainted with these Regulations.*—All officers are required to acquaint themselves with these Regulations. Officers in charge of the various Branches of each Department are directed to make available for the use of the officers under their control a copy of these Regulations.

108. *Employees.*—The provisions of these Regulations shall apply to employees so far as such provisions are applicable.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE.

PROFESSIONAL DIVISION.

Offices and Rates of Salaries.

Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
DEPARTMENT OF PREMIER.			
CLASS "A".			
Executive Officer, Soil Conservation Board ..	761	820	1 of £39, and 1 of £20
DEPARTMENT OF CHIEF SECRETARY.			
CLASSES "A" AND "A1".			
Government Statist	1,020	1,220	4 of £50
Director, National Gallery	950	1,100	3 of £50
CLASS "A".			
Inspector-General of Penal Establishments and Inspector of Reformatory Schools	970	1,020	1 of £50
Chief Librarian, Public Library	820	970	3 of £50
CLASSES "B" AND "A".			
Chief Inspector of Explosives	722	870	1 of £39, 1 of £59, and 1 of £50
CLASS "B".			
Superintendent of Weights and Measures	644	722	..
Assistant Librarian, Public Library	592	722	..
Chief Clerk, Accident Insurance Office	592	722	..
Deputy Inspector-General of Penal Establish- ments	592	722	..
Director, National Museum	592	722	..
Medical Superintendent (Female), Children's Welfare Depot, Royal Park	592	722*	..
Governor, Pentridge	644	670†	..
Assistant Actuary, Friendly Societies	592	670	..
Director, Museum of Applied Science	592	644	..
Chief Shorthand Writer	592	644	..
CLASSES "C" AND "B".			
Deputy Governor, Pentridge	553	618	..
CLASS "C".			
Deputy Superintendent of Weights and Measures	501	579	..
Palaeontologist, National Museum	501	579	..
Senior Assistant, Public Library	449	579	..
Inspector, Accident Insurance Office	449	579	..
Chemist and Inspector, Explosives	449	579	..
Curator of the Art Museum and Keeper of the Prints, National Gallery	449	579	..
Ornithologist, National Museum	449	579	..
Mammalogist, National Museum	449	579	..
Entomologist, National Museum	449	579	..
Senior Assistant, Museum of Applied Science	449	527	..
Biologist, Fisheries and Game	449	501	..
CLASSES "D" AND "C".			
Shorthand Writer	436	501	..
CLASS "D".			
Supervising Inspector, Explosives	436	..
Mineralogist (Female), National Museum	364	436	..
Assistant, Chief Secretary's Office	364	436	..
Assistant, Public Library	364	436	..
Chemist and Inspector, Explosives	364	436	..
Chemist, Explosives	364	436	..

* Less deduction of £60 a year for board and lodging.

† Less deduction of £39 a year for quarters and light.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
DEPARTMENT OF CHIEF SECRETARY—continued.			
CLASS "D"—continued.			
Assistant, Museum of Applied Science ..	364	436	..
Claims Clerk, State Motor Car Insurance Office ..	364	436	..
Inspector, Accident Insurance Office ..	364	436	..
Inspector, State Motor Car Insurance Office ..	364	436	..
Conchologist (Female), National Museum ..	364	436	..
Articulator, National Museum ..	364	436	..
Taxidermist, National Museum ..	364	436	..
Assistant (Female), Public Library ..	286	364	..
CLASSES "E" AND "D".			
Assistant, Public Library ..	143	436	..
Assistant, National Museum ..	143	436	..
Assistant, Museum of Applied Science ..	143	436	..
Assistant (Female), Public Library ..	143	364	..
Assistant (Female), National Museum ..	143	364	..
DEPARTMENT OF TREASURER.			
CLASS "A".			
Government Printer ..	820	920	2 of £50
CLASS "B".			
Estates Officer, Housing Commission ..	592	722	..
CLASSES "C" AND "B".			
Senior Valuer, Taxation (Land Tax) Branch ..	553	644	..
CLASS "C".			
Valuer, Taxation (Land Tax) Branch ..	449	579	..
Professional Assistant, Office of the Public Trustee ..	449	579	..
Assistant Estates Officer, Housing Commission ..	449	579	..
Surveyor, Housing Commission ..	449	527	..
Investigating Officer, Housing Commission ..	449	501	..
Professional Assistant, Office of the Public Trustee ..	449	501	..
CLASS "D".			
Draughtsman, Taxation (Land Tax) Branch ..	364	436	..
Draughtsman, Housing Commission ..	364	436	..
DEPARTMENT OF LAW.			
CLASS "A1".			
Parliamentary Draftsman	1,270	..
Crown Solicitor ..	1,070	1,220	3 of £50
Senior Metropolitan Police Magistrate and Chairman of the Bench of Metropolitan and Suburban Magistrates ..	1,050	1,100	1 of £50
CLASS "A".			
Metropolitan Police Magistrate	1,000	..
Police Magistrate, Grade I. (Suburban, Bendigo, Ballarat, Geelong, and Relieving) ..	800	950	3 of £50
Police Magistrate, Grade II. (Country, Children's Court, and City Coroner) ..	761	900	1 of £39, and 2 of £50
Draftsman, Crown Law Offices ..	772	920	1 of £48, and 2 of £50
Registrar-General and Registrar of Titles	870	..
Chief Examiner of Titles	870	..
Surveyor and Chief Draughtsman and Titles Office Survey Officer ..	761	820	1 of £59
Examiner of Titles ..	748	820	2 of £36
Assistant Crown Solicitor ..	748	820	2 of £36
Public Solicitor	761	..

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
DEPARTMENT OF LAW—continued.			
CLASS "B".			
Assistant Chief Draughtsman, Titles Office ..	670	722	
Registrar of Probates and Administrations ..	670	722	
Prothonotary ..	592	722	
Superintending Draughtsman, Titles Office ..	592	670	
Legal Assistant, Crown Solicitor's Office ..	592	670	
Officer-in-Charge, Criminal Business, Crown Solicitor's Office ..		644	
Professional Assistant, Parliamentary Draughtsman's Office ..	592	644	
CLASSES "C" AND "B".			
Officer-in-Charge, Conveyancing other than Railways, Crown Solicitor's Office ..	527	644	
Professional Assistant, Crown Solicitor's Office ..	527	644	
CLASS "C".			
Legal Assistant, Crown Solicitor's Office ..	527	579	
Senior Draughtsman, Titles Office ..	501	579	
Senior Court Reporter ..	475	579	
Officer-in-Charge, Common Law, Crown Solicitor's Office ..	449	579	
Surveyor, Titles Office ..	449	501	
Draughtsman, Titles Office ..	449	501	
Professional Assistant, Crown Solicitor's Office ..	449	501	
CLASSES "D" AND "C".			
Reporter and Shorthand Writer (Male) ..	436	501	
CLASS "D".			
Draughtsman, Titles Office ..	364	436	
Professional Assistant, Crown Solicitor's Office ..	364	436	
Professional Assistant, Crown Law Offices ..	364	436	
Probation Officer (Male), Children's Courts ..	364	436	
Court Reporter (Female) ..	364	416	
Draughtswoman, Titles Office ..	286	390	
CLASSES "E" AND "D".			
Probation Officer (Female), Children's Courts ..	234	364	
Professional Assistant, Crown Law Offices ..	182	436	
Draughtsman, Titles Office ..	143	436	
CLASS "E".			
Professional Assistant, (Female), Crown Law Offices ..		260	
DEPARTMENT OF LANDS AND SURVEY.			
CLASS "A".			
Surveyor-General ..	820	870	1 of £50
Chief Photogrammetrist and Survey Research Officer ..		820	
Deputy Surveyor-General ..	761	820	1 of £59
Director, Melbourne Botanic Gardens, and Government Botanist ..	761	787*	1 of £26
CLASSES "B" AND "A".			
Superintendent of Vermin and Noxious Weeds Destruction ..	670	761	2 of £26, and 1 of £39
CLASS "B".			
Chief Draughtsman ..	670	722	
Superintending Surveyor ..	592	722	
District Surveyor ..	592	722	
Chief Inspector of Land Settlement ..	592	670	

* With quarters.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
DEPARTMENT OF LANDS AND SURVEY—continued.			
CLASSES "C" AND "B".			
Surveyor, Land and Buildings	579	670	..
Superintending Draughtsman	579	618	..
Officer-in-Charge, Central Plan, Office	579	618	..
Senior Botanical Officer	553	618	..
CLASS "C".			
Senior Draughtsman	501	579	..
Senior Draughtsman (Lithographic)	501	579	..
Assistant Chief Inspector of Land Settlement	501	579	..
Staff Surveyor	449	579	..
Draughtsman	449	501	..
CLASSES "D" AND "C".			
Botanist	436	501	..
CLASS "D".			
Surveyor	390	436	..
Draughtsman	364	436	..
Draughtsman (Lithographic)	364	436	..
CLASSES "E" AND "D".			
Assistant, Herbarium	260	436	..
Draughtsman	143	436	..
DEPARTMENT OF PUBLIC WORKS.			
CLASS "A".			
Chief Engineer and Engineer, Ports and Harbours	820	1,020	4 of £50
Chief Architect	820	1,020	4 of £50
Assistant Chief Architect (Maintenance)	800	850	1 of £50
Assistant Chief Architect (Design)	800	850	1 of £50
CLASS "B".			
Senior Architect	670	722	..
Mechanical Engineer	670	722	..
Architect (Furniture and Fittings)	670	722	..
District Architect	670	722	..
Quantity Surveyor	670	722	..
Marine Surveyor	592	722	..
Engineer	592	722	..
Engineer (Designing)	592	722	..
Structural Engineer	592	722	..
Superintendent of Floating Plant	592	722	..
Architect	592	644	..
CLASSES "C" AND "B".			
Engineer	553	618	..
CLASS "C".			
Assistant Engineer	449	579	..
Assistant Engineer (Electrical)	449	579	..
Assistant Engineer (Mechanical)	449	579	..
Assistant Architect	449	579	..
Technical Stores Officer	449	579	..
Draughtsman (Sewerage)	449	553	..
Engineering Surveyor	449	527	..
Senior Draughtsman	449	527	..
Pilot and Harbour Master, Portland	475	501	..
Draughtsman	449	501	..
Senior Inspector of Works	449	501	..
Senior Assistant (Mechanical)	449	501	..

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
DEPARTMENT OF PUBLIC WORKS—continued.			
CLASS "D".			
Draughtsman	364	436	..
Inspector of Works	364	436	..
Pilot and Harbour Master	364	436	..
Assistant Engineer	364	436	..
Engineering Assistant	364	436	..
Assistant to the Marine Surveyor	364	436	..
Inspector of Works (Engineering)	364	436	..
Inspector of Works (Mechanical)	364	436	..
Senior Draughtswoman	364	436	..
Draughtswoman	312	416	..
CLASSES "E" AND "D".			
Draughtsman	234	436	..
Draughtsman (Mechanical)	234	436	..
Draughtsman	143	436	..
Draughtswoman	208	364	..
Draughtswoman	143	364	..
DEPARTMENT OF MINES.			
CLASS "A".			
Chief Government Geologist	800	900	2 of £50
CLASS "B".			
Assistant Government Geologist	592	722	..
CLASSES "C" AND "B".			
Superintending Draughtsman	579	618	..
CLASS "C".			
Chemist and Assayer	501	579	..
Senior Draughtsman (Lithographic)	501	579	..
Engineer in Charge, Boring	449	579	..
Chief Mining Inspector	553	..
Chief Inspector of Boilers	553	..
Senior Field Geologist	475	553	..
Draughtsman	449	553	..
Senior Inspector of Boilers	527	..
Chemist	449	501	..
CLASSES "D" AND "C".			
Inspector of Mines and Machinery	416	501	..
Field Geologist	390	501	..
Inspector of Boilers	390	501	..
CLASS "D".			
Chemist	364	436	..
Draughtsman	364	436	..
Draughtsman (Lithographic)	364	436	..
CLASSES "E" AND "D".			
Assistant Field Geologist	234	436	..
DEPARTMENT OF HEALTH.			
CLASSES "A" AND "A1".			
Government Medical Officer	900	1,200	6 of £50
CLASSES "B" AND "A".			
Assistant Government Medical Officer	722	800	2 of £39

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
DEPARTMENT OF HEALTH—continued.			
<i>General Health Branch.</i>			
CLASS "A1".			
Chief Health Officer	1,250	..
CLASS "A".			
Clinical Tuberculosis Officer	900	1,000	2 of £50
Senior Health Officer	950	..
Medical Superintendent, Gresswell Sanatorium	800	950	3 of £50
Medical Superintendent, Heatherton Sanatorium	800	950†	3 of £50
Health Officer (Venereal Diseases)	800	950	3 of £50
District Health Officer	761	925	1 of £39, 2 of £50, and 1 of £25.
Assistant Clinical Tuberculosis Officer	800	900	2 of £50
Sanitary Engineer	761	870	1 of £52, and 1 of £57
CLASSES "B" AND "A".			
Medical Superintendent (Female), Greenvale Sanatorium	644	761*	3 of £26, and 1 of £39
CLASSES "C" AND "B".			
Medico-Legal Chemist	501	644	..
CLASS "C".			
Analyst	449	579	..
Assistant Sanitary Engineer	449	579	..
Engineering Inspector	449	579	..
Senior Building Surveyor	449	579	..
Building Surveyor	449	579	..
Analyst and Assistant Medico-Legal Chemist	449	501	..
Senior Buildings Inspector	449	501	..
CLASS "D".			
Building Surveyor	416	436	..
Buildings Inspector	364	436	..
Analyst	364	436	..
<i>Maternal and Child Hygiene Branch.</i>			
CLASSES "A" AND "A1".			
Chief School Medical Inspector (Male)	900	1,150	5 of £50
CLASS "A".			
Psychiatrist	800	900	2 of £50
CLASSES "B" AND "A".			
Chief School Medical Inspector (Female)	722	900	2 of £39, and 2 of £50
Assistant Psychiatrist	696	787	1 of £26, 1 of £39, and 1 of £26
Principal School Dental Officer	696	787	1 of £26, 1 of £39, and 1 of £26
CLASS "B".			
School Medical Officer (Male)	618	722	..
School Medical Officer (Female), Grade I.	592	696	..
Medical Officer (Female)	592	696	..
School Dental Officer	592	696	..
Psychologist	592	644	..

* With board and quarters.

† Subject to a charge of 10 per cent. of total emolument payable by way of salary for quarters, fuel, light and water.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
DEPARTMENT OF HEALTH—continued.			
<i>Maternal and Child Hygiene Branch—continued.</i>			
CLASS "C".			
School Dental Officer (Female)	501	579	..
School Medical Officer (Female), Grade II. ..	501	579	..
Chief Pre-School Educational Supervisor (Female)	449	553	..
<i>Mental Hygiene Branch.</i>			
CLASS "A".			
Medical Superintendent	850	1,000*	3 of £50
Medical Superintendent (Beechworth)	800	950*	3 of £50
Pathologist	800	950*	3 of £50
Psychiatrist	800	900	2 of £50
CLASSES "B" AND "A".			
Senior Medical Officer (Male)	696	787†	1 of £26, 1 of £30, and 1 of £26
CLASS "B".			
Medical Officer (Male)	592	696‡	..
Dentist	592	696	..
Psychologist	592	644	..
CLASSES "C" AND "B".			
Senior Medical Officer (Female)	553	644†	..
Medical Officer (Female), Janefield	553	618‡	..
CLASS "C".			
Medical Officer (Female)	501	579§	..
CLASSES "D" AND "C".			
Pharmaceutical Chemist	390	449	..
CLASS "D".			
Engineer-in-Chief	416	436	..
Dietitian (Female)	312	390	..
DEPARTMENT OF AGRICULTURE.			
CLASS "A".			
Agricultural Research Chemist	813	1,020	1 of £57, and 3 of £50
Agricultural Superintendent	813	920	1 of £57, and 1 of £50
Superintendent of Horticulture	813	920	1 of £57, and 1 of £50
Superintendent of Dairying	813	920	1 of £57, and 1 of £50
Superintendent of Live Stock, Chief Veterinary Inspector and Chief Inspector of Stock ..	813	920	1 of £57, and 1 of £50
Superintendent of Agricultural Education ..	813	920	1 of £57, and 1 of £50
Chief Inspector of Agriculture	813	920	1 of £57, and 1 of £50
Manager, Maffra Beet Sugar Factory	820	..
Principal, Dookie Agricultural College	761	820¶	1 of £30, and 1 of £20
Principal, Longerenong Agricultural College	761¶	..

* Subject to a charge of £100 a year for rent, fuel, light, water, vegetables, milk, and laundry.

† Subject to a charge of £72 a year for rent, fuel, light, water, vegetables, milk, and laundry.

‡ Subject to a charge of £60 a year for rent, fuel, light, water, vegetables, milk, and laundry.

§ Subject to a charge of £60 a year for rent, fuel, light, water, vegetables, milk, and laundry, and an additional charge of £14 a year for rations.

|| Subject to a charge of £50 a year for quarters and allowances.

¶ Subject to a charge of £125 a year for rent, fuel, light, power, and water.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF AGRICULTURE—continued.			
CLASSES "B" AND "A".			
Principal, School of Dairy Technology and Chief Dairy Research Officer	722	813	1 of £39, and 2 of £26
Chief Engineer and Works Manager, Cool Stores	722	761	1 of £39
Senior Veterinary Officer	670	761	2 of £26, and 1 of £39
Senior Inspector of Agriculture	618	761	4 of £26, and 1 of £39
Chief Inspector of Horticulture	618	761	4 of £26, and 1 of £39
Agricultural Economics Officer	618	761	4 of £26, and 1 of £39
Biologist	618	761	4 of £26, and 1 of £39
Assistant Research Chemist	618	761	4 of £26, and 1 of £39
CLASS "B".			
Senior Veterinary Milk Supply Officer	670	722	..
Assistant Chief Inspector of Agriculture	592	722	..
Chemist	592	722	..
Senior Plant Investigation Officer	592	722	..
Live Stock Science Officer	592	722	..
Senior Agrostologist	592	722	..
Senior Plant Pathologist	592	696	..
Agrostologist	592	670	..
Chief Metropolitan Dairy Supervisor	592	644	..
Vice-Principal, Dookie Agricultural College	592	644*	..
Vice-Principal, Longerenong Agricultural College	592	618*	..
Field Superintendent, Dookie Agricultural College	592	618*	..
CLASSES "C" AND "B".			
Senior Entomologist	553	696	..
Veterinary Officer	501	670	..
Sheep and Wool Expert	553	644	..
Senior Agronomist	553	644	..
Senior Cereal Geneticist	553	644	..
Senior Irrigation Officer	553	644	..
Senior Horticultural Research Officer	553	644	..
Pig Expert.. .. .	475	644	..
Cool Storage Research Officer	527	618	..
CLASS "C".			
Principal, School of Primary Agriculture	527	579	..
Viticulturist	449	579	..
Senior Dairy Inspector	449	579	..
Plant Pathologist	449	579	..
Senior Horticultural Instructor	449	579	..
Entomologist	449	579	..
Soil Chemist	449	579	..
District Irrigation Officer	449	579	..
Cereal Chemist	449	579	..
Agrostological Research Officer	449	579	..
District Agricultural Officer	449	579	..
Manager, Mallee Research Station	449	579	..
Manager, Rutherglen Experiment Farm	449	579†	..
English and Mathematics Master, Dookie Agri- cultural College	449	579*	..
English, Mathematics, and House Master, Lon- gerenong Agricultural College	449	579*	..
Science Master, Agricultural College	449	579*	..
Assistant Plant Pathologist	449	579	..
Dairy Technologist	449	579	..
Potato Export	449	527	..
Farm Manager, Dookie Agricultural College	449	527‡	..
Farm Supervisor, Longerenong Agricultural College	449	527*	..
Poultry Expert	449	527	..
Senior Orchard Inspector	449	527	..
Tomato Culturist	449	527	..
Citriculturist	449	501	..
Motion Picture Engineer	449	501	..
Registrar, Dookie Agricultural College	449	501*	..
Assistant Works Manager, Cool Stores	449	501	..
Senior Fruit Inspector	449	501	..
Veterinary Stock Inspector	449	..

* Subject to a charge of 10 per cent. of total emolument payable by way of salary for rent, fuel, light, power, and water.

† Less deduction of £52 a year for quarters and £138 a year for rations.

‡ Subject to a charge of £75 a year for rent, fuel, light, power, and water.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF AGRICULTURE—continued.			
	£	£	
CLASSES "D" AND "C".			
Assistant Cereal Geneticist	436	553	..
Assistant Entomologist	436	553	..
Horticultural Instructor	436	553	..
Agricultural Research Officer	436	553	..
Agricultural Science Instructor	436	553	..
Assistant Plant Pathologist	436	553	..
Field Agrostologist	436	553	..
Horticultural Research Officer	436	553	..
Irrigation Research Officer	436	553	..
Manager, Tatura Research Station	436	553	..
Special Horticultural Instructor	436	553	..
Tobacco Research Officer	436	553	..
Animal Husbandry Officer	436	540	..
Cheese Expert	436	501	..
Assistant Inspector of Agriculture	436	501	..
Publications Officer	436	501	..
Senior Inspector of Farm Produce	436	501	..
Seeds Analyst (Female)	416	501	..
Senior Analyst	416	501	..
District Tobacco Instructor	416	501	..
Building Instructor, Dookie Agricultural College	416	475*	..
Dairy Instructor, Dookie Agricultural College	416	475*	..
Demonstrator in Agriculture, Dookie Agricultural College	416	475*	..
Farm Manager, Dookie Agricultural College	416	475*	..
Dairy and Piggery Instructor, Longerenong Agricultural College	416	475*	..
Stock Manager, Dookie Agricultural College	416	475*	..
Fruit Packing Instructor	416	475	..
CLASS "D".			
Analyst	364	436	..
Assistant Chemist	364	436	..
Orchard Supervisor	364	436	..
Biochemist	364	436	..
Demonstrator in Agriculture, Longerenong Agricultural College	364	436*	..
Poultry Instructor, Dookie Agricultural College	364	436*	..
Soils Assistant	364	436	..
Assistant Poultry Expert	364	436	..
Registrar, Longerenong Agricultural College	364	436*	..
Assistant Seeds Analyst (Female)	286	364	..
Fruit Preserving Expert (Female)	286	364	..
CLASSES "E" AND "D".			
Junior Analyst	208	436	..
Assistant Fruit Preserving Expert (Female)	208	286	..
DEPARTMENT OF LABOUR.			
CLASS "B".			
Architect	592	644	..
CLASS "C".			
Assistant Architect	449	579	..
DEPARTMENT OF STATE FORESTS.			
CLASSES "B" AND "A".			
Chief Inspector of Forests	722	820	2 of £39, and 1 of £20
Chief Technical Officer	722	820	2 of £39, and 1 of £20
Silvicultural Officer	670	761	2 of £26, and 1 of £39
Fire Protection Officer	670	761	2 of £26, and 1 of £39
Forest Engineer	670	761	2 of £26, and 1 of £39
CLASS "B".			
Chief Superintendent of Plantations and Nurseries	618	722	..
Inspector of Forests	592	722	..
Sales and Marketing Officer	592	722	..
Staff Surveyor	592	722	..
Principal, School of Forestry	592	696	..
Chief Draughtsman	592	644	..

* Subject to a charge of 10 per cent. of total emolument payable by way of salary for rent, fuel, light, power, and water.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
DEPARTMENT OF STATE FORESTS—continued.			
CLASSES "C" AND "B".			
Architect	527	644	..
Manager, Seasoning Works	527	644	..
Divisional Working Plans Officer	527	644	..
Working Plans Officer (Plantations)	527	644	..
CLASS "C".			
Chief Forester	475	579	..
Lecturer, School of Forestry	475	579	..
Superintendent of Plantations	475	579	..
Staff Surveyor	449	579	..
Forest Entomologist and Research Officer	449	579	..
Forest Economist	449	579	..
Divisional Working Plans Officer	449	579	..
Forest Engineer	449	579	..
Assistant Sales and Marketing Officer	449	579	..
Forest Assessor	449	579	..
Senior Draughtsman	449	579	..
Draughtsman	449	501	..
CLASSES "D" AND "C".			
Assistant Silvicultural Officer	436	475	..
Forest Assessor	436	475	..
Forester, Grade I.	436	475	..
CLASS "D".			
Forest Entomologist and Research Officer	364	436	..
Surveyor	364	436	..
Draughtsman	364	436	..
Assistant Working Plans Officer	364	436	..
Communications Officer	364	436	..
Engineering Surveyor	364	436	..
Lithographer	364	436	..
Forester, Grade II.	364	436	..
CLASSES "E" AND "D".			
Assistant Forester	234	436	..
Draughtsman	143	436	..
DEPARTMENT OF WATER SUPPLY.			
CLASS "A".			
Chief Irrigation Officer	920	..
Senior Divisional Engineer	761	920	1 of £39, 2 of £50, and 1 of £20
Divisional Engineer	761	920	1 of £39, 2 of £50, and 1 of £20
Chief Designing Engineer	761	920	1 of £39, 2 of £50, and 1 of £20
Chief Mechanical Engineer	761	920	1 of £39, 2 of £50, and 1 of £20
Senior Executive Engineer	761	870	1 of £39, 1 of £50, and 1 of £20
Senior Executive Engineer (Plant and Equipment)	761	870	1 of £39, 1 of £50, and 1 of £20
Superintendent of Testing and Research	761	850	1 of £39, and 1 of £50
Executive Engineer	761	820	1 of £39, and 1 of £20
Divisional Engineer	761	820	1 of £39, and 1 of £20
Assistant Divisional Engineer, Wimmera-Mallee Division	761	820	1 of £39, and 1 of £20
Assistant Divisional Engineer	761	787	1 of £26
Executive Engineer	761	787	1 of £26
CLASSES "B" AND "A".			
Assistant Chief Designing Engineer	670	761	2 of £26, and 1 of £39
Assistant Chief Mechanical Engineer	670	761	2 of £26, and 1 of £39

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
DEPARTMENT OF WATER SUPPLY—continued.			
CLASS "B".			
Executive Engineer	592	722	..
Chief Surveyor	592	722	..
Engineer	592	722	..
Estates Officer	592	722	..
Chief Valuer	592	722	..
District Engineer	592	722	..
Senior Electrical Engineer	592	722	..
Designing Engineer	592	722	..
Research Engineer	592	722	..
Superintendent of Water Distribution	592	722	..
Mechanical Engineer	618	670	..
District Officer	592	670	..
Designing Engineer	592	670	..
Executive Engineer	592	670	..
District Engineer	592	670	..
Hydrographic Engineer	592	670	..
Assistant Chief Surveyor	592	670	..
District Engineer	592	644	..
Designing Engineer	592	618	..
Geologist	502	..
CLASSES "C" AND "B".			
District Officer	553	618	..
CLASS "C".			
Assistant District Engineer	449	579	..
Assistant Research Officer	449	579	..
Mechanical Engineer	449	579	..
Assistant Mechanical Engineer (Plant and Equip- ment)	449	579	..
Assistant Estates Officer	449	579	..
Senior Draughtsman	449	579	..
Assistant Engineer	449	579	..
District Officer	449	579	..
Surveyor	449	579	..
Assistant Engineer (Mechanical)	449	579	..
Assistant, Testing and Research	449	579	..
Assistant Designing Engineer	449	579	..
Senior Designing Draughtsman (Mechanical)	449	579	..
Assistant Hydrographic Engineer	449	579	..
Assistant Geologist	449	579	..
Valuer	449	579	..
Draughtsman	449	579	..
Draughtsman	449	553	..
Mechanical Engineer	449	527	..
Surveyor	449	527	..
Mechanical Engineer	449	501	..
Assistant Research Officer (Catchments)	449	501	..
Hydrographer	449	501	..
Draughtsman	449	501	..
District Officer	449	501	..
Gauging Officer	449	501	..
Assistant Geologist	449	501	..
Surveyor	449	475	..
Plant and Equipment Officer	449	475	..
CLASSES "D" AND "C".			
Supervisor of Water Distribution	390	475	..
Assistant Engineer	390	475	..
Assistant District Officer	390	475	..
CLASS "D".			
Draughtsman	364	436	..
Mechanical Engineering Assistant	364	436	..
Assistant District Officer	364	436	..
Assistant Gauging Officer	364	436	..
Surveyor	364	436	..
Assistant Engineer	364	436	..
Engineering Surveyor	364	436	..
Assistant Valuer	364	436	..
Assistant, Testing and Research	286	436	..
CLASSES "E" AND "D".			
Assistant Surveyor	234	436	..
Assistant Engineer (Junior)	208	436	..
Draughtsman	143	436	..
Assistant (Junior), Testing and Research	143	436	..

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE.

TECHNICAL AND GENERAL DIVISION.

Offices and Rates of Salaries.

Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
GENERAL.		
Assistant, Senior (Female)	169	213
Assistant (Female)	169	208
Assistant (Female), Grade I.—		
Junior—		
At 16 years of age	73
At 17 years of age	86
At 18 years of age	112
At 19 years of age	125
At 20 years of age	151
Adult	190	203
Assistant (Female), Grade II.—		
Junior—		
At 16 years of age	78
At 17 years of age	91
At 18 years of age	117
At 19 years of age	130
At 20 years of age	156
Adult	195	208
Assistant (Female), Grade III.	213	221
Assistant (Female), Grade IV.	221	234
Assistant (Male)—		
Junior—		
At 16 years of age	78
At 17 years of age	91
At 18 years of age	104
At 19 years of age	130
At 20 years of age	156
Adult	234	312
Carpenter	260	299
Chauffeur in Charge	341
Chauffeur, Ministerial	273	317
Chauffeur, Senior Departmental	312
Chauffeur, Departmental	200	299
Engine-driver	252	278
Fireman	252	288
Gardener, Grade I.	299
Gardener, Grade II.	286
Gardener, Grade III.—		
Junior—		
At 16 years of age	98
At 17 years of age	111
At 18 years of age	137
At 19 years of age	163
At 20 years of age	189
Adult	247*	273
Labourer, Foreman	278
Labourer, Senior	252	278
Labourer	241	254
Lift Attendant	244
Machinist (Female), Grade I.—		
Junior—		
At 16 years of age	78
At 17 years of age	91
At 18 years of age	117
At 19 years of age	130
At 20 years of age	156
Adult	195	208
Machinist (Female), Grade II.—		
Junior—		
At 16 years of age	91
At 17 years of age	104
At 18 years of age	130
At 19 years of age	143
At 20 years of age	169
Adult	213	221
Machinist (Female), Grade III.—		
Junior—		
At 16 years of age	104
At 17 years of age	117
At 18 years of age	143
At 19 years of age	156
At 20 years of age	182
Adult	221	247

* An officer shall not be paid a salary rate in excess of £247 a year unless he has passed the examination prescribed by Regulation 30.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
GENERAL—continued.		
Messenger, Senior	265	291
Messenger	88	254
Shorthand Writer and Typist (Male)	252	333*
Shorthand Writer and Typist (Female)	182	213
Shorthand Writer and Typist (Female), Grade I.—		
Junior—		
At 16 years of age	91
At 17 years of age	104
At 18 years of age	130
At 19 years of age	143
At 20 years of age	169
Adult	213	221
Shorthand Writer and Typist (Female), Grade II.	221	234
Shorthand Writer and Typist (Female), Grade III.	234	247
Shorthand Assistant (Female)	195	221
Telephonist (Female), Grade I.—		
Junior—		
At 16 years of age	78
At 17 years of age	91
At 18 years of age	117
At 19 years of age	130
At 20 years of age	156
Adult	195	208
Telephonist (Female), Grade II.	213	221
Typist and Assistant (Male)	252	312
Typist, Senior (Female)	195	221
Typist (Female)	169	208
Typist (Female), Grade I.—		
Junior—		
At 16 years of age	78
At 17 years of age	91
At 18 years of age	117
At 19 years of age	130
At 20 years of age	156
Adult	195	208
Typist (Female), Grade II.	213	221
Typist (Female), Grade III.	221	234
Watchman	278
DEPARTMENT OF PREMIER.		
Attendant, Governor's Office	246
Inquiry Officer, Premier's Office	278	350
AUDIT.		
Sorter	239	254
DEPARTMENT OF CHIEF SECRETARY.		
Mechanical Inspector of Weights and Measures	299	377
Caretaker, Chief Secretary's Office	239	291
Inquiry Officer, Chief Secretary's Office	278	304
Probation Officer, Indeterminate Sentences Board	364	390
ACCIDENT INSURANCE OFFICE.		
Caretaker	252	304†
EXPLOSIVES.		
Inspector	291	364
Officer in Charge, Truganina	324	397‡
Officer in Charge, Assistant, Truganina	285	311‡
Magazine Assistant, Truganina	272
Magazine Assistant, Senior, Truganina	285	298
FISHERIES AND GAME.		
Inspector, Senior	416	468
Inspector, Grade I.	325	390
Inspector, Grade II.	260	312

* An allowance at the rate of £13 a year may be paid to officers who have been in receipt of the maximum salary, as fixed by regulation, for at least three (3) years.

† Less deduction of £39 a year for quarters, fuel, light, and water.

‡ With quarters when required to reside on premises.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF CHIEF SECRETARY—continued.		
CHILDREN'S WELFARE.		
Attendant (Male)	247	299
Attendant (Male), Charge	325	338
Attendant (Male), Senior	299	312
Attendant (Female)	182	208*†
Cook (Female)	242*
Cook (Female), Assistant	218*
Inspector (Male)	265	335
Inspector, Street Traders' Licences Board	252	348
Inspector (Female), Chief	344	383
Inspector (Female), Senior	318	344
Inspector (Female)	279	318
Instructor (Female)	242*
Laundress, Royal Park Depot	222*
Matron, Royal Park Depot	325	390†
Matron, Assistant, Royal Park Depot	290	303*
Mechanic	278	317
Nurse and Attendant	264	290*
Officer in Charge, Boys' Depots	351	364
Social Worker (Female)	234	273
Teacher Attendant	240	278
PUBLIC LIBRARY, NATIONAL MUSEUM, MUSEUM OF APPLIED SCIENCE OR NATIONAL GALLERY.		
Assistant (Male), National Museum	117	312
Attendant, Library	291
Attendant, Library, Senior	304
Attendant, Senior, National Gallery	291
Attendant—		
Junior—		
At 16 years of age	78
At 17 years of age	91
At 18 years of age	104
At 19 years of age	130
At 20 years of age	156
Adult	244	278
Carpenter and Cabinetmaker	260	299
Carpenter and Modelmaker	265	338
General Assistant, National Museum	291	317
Museum Mechanic, Museum of Applied Science	252	317
Storeman, National Gallery	278
Supervisor, National Gallery	338	377
Supervisor, Assistant, National Gallery	304	317
Taxidermist, Assistant, National Museum	143	325
PENAL AND GAOLS.		
Engineer, Pentridge	475	527
Engineer Mechanic, Pentridge	325	377
Hospital Attendant	364	390**
Hospital Attendant, Senior	403	416
Overseer of Woollen Manufactures	515
Overseer of Works and Buildings	377	416
Overseer (Brush and Broom Making)	338	390
Overseer of Cookhouse	338	390
Overseer of Farm	338	390
Overseer (Matting and Mat Making)	338	390
Overseer of Shoemakers	338	390
Overseer of Tailors	377	416
Overseer, Wire Netting Factory	377	416
Overseer, Assistant, Wire Netting Factory	338	390
Overseer of Woollen Manufactures, Assistant	325	377
Overseer of Works and Buildings, Assistant	325	377
Photographer and Overseer of Printers	338	390
Superintendent, Beechworth Reformatory	403	416
Superintendent, Castlemaine Reformatory	475	501
Superintendent, French Island Reformatory	475	501**
Warder, Senior Chief	429	442**
Warder, Chief	403	416**
Warder, Senior	364	390**
Warder	286	338††
Warder, Watchman, Pentridge	286	338††
Matron	295	306

* Less deduction of £32 a year for quarters and rations.

† An allowance at the rate of £13 a year may be paid to an officer who holds a certificate of competency as a Mothercraft Nurse.

‡ Less deduction of £42 a year for quarters and rations.

** With quarters when required to reside on premises.

†† An allowance at the rate of £13 a year may be paid to officers who have completed 13 years' service as warder.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF CHIEF SECRETARY—continued.		
PENAL AND GAOLS—continued.		
Sub-Matron and Nurse	260
Warder, Grade I. (Female)	247
Warder, Grade II. (Female)	234
Warder, Grade III. (Female)	188	221
DEPARTMENT OF TREASURER.		
Assistant, Tender Board Office	278	312
HOUSING COMMISSION.		
Housing Officer (Female)	273
Rental Officer (Male)	343
STAMP DUTIES.		
Examiner, Embossing	291	348
Inspector	291	335
Machineman, Senior	291	348
Machineman	262	291
TAXATION.		
Caretaker	252	291*
Inspector (Entertainments Tax)	291	335
Mechanic Assistant	252	285
Stores Officer	299	325
Supervisor (Female)	232	250
GOVERNMENT PRINTING OFFICE.		
Binding, Foreman (Quarter)	332
Binding, Paper Ruler	304
Book Folder and Sewer, Forewoman	196
Clicker	322
Costs Officer	324
Electrician, Chief	300	339
Engineer, Composing Machines	380
Engineer, Chief	394	407
Letterpress, Sub-Overseer	372	400
Letterpress, Foreman	340
Pressman	304
Printer, Foreman, Lithographic	360
Printer, Lithographic	304
Process Engraver, Foreman	390	412
Stationer	268	286
Sterotyper, Foreman	352	380
Ticket Printer	320	356
Timekeeper	234
Warehouseman	312	330

* With quarters.

Officers while acting in higher classified positions or performing certain specified duties shall be paid allowances at the following rates, viz.—

	Rate per Hour.
	d.
Folder and Sewer acting as Forewoman	4 ¹ / ₁₁
Clicker acting as Foreman	4 ¹⁰ / ₁₁
Lithographic Printer employed on Rotary Machine	2 ⁷ / ₂₂

The foregoing rates shall apply only to officers appointed prior to the 1st March, 1936, and then in respect of any such officer only so long as he continues to occupy the position to which he was appointed or promoted prior to that date. Provided that the rate of salary assigned to any of the foregoing offices shall not be less than that provided hereinafter for an office of similar designation.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Persons appointed or promoted on and after the 1st March, 1936, to the offices set out hereunder shall be paid the Basic Wage as fixed from time to time by the Commonwealth Court of Conciliation and Arbitration for the Printing Industry with the addition of the following yearly rates, viz.:—

Department and Office.	Additional Yearly Rate.
	£
DEPARTMENT OF TREASURER—continued.	
GOVERNMENT PRINTING OFFICE—continued.	
Assistant, Advertising	33
Assistant, Senior	85
Assistant, Stores	51
Binding, Sub-Overseer	209
Binder, Head	112
Bindor	100
Binding, Foreman (Publications)	167
Binding, Foreman (Quarter)	167
Binding, Forewoman (Quarter)	72
Binding, Head Finisher	112
Binding, Finisher	100
Binding, Paper Ruler, Foreman	167
Binding, Paper Ruler	100
Binding, Leather Cutter	124
Binding, Guillotine Cutter	100
Binding, Machine Folder, Head	118
Binding, Machine Folder, Assistant	53
Binding, General Assistant	39
Book Folder and Sewer, Forewoman	97
Book Folder and Sewer	51
Book Folder	41
Clicker	118
Compositor, Foreman	188
Compositor in Charge of Material	118
Compositor, Leading Jobbing Hand	112
Compositor	100
Composition, Foreman, Linotype	188
Composition, Foreman, Monotype	188
Computer	188
Costs Officer	146
Costs Officer, Assistant	77
Costs Officer, Second Assistant	47
Delivery Officer	51
Despatch Officer and Officer in Charge of Blue Prints	64
Doorkeeper	33
Electrician, Chief	177
Electrician	112
Engineer, Chief	236
Engineer, Composing Machines	201
Engineer, Second	141
Engineer	112
Feeder	35
Feeder (Female)	41
First Aid Assistant (Female)	77
General Assistant, Foreman	50
General Assistant	27
Indexer	51
Letterpress, Sub-Overseer	209
Letterpress, Foreman	167
Lift Attendant	34
Linotype Attendant	61
Machineman, Confidential Room	106
Machineman, Head, and Night Foreman	136
Machineman, Security Printing	106
Machineman	100
Machinist, Envelope	51
Mechanic, Linotype	100
Mechanic, Monotype	142
Monotype Caster	61
Night Watchman	79
Operator, Linotype	123
Operator, Monotype	123
Orders Officer	188
Orders Officer, Assistant	113
Overseer (Night) and Head Reader	194
Paper Counter	81
Photo Lithographer	125
Pressman, Head	112
Pressman	100
Printer, Foreman, Lithographic	188
Printer, Lithographic	100
Printer, Lithographic, Assistant	41
Printer's Joiner	117
Printing Overseer	390
Printing Sub-Overseer	244

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Additional Yearly Rate.
	£
DEPARTMENT OF TREASURER—continued.	
GOVERNMENT PRINTING OFFICE—continued.	
Process Engraver, Foreman	200
Process Engraver and Photographer	155
Process Engraver	112
Reader, Chief	131
Reader, Senior	119
Reader	113
Reader, Compositor	107
Reader's Assistant	41
Roller Caster	51
Security Officer	133
Stationer	125
Stereotyper, Foreman	188
Stereotyper	100
Stereotyper, Assistant	77
Stonepolisher	41
Storeman	83
Storeman, Assistant	52
Ticket Printer	188
Ticket Printer, Senior Assistant	100
Ticket Printer, Assistant	87
Ticket Printer (Periodical)	167
Timekeeper	27
Warehouseman	131
Warehouseman, Assistant	104
Warehouseman, Second Assistant	50

Officers while acting in higher classified positions or performing certain specified duties shall be paid allowances at the following rates, viz.:—

	Rate per Hour, d.
Compositor acting as Linotype or Monotype Operator	2 ⁵ / ₁₁
Compositor Reader acting as Linotype or Monotype Operator	17 ¹ / ₁₁
Compositor acting as Reader	0 ⁹ / ₁₁
Head Machineman and Night Foreman acting as Day Foreman Machine- man	1 ⁵ / ₂₂
Machineman acting as Head Machinemen and Night Foreman	2 ⁵ / ₁₁
Head Binder, Head Finisher, or Leather Cutter acting as Foreman	17 ¹ / ₁₁
Folder and Sewer acting as Forewoman	4 ¹⁷ / ₂₂
Folder acting as Folder and Sewer	1 ¹ / ₂₂
Clicker acting as Foreman	5 ¹⁹ / ₂₂
Reader acting as Foreman	6 ¹⁵ / ₂₂
Linotype or Monotype Operator acting as Foreman	5 ⁸ / ₁₁
Lithographic Printer acting as Foreman	7 ¹⁰ / ₁₁
Lithographic Printer employed on a Rotary Machine	27 ¹ / ₂₂
Assistant Lithographic Printer employed in Preparing Plates	2 ² / ₁₁
Paper Ruler acting as Foreman	2 ¹⁹ / ₂₂
Compositor Reader acting as Press Reviser	0 ⁸ / ₁₁
Senior Assistant Ticket Printer acting as Foreman	7 ¹⁰ / ₁₁
Assistant Warehouseman acting as Warehouseman	2 ¹⁹ / ₂₂
Linotype Attendant or Monotype Caster acting as Mechanic in Charge	4 ¹ / ₁₁
Officer acting as Leading Hand in the Periodical Railway Ticket, Stereo- typing, or Ruling Sections	0 ⁹ / ₁₁
Linotype and Monotype Foremen and Operators employed on night work	6
Machineman while in charge of Rotary Magazine Press or L. and M. Perfector Press	4

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF PUBLIC INSTRUCTION.		
Attendance Officer	260	304
Attendance Officer (Female)	204	280
Farm Manager, Shepparton High School	278
Inquiry Officer	278	304
Packer	247	260
Storeman	286	299
Storeman, Assistant	260	273
DEPARTMENT OF LAW.		
Assistant (Draughting) (Female), Grade I.—		
Junior—		
At 16 years of age	78
At 17 years of age	91
At 18 years of age	117
At 19 years of age	130
At 20 years of age	156
Adult	195	208
Assistant (Draughting) (Female), Grade II.	213	221
Attendant, Morgue	239	265
Caretaker, City Court	252	291
Caretaker and Head Messenger, Crown Law Offices	252	304*
Caretaker, Office of Titles	252	304
Crier	239	278*
Searcher, Office of Titles	239	312
Searcher, Senior, Office of Titles	325
Sheriff's Bailiff, Melbourne	278	350
Superintendent, Law Courts	265	343*
DEPARTMENT OF LANDS AND SURVEY.		
Curator, Buchan Caves	298	356†
Guide, Senior, Buchan Caves	286
Inspector of Land Settlement, Senior	423	501
Inspector of Land Settlement	298	410
Officer in Charge, Sand Grounds, Port Melbourne	325	338
Photographer	389	441
Photographer, Assistant	285	376
Photographer's Assistant—		
At 16 years of age	78
At 17 years of age	91
At 18 years of age	104
At 19 years of age	130
At 20 years of age	156
Plan Mounter	260	312
BOTANIC GARDENS.		
Carter, Senior	299
Carpenter and Pattern-maker	286	312
Mechanic	325	338
Mechanic, Assistant	273	312
Mower and Carter	286
Painter and Writer, Senior	317
Painter and Writer	299
Propagator and Nurseryman	286	312
Supervisor	330	408
Watchman	278
Woodman, Senior	299
Woodman	247‡	273
DEPARTMENT OF PUBLIC WORKS.		
Assistant	265
Cabinetmaker	252	304
Caretaker, New Treasury Building	265	343
Caretaker, Records Office, Melbourne	252	278
Caretaker, Public Offices, Ballarat	252	278
Caretaker, Public Offices, Bendigo	265	278
Caretaker, Public Offices, Geelong	252	278
Caretaker, Public Offices, Wangaratta	252	278
Caretaker, Western Annexe, Exhibition Building, Melbourne	252	278
Caretaker, Assistant, New Treasury Building	252	278
Caretaker, Assistant, Public Offices, 61 Spring-street, Melbourne	234	247
Engineer Mechanic	278	330
Hall Porter	239	265
Telephonist (Female), Senior	234	247
Electrical—		
General Assistant	317	369
Mechanic	312	325
Senior Assistant	343	389
Storeman and Caretaker, Storeyard, South Melbourne	252	278†

* Subject to a charge of 10 per cent. of total emolument payable by way of salary for rent.

† With quarters.

‡ An officer shall not be paid a salary rate in excess of £247 a year unless he has passed the examination prescribed by Regulation 30.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF PUBLIC WORKS—continued.		
PORTS AND HARBOURS.		
Blacksmith	265	312
Boatbuilder	265	304
Cook	256*
Deckhand	247*
Engine-driver of Launches	312	338
Engine-driver, Marine	260	285*
Engineer, Chief, <i>Matthew Flinders</i>	309	374*
Engineer, Chief, <i>Pioneer</i>	309	361*
Engineer, Chief, s.s. <i>Rip</i>	309	361*
Engineer, Chief, <i>W. H. Edgar</i>	309	322*
Engineer, Second	270	300*
Engineer, Third	244	270*
Fireman, Marine	265*
Fitter and Turner, Leading	330	343
Fitter and Turner	265	304
Greasier and Storeman, <i>Matthew Flinders</i>	273*
Lightermen, Leading Hand	291	304
Lightermen	278
Lighthouse Keeper	201	343†
Lighthouse Keeper, Assistant	239	291†
Marine Engine-driver and Greaser	260	285*
Master	312	338
Master, <i>Matthew Flinders</i>	322	374*
Master, <i>W. H. Edgar</i>	309*
Mate, <i>W. H. Edgar</i>	244	267*
Mate, First, <i>Matthew Flinders</i>	283	300*
Mate, First, <i>Pioneer</i>	283	296*
Mate, First, s.s. <i>Rip</i>	283	309*
Mate, Second	250	270*
Motor Boat Driver and Labourer	252	278
Motor Boat Mechanic	278
Motor Truck Driver	265
Navigation Lights Engineer	330	395
Officer in Charge, Dredging Depot	369	421
Plant Engineer	330	343
Rigger and Sailmaker	278
Ship's Joiner	260	299
Shipwright, Senior, Dredging Depot	304	330
Shipwright, Leading	304	330
Shipwright	265	304
Steward	247*
Steward and Deckhand	247*
Storekeeper	304	334
Striker	239	265
Watchman	278
Working Officer in Charge, Powder Anchorages	325	361
DEPARTMENT OF MINES.		
Fitter and Turner	265	304
General Assistant	278
Laboratory Mechanic	263	276
Museum Assistant	312
Storekeeper, Drill Store, South Melbourne	278	291†
DEPARTMENT OF HEALTH.		
GENERAL HEALTH.		
District Health Inspector	423	475
Health Inspector, Industrial	369	436
Health Inspector	345	410
Health Inspector (Female), Grade I.	341	380
Health Inspector (Female), Grade II.	276	328
Inspector of Liquor	423	475
Inspector of Liquor, Assistant	345	410
Inspector, Tuberculosis Division	369	436
Motor Ambulance Driver and Assistant Storekeeper	252	278

* With rations when required to live on the vessel.

† With quarters when required to reside on premises.

‡ With a deduction of £32 a year for quarters and rations.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
DEPARTMENT OF HEALTH—continued.		
GENERAL HEALTH—continued.		
Nurse, Hospital Inspector	279	318
Nurse, Chief, Tuberculosis Bureau	364
Nurse, Tuberculosis Bureau	292	331
State Sanatoria—		
Matron	481	487½
Matron, Deputy	370	396½
Sister	305	344½
Maid	198½
Nurse, Senior Assistant, Gresswell	237½
Housekeeper, Gresswell	226*
Foreman	360‡
Venereal Diseases Clinic—		
Attendant, Senior	278	291
Attendant	252	265
Cleaner and Caretaker	241	254‡
Sister in Charge	344
Nurse	292	331
X-Ray Technician, Tuberculosis Bureau	312	351
MATERNAL AND CHILD HYGIENE.		
Dental Attendant (Female)	169	195
Disinfecter of School Buildings	252	265
Disinfecter of School Buildings, Assistant	234
Nurse, Child Psychiatric Clinic	292	331
Nurse, Children's Court Clinic	292	331
Nurse, Infant Welfare	318	344
Nurse, School	279	318
Pre-School Educational Adviser (Female)	273	299
Social Worker (Female), Children's Court Clinic	234	273

* Less deduction of £32 a year for quarters and rations.

† Subject to a charge of 10 per cent. of total emolument payable by way of salary for rent.

‡ Less deduction of £39 a year for quarters, fuel and light.

§ Less deduction of £42 a year for board and lodging.

|| Less deduction of £32 a year for board and lodging.

Department and Office.	Yearly Rate of Salary.		Increments.		
	Minim.	Maxim.	After 1st Year.	After 2nd Year.	After 3rd Year.
DEPARTMENT OF HEALTH—continued.					
MENTAL HYGIENE.					
Criminal and Refractory Ward.					
Attendant, Head	397*
Attendant, Relieving Charge	364
General Staff—Males.					
Assistant, Travancore Developmental Centre	252‡	312
Attendant, Assistant Head	364
Attendant, Charge	364
Attendant, Head, Grade I.	423*
Attendant, Head, Grade II.	397*
Attendant, Assistant, Head	364
Attendant, Hospital	364
Curator of Gardens	325	364‡	338	351	364
Dental Mechanic	312	325	325
Engineer Mechanic, Grade I.	378*
Engineer Mechanic, Grade II.	354*
Engineer Mechanic, Senior	397	423	410	423	..
Farm Manager (Mont Park)	397	423*	410	423	..
Farm Manager, Grade I.	371	384*	384
Farm Manager, Grade II.	332	358*	345	358	..
Hall Porter	247	273	260	273	..
Laboratory Attendant	299	338	312	325	338
Mechanic, Assistant	312	325	325
Therapist	286	325	299	312	325
General Staff—Females.					
Dental Attendant	189	215	202	215	..
Guidance Kindergarten, Travancore Developmental Centre	240	276	252	264	276

* Less deductions for quarters and allowances.

† Subject to a charge of £50 for quarters and allowances.

‡ With five increments of £12 each at intervals of not less than twelve months.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments.		
	Mini- mum.	Maxi- mum.	After 1st Year.	After 2nd Year.	After 3rd Year.
	£	£	£	£	£
DEPARTMENT OF HEALTH—continued.					
MENTAL HYGIENE—continued.					
General Staff Females—continued.					
Housekeeper	299†
Nurse, Principal Chief	377†
Nurse, Senior Chief	351†
Nurse, Chief	325†
Nurse, Chief, Receiving House, Ballarat	299†
Nurse, Assistant Chief	278
Nurse, Chief, Travancore Developmental Centre	299†
Nurse, Hospital	278
Nurse, Psychiatric Clinic, Travancore Developmental Centre	292	331	305	318	331
Social Worker	234	273	247	260	273
Therapist, Organizing	325
Therapist, Senior	260
Therapist, Assistant	234	247	234	234	247
Artisans and Servants—Male.					
Blacksmith	312	325	325
Bricklayer	312	325	325
Carpenter	312	325	325
Carpenter, Assistant	300
Carter	247	280	260	273	280
Cook, Senior	312	325	325
Cook	300
Electrical Mechanic	312	325	325
Motor Mechanic	312	325	325
Farm Manager, Assistant	300
Fireman	252	291	265	278	291
Gardener	312	325†	325
Gardener, Assistant	300
Laundry Foreman	338	351	351
Painter	312	325	325
Painter, Assistant	300
Plumber	312	325	325
Shoemaker	312	325	325
Shoemaker, Assistant	300
Soapmaker	312	325	325
Storeman, Grade I.	325	364	338	351	364
Storeman, Grade II.	312	338	325	338	..
Stores Assistant	286	299	299
Tailor	312	325	325
Tailor, Assistant	300
Tinsmith	312	325	325
Upholsterer	312	325	325
Upholsterer, Assistant	300
Watchman	247	286	260	273	286
Artisans and Servants—Female.					
Cook, Head	242
Cook	205	218	218
Female Reliever	194	207	207
Laundress	222
Laundress, Assistant	194	207	207
Mess Room Attendant	182
Seamstress	194	207	207
Seamstress, Senior	204	217	217
Tailoress	204	217	217
Attendants.					
Grade I. (in charge of large wards, Relieving Attendants in large hospital wards, and Senior Night Attendant in each hospital)	325	338	325	325	338
Grade II. (Relieving Attendants in large wards, in charge of small wards, and other special duties)	299	312	299	299	312
Grade III.	247	286	260	273	286

* With four increments of £12 each at intervals of not less than twelve months.

† Less deductions for quarters, allowances, and rations.

‡ Less deductions for quarters and allowances.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments.		
	Minim.	Maxim.	After 1st Year.	After 2nd Year.	After 3rd Year.
DEPARTMENT OF HEALTH—continued.	£	£	£	£	£
MENTAL HYGIENE—continued.					
Nurses.					
Grade I. (in charge of large wards, Relieving Nurses in large hospital wards, and Senior Night Nurse in each hospital)	260
Grade II. (Relieving Nurses in large wards, in charge of small wards, and other special duties) ..	234	247	234	234	247
Grade III. ..	182	221	195	208	221

Note.—When an officer is required to reside at the institution, a charge of £32 a year will be made (except where otherwise specified in these Regulations) for quarters and rations.

Chief Nurses, Housekeepers, 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.

Salaries of Officers residing in Separate Quarters in the Reserves of the various Mental Institutions.—

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

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

The Chief Nurses and Housekeepers will be charged £32 a year 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 Managers	£20 a year
Mechanics	£20 a year
Gardeners	£20 a year
Chief Nurses	£16 a year
Housekeepers	£16 a year

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 a year
Rations	£14 a year

Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF AGRICULTURE.		
Apiary Inspector, Senior	345	397
Apiary Inspector	332	384
Beet Field Supervisor	285	363
Butter Substitutes Officer	293	397
Curator, Egg-Laying Competition, Burnley	304*
Dairy Produce Inspector	449	501
Dairy Supervisor, Senior	410	449
Dairy Supervisor	306	397
Demonstrator in Horticulture	304	356
Farm Produce Inspector	293	397
Field Officer, Potato	319	410
Field Officer	319	410
Field Officer, Assistant	267	319
Fruit Inspector, Assistant, Senior	410	436
Fruit Inspector	293	397

* Less deduction of £39 a year for quarters, etc.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF AGRICULTURE—continued.		
Fruit Packing Instructor, Assistant	293	397
Gardening Instructor, School of Primary Agriculture, Burnley	279
Herd Tester, Senior	389	415
House Supervisor, Dookie Agricultural College	397	475*
Head Steward, Longerenong Agricultural College	312	351*
Inspector of Stock, Senior	410	436
Inspector of Stock	345	410
Lanternist and Assistant	255	307
Orchard Supervisor, Grade I.	410	436
Orchard Supervisor, Grade II.	306	397
Potato Inspector, Senior	423	501
Potato Inspector	293	397
Seeds Inspector	293	397
Technical Assistant, Plant Research Laboratory, Burnley	267	332
Tester (Female)—		
Junior—		
At 16 years of age	78
At 17 years of age	91
At 18 years of age	117
At 19 years of age	130
At 20 years of age	156
Adult	195	208
MILK BOARD.		
Inspector, Senior	410	449
Inspector	308	397
Provincial Officer, Senior	390	429
DEPARTMENT OF LABOUR.		
Apprenticeship Supervisor, Senior	449	475
Apprenticeship Supervisor	332	436
Inspector of Factories and Shops, Senior	540
Inspector of Factories and Shops, Assistant Senior	488†	514
Inspector of Factories and Shops, Investigating	488	501
Inspector of Factories and Shops, District	449	475
Inspector of Factories and Shops	351	436
Inspector of Factories and Shops, Junior	312	351
Inspector of Factories and Shops (Female), Senior	351	377
Inspector of Factories and Shops (Female)	273	338
Inspector of Factories and Shops (Female), Junior	247	273
Inspector of Lifts, Senior	501
Inspector of Lifts	449	475
SUSTENANCE.		
Inspector, Supervising	290	317
Registrar of Public Assistance	270	312
STATE FORESTS DEPARTMENT.		
Forest Overseer, Grade I.	351	403
Forest Overseer, Grade II.	273	338
Herdsmen	239	306
Machine Operator (Female)	195	221
Maintenance Officer	351	397
Shorthand Assistant (Female)	221
Transport Officer	351	390
WATER SUPPLY DEPARTMENT.		
Assistant (Female)	214	312
Caretaker (Pine Lake)	273	299
Dredge Overseer	260	318
Excavating Plant Foreman	384	423
Inspector, Senior	364	399
Inspector, Grade I.	338	364
Inspector, Grade I. (Bellarine Peninsula)	312	330
Inspector, Grade II.	285	328
Inspector, Grade II.	286	325†
Inspector, Plumbing	312	330
Mechanical Assistant (Sub-stations, Redcliffs)	285	330
Mechanical Assistant (Town Supply, &c., Redcliffs)	312	377
Motor Driver	252	278
Overseer	312	325
Ranger, Senior	299

* Subject to a charge of 10 per cent. of total emolument payable by way of salary for rent, fuel, light, power, and water, and an additional charge of £39 a year for rations.

† With one increment of £28.

‡ To apply to persons appointed or promoted to the office on and after 19th November, 1939.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
WATER SUPPLY DEPARTMENT—continued.		
Ranger	260	273*
Reservoir Keeper, (Coliban No. 7)	260	273†
Reservoir Keeper (Crusoe)	260	273†
Reservoir Keeper (Goulburn Weir)	338	364
Reservoir Keeper (Hume Weir)	299	338
Reservoir Keeper (Lauriston)	338	364
Reservoir Keeper (Maffra)	325	351
Reservoir Keeper (Malmsbury)	286	325
Reservoir Keeper (Melton)	286	325
Reservoir Keeper (Mildura Weir)	325	351
Reservoir Keeper (Pyke's Creek)	260	273†
Reservoir Keeper (Torrumbarry Weir)	299	338
Reservoir Keeper (Waranga)	325	351
Reservoir Keeper (Wartook)	286	312
Reservoir Keeper (Yarrawonga Weir)	338	364
Reservoir Keeper, Assistant (Hume)	286	312
Reservoir Keeper, Assistant (Yarrawonga Weir)	286	312
Storeman, Maffra	286	312
Storeman, Assistant	260	273
Storeyard Assistant	260	273
Supervisor (Female)	201	266
Telephone Attendant	252
Turncock, Senior	299
Turncock	260	273*
Turncock (Bendigo)	286	325
Turncock, Assistant (Bendigo)	260	273†
Turncock (Maldon)	299
Turncock (Newstead)	299
Turncock (Koondrook)	299
Water Bailiff, Head	312	325
Water Bailiff, Senior	299
Water Bailiff	260	273*
Works Supervisor	384	436
Works Superintendent	449	475

* With (after twelve months' service on £273) a further increment of £13 on the completion of five years' aggregate service under the Public Service Act as a permanent or temporary Water Bailiff, Ranger, or Turncock.

† With (after twelve months' service on £273) a further increment of £13 on the completion of five years' aggregate service under the Public Service Act as a permanent or temporary Reservoir Keeper or Assistant Turncock.

D. D. PAINE, Chairman.

J. FRAZER, Secretary.

Office of the Public Service Board,
Melbourne, 29th October, 1946.