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PUBLIC SERVICE ACT 1946.

REGULATIONS.

(11)



DEPARTMENT OF THE INTERIOR

MINERAL LEASING ACT

Section 1 of Act No. 100

Approved August 21, 1920

AS AMENDED

BY

ACT NO. 100

MINERAL LEASING ACT

PUBLIC SERVICE ACT 1946.

*At the Executive Council Chamber, Melbourne, the
sixteenth day of January, 1951.*

PRESENT: ○

His Excellency the Governor of Victoria.

Mr. Inchbold
Mr. Harvey

Mr. Brose.

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, hereby repeals the Public Service (Governor in Council) Regulations and makes the following Regulations to take effect on the 1st January, 1951:—

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) Subject to Regulation 5 (b), the hours of duty of officers and employees (other than those engaged on clerical duties) designated hereunder shall be 80 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—	Officers of the Technical and General Division and employees.
Children's Welfare Depot	
Penal and Gaols Branch	
Explosives Branch	Officers of the Technical and General Division and employees at Truganina Explosives Reserve.
Treasurer—	Officers of the Technical and General Division and employees.
Government Printing Office	
Crown Lands and Survey—	Officers of the Technical and General Division and employees.
Botanic Gardens	
Buchan Caves	
Public Works—	Officers of the Technical and General Division and employees.
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	Officers of the Technical and General Division and employees.
Government Drilling Plants	
Health—	Officers of the Technical and General Division and employees.
State Sanatoria	
Mental Hospitals and Institutions	Officers of the Technical and General Division and employees.
Agriculture—	
Government Cool Stores	
Burnley Gardens	
Dookie Agricultural College	Officers of the Technical and General Division and employees.
Longerenong Agricultural College	
State Forests—	Officers of the Technical and General Division and employees.
School of Forestry, Creswick	
Water Supply—	Foreman, Water Distribution.
	Inspector.
	Patrolman.
	Ranger.
	Reservoir Keeper and Assistant Reservoir Keeper.
	Turncock.
Construction Works	Water Bailiff.
	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 sequestered, 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. No officer shall furnish to another officer any certificate or testimonial relating to his capacity or performance of official duties: Provided that the Permanent Head may furnish such certificate or testimonial to an officer who is resigning or retiring from the Public Service.

36. *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.

37. 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>		
At commencement of duty	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 three months' service— For every month of service	½ day	½ 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.

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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 39, 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.

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.

- (c) 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.

38. (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.

39. (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.

40. (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.

(4) In a special case where a medical practitioner is not available the Permanent Head may accept a certified statement from an approved officer in lieu of a medical certificate.

41. (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

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standing to his credit, be granted special 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. Such special leave shall be cumulative provided that the total of the accumulated leave standing to the credit of an officer or employee shall not at any time exceed sixty days.

For the purposes of this sub-regulation, where an officer or an employee was first appointed to the Public Service after his discharge from the Defence Forces, the words "date of discharge from the Defence Forces" shall be substituted for the words "date of resumption of duty after such war service."

(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 such officer or employee. On his resumption of duty, such officer or employee shall be entitled to a total initial credit of not less than sixteen days on full pay and sixteen days on half pay.

Leave of absence under this sub-regulation shall not be granted to any officer or employee who is certified by the Government Medical Officer as having suffered from pulmonary tuberculosis prior to being accepted for employment in the Public Service.

(5) If any officer or employee in a State sanatorium is certified by the Government Medical Officer to be a case of clinically suspected tubercular infection, such officer or employee may be granted leave of absence on full pay for a period not exceeding thirteen weeks, provided that such pay may be made conditional on the officer or employee 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 such officer or employee.

For the purposes of this sub-regulation "Government Medical Officer" shall include—

- (a) Director of Tuberculosis or his deputy.
- (b) Clinical Tuberculosis Officer.
- (c) Medical Superintendents of Sanatoria.

Leave of absence under this sub-regulation shall not be granted to any officer or employee who is certified by the Government Medical Officer as having suffered from pulmonary tuberculosis prior to being accepted for employment in the Public Service.

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(6) If any officer is certified by the Government Medical Officer to be suffering from Poliomyelitis, or the after effects thereof, and to be unfit for duty, leave of absence may be granted on the following terms, viz., six months on full pay and three months on half pay. Any leave so granted in excess of the amount standing to his credit shall not be regarded as a debit against such officer, and on his resumption of duty he shall be entitled to a total initial credit of not less than sixteen days on full pay and sixteen days on half pay.

(7) The provisions of Regulations 37, 38, 39, and 40, so far as they are applicable, shall be deemed to apply to leave under the provisions of this Regulation.

42. 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.

43. 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 41, 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.

44. 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.

45. 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 serious illness of his wife, child, father, mother, brother, or sister or in any other case where, in the opinion of the Minister, special circumstances exist: Provided that more favourable terms of leave may be granted by the Minister if he is satisfied in any particular case that the leave authorized by this Regulation is inadequate.

46. (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 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.

47. (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.

48. 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.

LEAVE WITHOUT PAY.

49. 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

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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.

50. (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 Education 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.

51. (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.

(3) (a) The Minister may grant special leave of absence to any officer or employee who enlists for war service in Korea.

(b) Leave of absence granted under this sub-regulation shall be with full pay for the first fourteen days and without pay thereafter.

(c) Contributions due to the State Superannuation Fund by the officer during his absence on leave shall be paid by the Government.

(d) Any period of leave granted to an officer or employee under this sub-regulation shall not affect his seniority, subdivisional 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.

LEAVE FOR DEFENCE TRAINING PURPOSES.

52. (1) The Minister may grant special leave of absence to any officer or employee who is a member of the Defence Forces for the purpose of attending an annual training camp and not more than two schools, classes or courses of special instruction in each year.

(2) Leave of absence granted under this Regulation may, at the option of the officer or employee, be deducted from recreation leave due.

Where such leave of absence is not so deducted, it shall be granted without pay: Provided that where the amount of pay which the officer or employee would have received if he had remained on duty exceeds the amount of pay received as a member of the Defence Forces he shall be entitled to receive pay equal to the difference.

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

53. (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, subdivisional 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.

SPECIAL LEAVE FOR DUTY IN THE AGENT-GENERAL'S OFFICE, LONDON.

54. (1) The Governor in Council may, on the recommendation of the Public Service Board, grant leave, without pay, from the Public Service to an officer or employee selected for duty in the Agent-General's office, London.

(2) Any period of leave taken by an officer or employee under this Regulation shall not affect his seniority, subdivisional 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.

SPECIAL PART-TIME LEAVE TO ATTEND APPROVED COURSES OF STUDY.

55. (1) The Board may grant to any officer part-time leave of absence for the purpose of acquiring any qualification or studying any subject which in the opinion of the Board is likely to increase the efficiency of such officer in the performance of his duties in the Public Service.

(2) Where leave so granted does not exceed three hours per week it shall be granted with pay and where it exceeds three hours per week it shall be granted with pay only as to the first three hours thereof.

Provided that in any case where in the opinion of the Board special circumstances exist the whole or portion of the leave may be granted on full pay notwithstanding that it may exceed three hours per week.

(3) Every officer to whom any such leave is granted shall before commencing such leave enter into an agreement in the form in the Schedule to these Regulations.

(4) The Board may at any time revoke any grant of part-time leave made under this Regulation.

56. The Board may grant to any employee part-time leave of absence without pay for the purpose of acquiring any qualification or studying any subject which in the opinion of the Board is likely to increase the efficiency of such employee in the performance of his duties in the Public Service.

FURLOUGH.

57. 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.

58. (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) under the *Milk and Dairy Supervision Act 1928* or any corresponding previous enactment;

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- (g) under the *Vermin and Noxious Weeds Act 1928* or any corresponding previous enactment;
- (h) in the service of or employment under the Council of a Technical School;
- (i) 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
- (j) 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 51, 52, and 53, 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).

59. 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 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.

60. 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.

61. 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 Repairs to the State motor cars.
Premier	
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 Govern- ment 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.
"	
"	Purchase of live stock.
Country Roads Board	} All stores and material.
Forests Commission	
State Electricity Commission	
State Rivers and Water Supply Commission	
Housing Commission	

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

INTERPRETATION.

63. 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.

64. (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*.

(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).

65. (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.

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

66. 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.

67. 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;

(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.

68. 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.

69. 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.

70. 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.

71. 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.

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72. 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.

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

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

74. 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.

75. 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.

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

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

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

79. 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.

80. 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.)

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

82. 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.

83. 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 67). 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.

84. 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.

85. 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.

86. 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.

87. 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.

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

89. 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.

90. 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.

91. 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 Storekeeper at every Reformatory and Receiving Depot Storekeeper at Public Library, National Gallery, and National Museums Storekeeper at Police Depot, St. Kilda-road Storekeeper at Transport Branch, Police Department, Russell-street Storekeeper at Technical Section, Police Department, Russell-street	All stores and material required for use in the offices or institutions at which the respective officers are stationed.
Treasury ..	Storekeeper at Printing Office	All stores and material entrusted to them for the Head Office and service of the Police.
Crown Lands and Survey ..	Storekeeper at Botanic Gardens	All stores and material required for use in the Government Printing Office or received there for general distribution.
Education ..	Officer in Charge of Stores, Head Office	All stores and material entrusted to him for use at the Botanic Gardens.
Public Works ..	Cabinetmaker, Carpenter's Shop, Public Offices	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 ..	Foreman Gardener, Head Office	All stores and material entrusted to him for use in connexion with the Carpenter's Shop, Public Offices.
Public Works ..	Shipwright in Charge, Paynesville Slip	All stores and material entrusted to him for use in connexion with the department.
Public Works ..	Storekeeper, Dredging Depot, Williamstown	All stores and material entrusted to him for use in connexion with the Slip.
Public Works ..	Storekeeper, Store Depot, Wells-street, South Melbourne	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.
Mines ..	Storekeeper, Drill Store, Grant-street, South Melbourne	All stores and material entrusted to him for use at and distribution from the Store Depot.
Mines ..	Accountant	All stores and material entrusted to him for use in connexion with boring and crushing.
Health ..	Stores Officer, Head Office Principal Dental Officer, Dental Centre Matron, Greenvale Sanatorium Matron, V.D. Hospital, Fairhaven Matron, Gresswell Sanatorium, Mont Park Matron, Hoatherton Sanatorium, Cheltenham	Diamonds for boring purposes.
Health ..	All Secretaries, Mental Hospitals, and other Institutions under the control of the Director of Mental Hygiene	All stores and material entrusted to them for the Department of Health.
		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, Research Station, Rutherglen Manager, Mallee Research Station, Walpeup Manager, Horticultural Research Station, Tatura Principal, Agricultural College, Dookie Principal, Longerenong Agricultural College, Doonon	All stores and material entrusted to them for the Department of Agriculture.

92. 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.

93. 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.

94. 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.

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

96. 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.

97. 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.

98. 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.

99. 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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100. 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.

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

102. 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.

103. 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.

104. (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 un-serviceable.

(2) No stores or material so considered to be obsolete or un-serviceable 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 un-serviceable 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.

105. 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.

106. 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.

107. 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.

108. 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, as 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
		Recommended— / /19		Approved— Commissioner of Public Works, / /19	

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

To the Hon. the
Commissioner of Public Works.

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(FORM No. 4.)

Requisition for Stores and Material not included in Contract required for the Department of

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.

109. 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.

Regulation 55.

SCHEDULE.

Memorandum of Agreement made the day of One thousand nine hundred and of between in Victoria, an officer in the Department of the Public Service of the State of Victoria (hereinafter called "the officer") of the first part of in the said State (hereinafter called "the surety") of the second part and the Honorable the Treasurer of the said State (hereinafter called "the Minister") of the third part: Whereas the officer has applied for and has been granted.

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in accordance with the Regulations made under the *Public Service Act* 1946, part-time leave of absence for the purpose of pursuing and completing a course of study*

at

And whereas in accordance with the said Regulations such leave has been

granted as to the part thereof on full pay and in consideration thereof the officer whole

and the surety have agreed to enter into this Agreement: And whereas the Minister has approved of the party hereto of the second part as a surety hereto.

Now these presents witness that in consideration of the premises the officer and the surety do hereby for themselves and their respective executors and administrators and also as separate covenants each of them doth hereby for himself his executors and administrators covenant with the Minister in manner following, that is to say:—

1. That the officer will apply himself diligently to the course of study for which the leave has been granted and will not relinquish or discontinue such course without the consent, in writing, of the Minister first had and obtained, and will for a period of three years next after the termination of the said course remain in the said Public Service.

2. That in the event of—

- (a) the termination of the services of the officer by any cause whatever other than death or physical or mental incapacity to perform his duties at any time during the period during which leave is granted;
- (b) the revocation by the Board of the grant of leave on the ground that the officer has failed to make satisfactory progress in his course of study; or
- (c) any relinquishment or discontinuance of his course by the officer without the consent of the Minister—

the officer and the surety or one of them will forthwith, on demand, pay or cause to be paid to the Minister by way of liquidated damages a sum equal to the salary of the officer calculated on an hourly basis received on account of the actual time away from his office during office hours on leave granted with pay in connexion with his course of study.

3. That in the event of the termination of the services of the officer by any cause whatever other than death or mental or physical incapacity to perform his duties after the termination of the course of study, but before the expiration of the period of three years aforesaid the officer and the surety or one of them will forthwith, on demand, pay or cause to be paid to the Minister by way of liquidated damages a sum equal to the salary of the officer calculated on an hourly basis received on account of the actual time away from his office during office hours on leave granted with pay in connexion with his course of study, provided that for every six months of service completed subsequent to the termination of the course of study the sum aforesaid shall be reduced by one-sixth.

4. That the liability of the surety his executors or administrators hereunder shall not be in any way released or discharged by reason of any time or other indulgence which the Minister may in his absolute discretion grant to the officer whereby the time or mode of payment by the officer of the whole or any portion of the moneys referred to in clauses 2 or 3 of this Agreement may be extended or altered.

In witness whereof the parties hereto have hereunto set their hands and seals on the day and year first hereinbefore written—

Signed, sealed, and delivered by the officer, in the presence of—

(Address)

Signed, sealed, and delivered by the surety, in the presence of—

(Address)

Signed, sealed, and delivered by the Minister, in the presence of—

And the Honorable Keith Dodgshun, for and on behalf of His Majesty's Premier for the State of Victoria, shall give the necessary directions herein accordingly.

A. MAHLSTEDT,
Clerk of the Executive Council.

*Insert particulars of the course and the place where it is to be pursued.

†Strike out words inapplicable.

Public Service Act 1946.

REGULATIONS.

The Public Service Board, in pursuance of the powers conferred by the *Public Service Act 1946*, hereby repeals the Public Service (Public Service Board) Regulations and makes the following Regulations, to take effect on the 1st of January, 1951.

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.3-35.)

Part II.—Promotions and Transfers. (R.36-56.)

Part III.—Salaries, Increments, and Allowances. (R.57-77.)

Part IV.—Automatic adjustment of Salaries and Wages in accordance with the variation in the cost of living. (R.78.)

Part V.—Temporary Employment. (R.79-87.)

Part VI.—Travelling Expenses. (R.88-108.)

Part VII.—Applications by Approved Associations and Officers. (R.109-113.)

Part VIII.—Miscellaneous. (R.114-120.)

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.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

7. (1) A candidate for examination for admission to the Public Service shall pay an entrance fee of Five shillings, unless the Board determines in respect of any examination that no entrance fee shall be charged.

(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 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) Every such person shall furnish complete and correct information in reply to all questions asked by the Board, an officer of the Board, or the Government Medical Officer. Where, after an appointment of a person is made, it is found that the information furnished by such person was incomplete or untrue, the appointment may be declared by the Board to be null and void.

(3) 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.

(4) "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.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

(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.

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. (1) The Board may from time to time hold examinations for appointment to the Administrative Division.

(2) No person shall be eligible to enter for such examinations unless he is recorded by the University of Melbourne as having passed the School Leaving Examination, or the School Intermediate Examination, or has passed such other examination as may be deemed by the Board as equivalent.

17. (1) Candidates shall be required to enter for competitive examination in the following subjects—

English.
General Intelligence.
General Knowledge.
Handwriting.

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

English, 150.
General Intelligence, 150.
General Knowledge, 100.
Handwriting, 80.

18. In order to pass the examination and become qualified for selection for appointment, a candidate must obtain at least 50 per centum of the maximum number of marks in each of the subjects of English, General Knowledge, and Handwriting, and at least 100 marks in General Intelligence.

19. The Board shall cause to be entered in the "Register of Qualified Candidates," in 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 of the published number to be selected for appointment, 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 the number of Technical and General Division officers who qualify is less than the number of such places, the number of places so reserved shall be reduced accordingly.

20. 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 each in English, and, if these numbers are the same, then by the number of marks awarded to each in Handwriting, and, if these numbers are also the same, then by lot.

21. 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.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

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. No person shall be eligible to enter for the examination for appointment as a Draughtsman, Class "E", Professional Division, unless he is recorded by the University of Melbourne as having passed—

- (a) the School Leaving Examination including the subjects English, Mathematics I., and Mathematics II.; or
- (b) the School Intermediate Examination, and, in addition, the School Leaving subjects English, Mathematics I., and Mathematics II.; or
- (c) an equivalent Technical School Examination.

Candidates shall be required to enter for competitive examination in Practical Mathematics at the standard of School Leaving Mathematics I. and II., and in Penmanship. In order to pass the examination and become eligible for appointment, a candidate must obtain at least 50 per centum of the maximum number of marks in each of the subjects of examination.

24. (1) No person shall be eligible to enter for the examination for appointment as Librarian or Assistant, Class "E," Professional Division, Public Library and Museums respectively, Department of Chief Secretary, unless such person is recorded by the University of Melbourne as having passed the School Leaving examination, or has passed such other examination as may be deemed by the Board as equivalent.

(2) Candidates shall be required to enter for competitive examination in the following subjects—

Public Library—

- English Literature.
- General Knowledge.
- Elementary Library Principles.

Museums—

- English Expression.
- General Knowledge.
- Elementary Science.

(3) In order to pass the examination and become qualified for appointment, a candidate must obtain at least 50 per centum of the maximum number of marks in each of the subjects.

25. 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.

26. 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.

TECHNICAL AND GENERAL DIVISION.

27. 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.

28. 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.

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29. 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.

30. 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.

31. (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.
(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.

(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 Crown Lands and Survey—Botanic Gardens.

32. 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.

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(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 Crown Lands and Survey—Inspection Branch.

33. 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.

Department of Health—Mental Hygiene Branch.

34. (1) A candidate for appointment to any office other than that of Messenger or Telephonist (Female) shall, unless he or she is a discharged serviceman or a member of the Defence Forces, be not less than 21 and not more than 41 years of age: Provided that any candidate under the age of 56 years who has previously been employed in the Mental Hygiene Branch and has qualified as a Mental Attendant or as a Mental Nurse by passing the prescribed examinations shall be eligible for appointment.

(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).

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(4) In this Regulation "member of the Defence Forces" means a person who was engaged on continuous full-time service as a member of 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.

(5) Any person, who is qualified for appointment to a permanent office in accordance with these Regulations but who is not a natural-born or naturalized British subject and is not eligible under the laws of the Commonwealth to apply for a certificate of naturalization, shall be appointed only on probation, and his appointment shall not be confirmed until he obtains a certificate of naturalization: Provided that the appointment shall be annulled if, within six months of becoming eligible to apply, he fails to make application for a certificate of naturalization.

Department of Agriculture.

35. No person shall be appointed to any of the under-mentioned 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.

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- (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.
- (g) *Tomato Supervisor*—
- (1) Tomato Culture—
 - (a) Propagation.
 - (b) Varieties.
 - (c) Irrigation, Manuring, and Cultivation.
 - (d) Pruning.
 - (e) Harvesting and Ripening.
 - (2) Tomato Pests and Diseases.
- (h) *Vegetable Supervisor*—
- (i) Vegetables and Vegetable Seed Growing;
 - (ii) Vegetable Seed Certification Regulations and approved conditions;
 - (iii) Diseases and pests of vegetables and vegetable seed crops.

PART II.—PROMOTIONS AND TRANSFERS.

36. (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) Subject to the provisions of Section 65 of the *Public Service Act 1946*, 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;

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- (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: Provided further, that notwithstanding anything contained in this sub-regulation where, in relation to any office of the Technical and General Division in the Government Printing Office, it is necessary to determine the relative seniority of officers, such seniority shall be determined by their length of permanent service.
- (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.
- (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.

37. (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.

38. (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 requisite qualifications for such office.

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

(3) Applications will close with the Board on a date fourteen days after the date on which the advertisement is published, unless the Board otherwise determines.

(4) The Secretary to the Board shall cause the names of the applicants to be listed in lexicographical order and shall forthwith forward a copy of such list and the applications received to the Permanent Head of the Department in which the vacant office exists.

(5) The Permanent Head shall, within seven days after the date on which the list and the applications are received by him recommend to the Board the applicant whom he considers most suitable, and at the same time notify all applicants in writing of the name of the recommended applicant.

(6) Any applicant who feels aggrieved by the failure of the Permanent Head to recommend him for appointment 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 by the Permanent Head of the name of the recommended applicant.

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(7) Any appellant, who is senior to the recommended applicant, 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 or recommendation.

(9) Where the recommended applicant, or a successful appellant, is required to travel to Melbourne to support his application, recommendation or appeal, as the case may be, the Board may authorize reimbursement of train fares and reasonable personal expenses to the successful appellant, the recommended applicant, if appointed to the vacant office and, in special circumstances, to a recommended applicant who is not appointed to the vacant office.

39. (1) (a) Where the Permanent Head furnishes a requisition in accordance with the provisions of Regulation 38 (1), he may at the same time furnish the Board with the name of an officer of his Department whom he recommends for appointment to the vacant office.

(b) Where any office has been raised in classification the Board may request the Permanent Head of the Department in which the office is classified to furnish the Board with the name of the officer whom he recommends for appointment to such reclassified office.

(2) The Board shall cause the particulars of the office, the name and classification of the recommended officer and a summary of the duties of, and the requisite qualifications for, such office to be advertised in the *Government Gazette*.

(3) Any officer may appeal in writing to the Board against any such recommendation. 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 the notification of such recommendation in the *Government Gazette*.

(4) The provisions of sub-regulations (7), (8), and (9) of Regulation 38 shall be deemed to be incorporated in this Regulation *mutatis mutandis*, as if the words "or officer" appeared after the word "applicant" in the said sub-regulations, and the words "or reclassified" appeared after the words "the vacant" in sub-regulation (9).

40. (1) No officer shall be promoted or transferred to any of the offices specified hereunder unless he passes the examinations or possess the experience or qualifications as 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.

41. (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.

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- (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.

Department of Crown Lands and Survey—Clerks and Draughtsmen.

42. No officer shall be promoted or transferred to the office of Clerk and Draughtsmen, Department of Crown 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.

43. Adult officers, who have passed the examinations set out hereunder, shall be eligible to be promoted to the fourth subdivision of Class "D," and to be progressed after twelve months' satisfactory service to the maximum subdivision of that Class:—

Survey Draughtsman—

Departmental Examination.	Recognized Examination regarded as Optional Equivalent.
Penmanship 1	Survey Draughting I. (Diploma Technical School Standard), Land Surveying I. (Diploma Technical School Standard), or Computations A (Licensed Surveyors' Examination), plus certificate as to practical work.
Computations 1 (plus a Certificate from the Surveyor-General, Department of Crown Lands and Survey, the Surveyor and Chief Draughtsman, Titles Office, the Assistant Chief Surveyor, Department of Water Supply, or the Staff Surveyor, Department of State Forests, as the case may be, that the candidate has had three months' tuition in practical surveying, including the use of instruments)	
Penmanship 2	Survey Draughting II. (Diploma Technical School Standard).
Computations 2	Land Surveying II. (Diploma Technical School Standard), or Computations B (Licensed Surveyors' Examination).

together with one of the following subjects:—

Laws and Regulations for Surveyors	(Licensed Surveyors' Examination, or Diploma Technical School Standard.)
Map Projections	} (Departmental Examination.)
Geodetic Computing	
Photogrammetry	

Architectural Draughtsman—

Building Construction IA., IIA., and IIIA., or Building Construction I., II., and III. (Diploma Technical School Standard.)

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Civil Draughtsman—

Engineering Drawing I. and IIA., and either Engineering Drawing and Design IIIA., Part I.; or Applied Mechanics IIIA. or Theory of Structures I.	}	Diploma Technical School Stan- dard.)
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Electrical Draughtsman—

Engineering Drawing I. and IIB. and Electrical Engineering I. (plus two subjects from Physics IA., IB., or IC., or equivalent Physics, and two subjects from Mathematics IA., IB., and IC., or equivalent Mathematics)	}	(Diploma Technical School Stan- dard.)
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Mechanical Draughtsman—

Engineering Drawing I., and IIB., and either Engineering Drawing and Design IIIB., Part I., or Heat Engines I. (plus two subjects from Physics IA., IB., and IC., or equivalent Physics, and two subjects from Mathe- matics IA., IB., or IC., or equivalent Mathematics)	}	(Diploma Technical School Stan- ard.)
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Department of Premier—Soil Conservation Authority.

44. (1) No person shall be appointed to the position of Conservation Officer, Professional Division, unless he holds either—

- (a) the Degree of Bachelor of Agricultural Science or Diploma of Agriculture of the University of Melbourne, or an equivalent degree of any university approved by the Board; or
- (b) the Diploma of Agriculture of an agricultural college approved by the Board; or
- (c) a Certificate of the Longerenong Agricultural College granted prior to 1946; and

has passed the prescribed examination.

(2) For the purpose of the preceding sub-regulation, the prescribed examination shall be in the following subjects:—

Conservation Principles.

Kinds of soil erosion; effects of soil erosion; factors causing erosion; control of erosion; correct land-use for various land classes; contour farming, maintenance of fertility; pasture improvement and farm management; effect of erosion and of soil conservation on land valuation.

Text Books.

Ayres—*Soil Erosion and Its Control.*
Gustafson—*Conservation of the Soil.*
Bennett—*Soil Conservation.*
Soil Erosion in Victoria.—A symposium published by the Department of Crown Lands and Survey.

Conservation Practice.

Field inspection, recommendation and report writing; general agricultural practices; conservation economics, farm lay-out and management; Soil Conservation and Land Utilization Acts, and the Regulations thereunder.

Conservation Science.

Elementary soil science; elementary climatology; ecological principles.

Text Books.

G. W. Leeper—*An Introduction to Soil Science.*
Kellogg—*The Soils That Support Us.*
Kimble and Bush—*The Weather.*
Brunt—*Weather Science for Everybody.*
Hills—*Physiography of Victoria.*
U.S.D.A.—*Climate and Man.*
Graham—*Natural Principles of Land Use.*

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Conservation Surveying.

The use, care, and adjustment of the following instruments:—
 Dumpy and other levels, Abney level, aneroid barometer, compass, survey staff and chain; laying out of erosion control works; maps and plans (reduction and plotting of levels, interpretation, compilation, sketching and drawings, field notes, aerial photo interpretation); topographic surveys (contour surveys, mapping of features, land use, longitudinal sections, catchment surveys).

Conservation Engineering.

Elementary hydraulics, design of erosion control measures; water conservation; agricultural machinery; structures and their use.

Text Books.

Ayres—*Soil Erosion and Its Control.*

Bennett—*Soil Conservation.*

Lincoln—*Farm Water Supply.*

(3) The examination shall consist of two parts, a Preliminary Examination and a Final Examination. The Preliminary Examination shall be in the elementary stage of each of the foregoing subjects and the Final Examination shall require an advanced knowledge, including the latest principles and practices of the profession.

- (4) (i) A person who holds one of the qualifications listed in sub-regulation (1) (a) of this Regulation; or
 (ii) any adult officer or employee who, on the 6th November, 1950, was in the employ of the Soil Conservation Authority and had completed not less than three years' practical experience as a Field Officer of such Authority;

shall be deemed to have passed the Preliminary Examination.

(5) No person shall be accepted as a candidate for the Final Examination until he has passed the Preliminary Examination and has reached the age of 21 years.

(6) A candidate shall not be eligible to enter for the prescribed examination unless he has completed a period of practical experience in soil conservation—

- (i) as an officer or employee of the Soil Conservation Authority, or
 (ii) in the employ of any other authority deemed by the Board to be performing similar functions, as follows:—

Persons qualified as in sub-regulation 1 (a) of this Regulation—
 Final Examination—not less than one year.

Persons qualified as in sub-regulation 1 (b) or 1 (c) of this Regulation—

Preliminary Examination—not less than one year.
 Final Examination—not less than three years.

Department of Chief Secretary—Public Library, Librarians.

45. A Librarian 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 a Librarian for a period of at least five years in Class "D".

Law Department—Appointment of Stipendiary Magistrates.

46. (1) No person shall be appointed to the office of Stipendiary 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—

(a) such person—

- (i) is an officer of Class "O1," or a higher class of the Professional Division of the Public Service, who has passed the qualifying examination for appointment to the offices of Clerk of Petty Sessions and Registrar of the County Court;

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- (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 Stipendiary Magistrate shall be in the subjects following, as prescribed by the University of Melbourne:—
- (a) Introduction to Legal Method;
- (b) Principles of Contract;
- (c) Mercantile Law;
- (d) Tort;
- (e) Criminal Law and Procedure;
- (f) Law of Evidence.
- (3) Any officer who, before the 31st December, 1947, passed 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.
- (5) Any officer who has—
- (a) graduated as a Bachelor of Laws at the University of Melbourne, or any university approved of by the Board; or
- (b) been admitted by the Supreme Court to practise as a barrister and solicitor;
- shall be deemed to have passed the examinations prescribed by this Regulation.

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

47. (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 Professional Division unless he has—

- (i) served for at least five years in the office of a Clerk of Petty Sessions or Registrar of a County Court; and
- (ii) 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:—

Baalman—"Outline 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) and Rules.

Coroners Act 1928.

Crimes Act 1928, sections 68-93, 146, 309-320, 336-341, 356-359, 370-384, 412-414, 432, 435-438, 442, 444, 471-474, 476, 485, 488-498, 501, 516, 517, 528, 532, 534, 535, 538-540, 544-548.

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.) and Rules.

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.

TECHNICAL AND GENERAL DIVISION.

Department of Chief Secretary.—Penal and Gaols Branch.

48. 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.—Fisheries and Game Branch.

49. No officer shall be eligible for promotion to the position of Inspector, Grade I., unless the Permanent Head certifies that he has proved satisfactory in the field, and, while serving in the position of Inspector, Grade II., he has passed an examination in the following:—

- (i) Fisheries and Game Acts, and Regulations thereunder.
- (ii) Identification of animals, including birds and common angling and commercial fish species.

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- (iii) Use of commercial fishing gear.
- (iv) Methods adopted by persons acting in contravention of the Regulations under the Fisheries and Game Acts.
- (v) Preparation of reports and briefs for prosecutions.
- (vi) Rudiments of fauna and fisheries investigations carried out by the Department.

Department of Chief Secretary.—Library Attendant.

50. No officer shall be eligible for promotion to the position of Library Attendant Grade I, unless he has served for at least three 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 Crown Lands and Survey.—Botanic Gardens.

51. 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.
- (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 approximately 40 plant specimens selected from plants growing in the Gardens, including the botanical name, common name, if any, and a brief description of the plants to be identified.

Department of Health.—Mental Hygiene Branch.

52. (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. The provisions of this paragraph shall not apply to any discharged serviceman appointed prior to the 30th June, 1930, as an Attendant, Grade III. (on probation).

- (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.

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(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. Notwithstanding the provisions of sub-regulation (1) of this Regulation (a) an officer possessing a certificate of the Royal Medico Psychological Association shall be eligible for promotion to the position of Nurse, Grade II., on the completion of three months' satisfactory service as a Nurse Grade III.; and (b) a person who is a registered nurse shall be eligible for promotion to the position of Nurse Grade II., on passing the Third Examination prescribed herein.

(4) For promotion to the positions of Attendant, Grade I., or Nurse, Grade I., 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.

(5) In filling a position of Hospital Attendant or Hospital Nurse, 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 Health—General Health Branch.

53. No officer shall be eligible for promotion to the position of Health Inspector, Industrial, Grade I., unless he has completed two years' satisfactory service as a Health Inspector, Industrial, Grade II., and has passed an examination in the following:—

(i) Elementary industrial toxicology.

(ii) Preventive methods in relation to occupational diseases.

(iii) Regulations under the Health Acts and the Factories and Shops Acts relating to industrial hygiene.

Department of Labour.—Inspectors of Factories and Shops.

54. No officer shall be eligible for promotion to the position of Inspector of Factories and Shops, Grade I., unless, while serving in the position of Inspector of Factories and Shops, Grade II., 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.*

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- (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.

General—Shorthand Writers and Typists (Female).

55. (1) Any officer who has completed twelve months' service on the maximum salary prescribed for the office of Shorthand Writer and Typist (Female), Grade I, and has satisfied the Board, by test, of her ability to write shorthand at the rate of 100 words a minute shall be promoted to the office of Shorthand Writer and Typist (Female), Grade II.

(2) No officer or person shall be eligible to be appointed to the office of Shorthand Writer and Typist (Female), Grade III., unless she has satisfied the Board, by test, of her ability to write shorthand at the rate of 120 words a minute.

(3) No officer or person shall be eligible to be appointed to the office of Shorthand Writer (Female), Licensed, unless she is licensed under the provisions of the *Evidence Act 1928* as a shorthand writer and is experienced in reporting deputations and interviews.

General—Assistant (Female) Grade I.

56. Any officer who has passed the School Intermediate Examination of the University of Melbourne, or an examination at least equivalent thereto, may, with the approval of the Board, be promoted from the office of Assistant (Female) Grade I, to the office of Assistant (Female) Grade II, on the completion of twelve months' service on the maximum salary prescribed for the office of Assistant (Female) Grade I.

PART III.—SALARIES, INCREMENTS, AND ALLOWANCES.

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

58. (1) The annual rates of salary of officers in the Administrative Division shall be in accordance with the scale set forth in the Third Schedule.

(2) The annual increments payable to officers in the Administrative Division whose offices are classified in any class other than Class "A1," Classes "A" and "A1," or Class "A" shall conform to the salaries provided for subdivisions of classes in the Third Schedule.

(3) The annual amount or range of salary assigned to each office classified in Classes "A1," "A" and "A1," and "A" of the Administrative Division shall be that entered opposite the name thereof in the Fourth Schedule.

(4) Where annual increments are payable to officers in the Administrative Division whose offices are classified in Class "A1" Classes "A" and "A1," or Class "A," each such annual increment shall be of £50:

Provided that, subject to the prescribed maximum salary not being exceeded, where increments are payable beyond an annual salary of £1,300, they shall be of £100.

59. (1) The several offices comprising the Professional Division shall be those specified in the First Schedule, 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 rates of salary of officers in the Professional Division shall be in accordance with the scale set forth in the Third Schedule.

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(3) The annual increments payable to officers in the Professional Division whose offices are classified in any class other than Class "A1," Classes "A" and "A1," or Class "A" shall conform to the salaries provided for subdivisions of classes in the Third Schedule.

(4) Where annual increments are payable to officers in the Professional Division whose offices are classified in Class "A1," Classes "A" and "A1," or Class "A," each such annual increment shall be **or £50:**

Provided that, subject to the prescribed maximum salary not being exceeded, where increments are payable beyond an annual salary of £1,300, they shall be of £100.

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

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

61. 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.

62. 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.

63. 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.

64. 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.

65. Notwithstanding the provisions of Regulations 58, 59, and 63, the Board may determine that an officer classified in Class "E" or Class "D" of the Administrative or of the Professional Division, who immediately prior to his appointment to Class "E" was classified in the Technical and General Division, or was employed in a temporary capacity in the Public Service, shall, without affecting his normal progression by subdivisional promotion in Classes "E" or "D," be paid a salary in excess of the maximum salary of Class "E" or the minimum salary of Class "D."

66. Where the rates of salary of any office specified in the Second or Seventh Schedules are varied by the Board, the substituted rates shall, unless otherwise determined by the Board, be applied as if they had been in operation for the whole of the service of an officer in the office occupied by him at the date of such variation.

67. 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 52.

68. 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.

69. (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.

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(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.

70. (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.

71. (1) Notwithstanding the provisions of Regulations 58 and 59, every male officer 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, according to his age, as provided in the following scale:—

Age.	Annual Rate of Salary.
	£
At 17 years	169
At 18 years	195
At 19 years	247
At 20 years	273
At 21 years or over	325

(2) Subject to the provisions of section 35 of the *Public Service Act* 1946, an officer who is entitled under sub-regulation (1) of this Regulation to receive an annual rate of salary in excess of the rate appropriate to the subdivision in which he is classified, shall proceed by annual increments which will conform to the salaries provided for Class "D" in the Third Schedule.

(3) The Board may determine that the provisions of this Regulation shall be applied, with such restrictions and limitations as it may see fit to impose, to any officer in the Administrative Division or the Professional Division appointed prior to the 29th October, 1946, as if this Regulation had been in operation for the duration of the officer's service in Class "E" or in the lowest class in the Clerical or Professional Divisions under the provisions of the *Public Service Act* 1928.

EMPLOYEES.

72. (1) The annual amount or range of salary payable to persons employed temporarily in the Public Service shall be that entered opposite the respective designations of the positions occupied by such persons in the Fifth and Sixth Schedules.

Provided that, where any such person was eligible, immediately prior to this Regulation, to proceed to any higher rate of pay in accordance with an approved scale of payment he shall continue to be so eligible.

(2) The provisions of sub-regulation 2 of the Regulation 60 and of Regulations 61, 62, 66, 68, 69, and 70 shall be deemed to be incorporated in this Regulation *mutatis mutandis*.

73. "Schedule" means schedule to these Regulations.

OVERTIME ALLOWANCES.

74. (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.

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(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 £735.

(6) Except in such special cases as may be approved by the Board, 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) Notwithstanding anything in this Regulation the total amount payable to any officer in respect of salary and overtime shall not exceed £42 3s. 3d. for work performed in any fortnightly pay period.

(8) 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.

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

75. (1) Officers who are required to work after office hours may be reimbursed the sum of four 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 four 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.

ROSTERED TIME OF ORDINARY DUTY PERFORMED BY OFFICERS OF THE TECHNICAL AND GENERAL DIVISION DURING WEEK-ENDS OR ON PUBLIC HOLIDAYS.

76. For all rostered time of ordinary duty performed by an officer of the Technical and General Division whose standard salary does not exceed £500 a year the Board may authorize additional payment as follows:—

(a) for work performed between midnight on Friday and midnight on Saturday, or on a holiday observed in accordance with the provisions of section 67 of the *Public Service Act 1946*, at the rate determined in accordance with the following formula:—

$$\frac{\text{Fortnightly salary}}{\text{Fortnightly hours of duty}} \times 4$$

and

(b) for work performed between midnight on Saturday and midnight on Sunday at the rate determined in accordance with the following formula:—

$$\frac{\text{Fortnightly salary}}{\text{Fortnightly hours of duty}} \times \frac{1}{2}$$

Provided that, in respect of such work, no additional payment shall be made for any continuous period of duty of less than six hours or for the time by which any continuous period of duty exceeds eight hours.

HIGHER DUTIES ALLOWANCES.

77. (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

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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 £735, 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.—AUTOMATIC ADJUSTMENT OF SALARIES AND WAGES IN ACCORDANCE WITH THE VARIATIONS IN THE COST OF LIVING.

78. (1) The salaries and wages of officers and employees in the Public Service (other than officers and employees whose salaries or wages are adjusted according to variations in the cost of living as indicated by any retail price index numbers published by the Commonwealth Statistician or upon a basis and method of adjustment different from that contained in these Regulations) shall be subject to automatic adjustment, in accordance with the variations in the cost of living, upon the basis and method of adjustment prescribed in these Regulations.

(2) The basis and method of such adjustment shall be as follows:—

(a) The measure of increases or decreases in the cost of living will be the weighted average retail price index numbers for "five towns" in Victoria as shown in the "Retail Prices, Court Index—Second Series" published from time to time by or at the direction of the Commonwealth Court of Conciliation and Arbitration.

(b) Cost of living adjustments, where necessary, shall be made half-yearly as from the commencement of the first fortnightly pay period beginning in the months of August and February in each year according to the index numbers for the preceding six months ending on the 30th June and the 31st December respectively.

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(c) Increases above or decreases below salaries or wages determined by the Board shall be adjusted according to the following table, the amount of the increase or decrease being determined by the amounts shown in the table opposite the index number group within which the index number for the six months ending on 30th June or 31st December in any year falls:—

Index Number Groups.	Amount of Adjustment.			
	Adult Males and Married Male Minors.	Adult Females.	Officers or Employees (not being Married Males) under 21 Years of Age.	
	£	£	£	
Decreases	52·3- 54·5	72	48	36
	54·6- 56·8	66	44	33
	56·9- 59·1	60	40	30
	59·2- 61·4	54	36	27
	61·5- 63·7	48	32	24
	63·8- 66·0	42	28	21
	66·1- 68·3	36	24	18
	68·4- 70·6	30	20	15
	70·7- 72·9	24	16	12
	73·0- 75·2	18	12	9
	75·3- 77·5	12	8	6
77·6- 79·8	6	4	3	
No Change	79·9- 82·1
Increases	82·2- 84·4	6	4	3
	84·5- 86·7	12	8	6
	86·8- 89·0	18	12	9
	89·1- 91·3	24	16	12
	91·4- 93·6	30	20	15
	93·7- 95·9	36	24	18
	96·0- 98·2	42	28	21
	98·3-100·5	48	32	24
	100·6-102·8	54	36	27
	102·9-105·1	60	40	30
	105·2-107·4	66	44	33
107·5-109·7	72	48	36	

(d) In the event of the index number being more than 109·7 or less than 52·3, salaries or wages shall be further increased or decreased on the basis of the table, that is, for each further rise or fall of 2·3 points in the index number salaries or wages shall be increased or decreased (as the case may be) by a further £6 a year for adult males and married male minors, £4 for adult females, and £3 for officers or employees (not being married males) under 21 years of age.

(3) Notwithstanding anything contained elsewhere in this Regulation, the cost-of-living adjustment payable as from the 10th day of December, 1950, shall be calculated by adding to the amounts determined in accordance with sub-regulation (2) of this Regulation in respect of the six months commencing on the 6th day of August, 1950, an amount of £49 for adult males and married male minors, £48 for adult females and £25 for officers or employees (not being married males) under 21 years of age.

PART V.—TEMPORARY EMPLOYMENT.

79. 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.

80. 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.

81. 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.

82. 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.

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83. 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."

84. 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.

85. 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.

86. 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.

87. 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 VI.—TRAVELLING EXPENSES.

88. 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.

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

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

91. 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.

92. When the actual and necessary expenses 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.

93. 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.

94. 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.

95. (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.

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(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.

96. (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 headquarters when he leaves and returns the same day:

Provided that the Permanent Head, on being satisfied that the amount claimed has actually and necessarily been incurred, may authorize the reimbursement of the amount so expended, but not exceeding—

- (a) 3s. 6d. for breakfast, where an officer is required to leave before 7 a.m. and is unable to return until after 9.30 a.m.
 (b) 4s. for tea, where an officer is required to leave before 5 p.m. and is unable to return until after 7 p.m.
 (c) (i) 4s. for lunch, where an officer is required to leave before 7 a.m. and is unable to return until after 7 p.m., or
 (ii) 3s. for lunch, where an officer is required to leave before 12 noon and is unable to return until after 3 p.m., and is absent for a period of at least seven hours.

(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 (c) 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.

97. 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 Four Weeks.	More than Four but not more than Eight Weeks.
	a day.	a day.	a day.
	s. d.	s. d.	s. d.
(i) Permanent Heads	50 0	40 0	32 6
(ii) Other officers	35 0	30 0	25 0

Provided that, where the visit of an officer extends to more than eight weeks, the rate of reimbursement thereafter shall be as determined by the Board.

(b) All other places—

	Full Rate (Less than One Week).	One Week, but not more than Four Weeks at the Same Place.	More than Four Weeks at the Same Place.
	a day.	a day.	a day.
	s. d.	s. d.	s. d.
(i) Permanent Heads	30 0	25 0	20 0
(ii) Officers other than Permanent Heads whose salaries are more than £900 a year ..	25 0	20 0	15 0
(iii) Other officers	20 0	17 6	13 6

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 a rate higher than the scale rate but not more than the full rate.

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DIVISION II.—REIMBURSEMENT OF CERTAIN OFFICERS FOR EXPENSES.

98. (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 or at Corriemungle—

Personal expenses 2s. 6d. a day.

Department of Education.

(4) Attendance Officers—

(a) Where required to use own motor car on official duties—such commuted amount as may be determined by the Board; or

(b) In Melbourne and suburbs—£30 a year each. In Ballarat, Bendigo, Geelong and Shepparton—£20 a year each.

Department of Crown Lands and Survey.

(5) Inspectors—

Inner metropolitan districts £190 a year each.

Other than inner metropolitan districts £196 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 Permanent Head, as follows:—

DISTRICT ALLOWANCE.

(a) Where one horse is used—not exceeding £65 a year.

(b) Where two horses are used—not exceeding £84 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—other than at their headquarters.

(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—
4s. 3d. a day.

(ii) where men are required to batch—
5s. 9d. a day.

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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.

(13) Officers engaged 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.

Department of Public Works—Ports and Harbors.

(14) When rations are not provided, an allowance at the rate of 5s. a day with a maximum of 30s. a week, may be paid, except during the period of any leave, to each member of the crew, below the rank of officer, of the S.S. *Rip*, or the dredge *Matthew Flinders*, or the dredge *Lady Stanley*, or other vessel approved by the Board: Provided that, where any one of the said vessels is unable to carry out its ordinary duties owing to inability to complete the crew below the rank of officer, no such allowance shall be payable after a period of three weeks from the commencement of such inability.

Department of Health.

(15) Sisters and Motor Drivers (Female) in the Maternal and Child Hygiene Branch employed in the infant welfare mobile service circuits, £78 a year.

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

99. 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.

100. "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.

101. (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 be reimbursed—

- (i) such weekly, monthly or yearly allowance as the Board determines, or

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(ii) with the approval of the Permanent Head, at the mileage 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.
	d.	d.
Motor Cars—		
Over 20 h.p.	8½	6½
Over 12 h.p. and up to 20 h.p.	7½	6½
Over 9 h.p. and up to 12 h.p.	7½	6
9 h.p. and under	6½	5½
Motor Cycles, with side cars	3	2½
Motor Cycles	2½	2
Bicycles	1d. ½ 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.

102. (1) Except where otherwise authorized officers shall travel by railway whenever practicable.

(2) Officers of the Administrative and Professional Divisions may travel first class. Officers of the Technical and General Division may travel first or second class at the discretion of the Permanent Head.

103. (1) A rail voucher may be issued to any officer or to any employee employed for at least twelve months or to any person employed under the provisions of section 4 (1) (l) of the *Public Service Act 1946* for at least twelve months, who is stationed outside the metropolitan area and is required for the purposes of the Act or Regulations or the Superannuation Acts to undergo medical examination.

(2) Any such officer, employee, or person may be allowed such reimbursement of personal expenses incurred in travelling as may be determined by the Board.

104. 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.

105. Except where the Board otherwise directs, reimbursement of travelling expenses of officers, their wives and children, and of reasonable cost of removing household furniture, shall be allowed when officers are promoted or transferred from one station to another.

106. (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) Household furniture and effects shall, when practicable, be removed by railway.

107. (1) Officers possessing motor cars may use them for transport, in which case they shall be reimbursed at the rate of 3½d. 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.

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108. (1) Where a married officer is transferred or promoted to a position and, being unable to obtain a suitable residence, he is required to—

- (a) live away from his home and pay board and lodging, or
- (b) pay board and lodging for himself and his family, or
- (c) incur additional expenditure,

the Board may authorize the payment to him of such allowance, by way of reimbursement, as it considers reasonable.

(2) (a) Where the standard salary of an unmarried officer does not exceed £273 a year and he is appointed or transferred to a position and is thereby required to live away from his home and to pay board and lodging in excess of 30s. a week the Board may authorize payment of an allowance of an amount equal to one-half of the excess over 30s., provided that in no case shall the weekly allowance exceed 15s.

(b) Where the standard salary of an unmarried officer exceeds £273 a year, but does not exceed £436 a year, and he is transferred or promoted to a position and is thereby required to live away from his home and to pay board and lodging in excess of 40s. a week, the Board may authorize payment of 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 VII.—APPLICATIONS BY APPROVED ASSOCIATIONS AND BY OFFICERS.

109. (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*.

110. 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.

111. 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.

112. 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.

113. (1) Except as hereinafter provided, an application of communication by an officer in respect of any matter which is within the function of the Board to determine shall be submitted through the Permanent Head, who shall forward same to the Board with his appropriate comment.

(2) 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.

PART VIII.—MISCELLANEOUS.

114. *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 Stipendiary Magistrate, who shall be Chairman.

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

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(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.

115. *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" or Class "A"), 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.

116. *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.

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

118. *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.

119. *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.

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

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FIRST SCHEDULE.

PROFESSIONAL DIVISION.

Offices and Rates of Salaries.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF PREMIER.		
CLASS "A."		
Executive Officer, Soil Conservation Authority	1,000	1,100
CLASS "B."		
Press Relations Officer	} 781	839
Senior Conservation Officer, Soil Conservation Authority		
CLASS "C2."		
Chief Executive Officer, State Film Centre	683	735
CLASS "C1."		
Conservation Engineer, Soil Conservation Authority	} 605	657
Senior Investigation Officer, Regional Planning and Decentralization Division		
Soil Physicist, Soil Conservation Authority		
CLASS "C."		
Assistant Engineer, Soil Conservation Authority	} 475	579
Soil Conservation Officer, Soil Conservation Authority		
DEPARTMENT OF CHIEF SECRETARY.		
CLASS "A1."		
Government Statist	1,400	1,800
CLASSES "A" AND "A1."		
Chief Inspector of Explosives	1,100	1,350
Chief Librarian, Public Library	1,100	1,350
Director, National Gallery	1,100	1,250
Director, National Museum	1,000	1,200
Inspector-General of Penal Establishments and Inspector of Reformatory Schools	1,100	1,450
Medical Superintendent (Female) Children's Welfare Depot, Royal Park	1,050	1,200
CLASS "A."		
Assistant Actuary, Friendly Societies	1,000	1,050
Assistant Chief Librarian, Public Library	1,000	1,050
Chief Clerk, Accident Insurance Office	1,000	1,050
Chief Shorthand Writer	1,000	1,050
CLASS "B1."		
Deputy Inspector-General of Penal Establishments	} 878	956
Director of Fisheries and Game		
Director, Museum of Applied Science		
Superintendent of Weights and Measures		

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FIRST SCHEDULE—*continued.*

Office.	Yearly Rate of Salary.	
	Minimum	Maximum.
DEPARTMENT OF CHIEF SECRETARY— <i>continued.</i>		
CLASS "B."		
Claims Supervisor, Accident Insurance Office	761	839
Principal, Library Training School		
Secretary, Free Library Service Board		
Senior Assistant, Museum of Applied Science		
Senior Chemist and Inspector, Explosives		
Senior Reporter		
Superintendent, Langi Kal Kal		
Supervising Librarian, Public Library		
CLASS "C2."		
Assistant Director, National Gallery	683	735
Assistant Librarian, Public Library		
Deputy Superintendent of Weights and Measures		
Entomologist, National Museum		
Governor, Pentridge		
Mammalogist, National Museum		
Palaontologist, National Museum		
Reporter, Grade I.		
Senior Biologist, Fisheries and Game		
Senior Librarian, Public Library		
Supervising Inspector, Explosives		
CLASS "C1."		
Chemist and Inspector, Explosives	605	667
Claims Clerk, State Motor Car Insurance Office		
Ethnologist, National Museum		
Inspector, State Motor Car Insurance Office		
Mineralogist, National Museum		
Physicist, Museum of Applied Science		
Reporter, Grade II.*		
Senior Librarian (Female), Public Library		
CLASS "C."		
Assistant, Chief Secretary's Office	475	579
Biologist, Fisheries and Game		
Chemist, Explosives		
Conchologist (Female), National Museum		
Inspector, Accident Insurance Office		
Inspector, State Motor Car Insurance Office		
Librarian, Public Library		
Mineralogist (Female), National Museum		
Ornithologist, National Museum		
Preparator, Grade I.		
Technical Officer, Free Library Service Board		
CLASS "D1" (FEMALE).		
Assistant, National Museum	390	468
Keeper of the Prints, National Gallery		
Librarian, Public Library		
Social Worker, Children's Welfare		
CLASS "D."		
Assistant Biologist, Fisheries and Game	416	436
Assistant Entomologist, National Museum	338	436
Assistant, Museum of Applied Science		
Assistant, National Museum		
Librarian, Public Library		
Preparator, Grade II.	416	436

* after the completion of three years' satisfactory service as such, will be eligible for progression to Reporter, Grade I, Class "C2."

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—*continued.*

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
DEPARTMENT OF CHIEF SECRETARY— <i>continued.</i>		
CLASS "D" (FEMALE).		
Assistant, National Museum	} 286	351
Librarian, Public Library		
Teacher, Children's Welfare		
CLASS "E."		
Assistant Entomologist, National Museum	} 158	325
Assistant, Museum of Applied Science		
Assistant, National Museum		
Librarian, Public Library		
CLASS "E" (FEMALE).		
Assistant, National Museum	} 143	273
Librarian, Public Library		
DEPARTMENT OF TREASURER.		
CLASS "A."		
Chief Valuer, Taxation (Land Tax) Branch	} 1,000	1,150
Estates Officer, Housing Commission		
Government Printer		
CLASS "B1."		
Architect, Housing Commission	} 878	956
Economics Research Officer		
Senior Valuer, Taxation (Land Tax) Branch		
CLASS "B."		
Assistant Estates Officer, Housing Commission	} 781	839
Surveyor, Housing Commission		
Valuer, Taxation (Land Tax) Branch		
CLASS "C2."		
Valuer, Taxation (Land Tax) Branch	683	735
CLASS "C1."		
Draughtsman, Housing Commission	} 605	657
Valuer, Housing Commission		
Valuer, Taxation (Land Tax) Branch		
CLASS "C."		
Assistant Valuer, Taxation (Land Tax) Branch	} 475	579
Draughtsman, Housing Commission		
Draughtsman, Taxation (Land Tax) Branch		
CLASS "D."		
Cadet Valuer, Taxation (Land Tax) Branch	338	436

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—*continued.*

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF LAW.		
CLASS "A1."		
Assistant Crown Solicitor	1,250	1,500
Assistant Parliamentary Draftsman	1,400	1,700
Chief Examiner of Titles	1,350
Chief Stipendiary Magistrate	1,750
Crown Solicitor	1,850	2,250
Metropolitan Stipendiary Magistrate	1,550
Parliamentary Draftsman	1,850	2,250
Registrar-General and Registrar of Titles	1,400
Stipendiary Magistrate, Grade I. (Suburban, Bendigo, Ballarat, Geelong, City Coroner, Relieving and Children's Court) ..	1,250	1,450
Surveyor and Chief Draughtsman and Titles Office Survey Officer	1,250	1,350
CLASSES "A" AND "A1."		
Assistant Chief Draughtsman, Titles Office	1,000	1,200
Examiner of Titles	1,050	1,250
Public Solicitor	1,000	1,200
Second Assistant Parliamentary Draftsman	1,000	1,200
Stipendiary Magistrate, Grade II. (Country)	1,100	1,400
CLASS "A."		
Assistant Public Trustee	1,000	1,150
Chief Court Reporter	1,000
Clerk of Courts, Grade I.	1,000	1,050
Legal Assistant (Police), Crown Solicitor's Office	1,000	1,050
Officer in Charge, Common Law, Crown Solicitor's Office ..	1,000	1,050
Prosecuting Officer in Petty Sessions, Crown Solicitor's Office ..	1,000	1,050
Prothonotary	1,000	1,050
Registrar of Probates and Administrations	1,000	1,150
Superintending Draughtsman, Titles Office	1,000	1,050
CLASS "B1."		
Assistant Superintending Draughtsman, Titles Office ..	878	956
Chief Clerk, City Court, Melbourne		
Clerk of Courts, Grade I.		
Legal Assistant (Labour), Crown Solicitor's Office		
Professional Assistant, Office of the Public Trustee		
Senior Inspecting Clerk of Courts		
CLASS "B."		
Clerk of Courts, Grade I.	761	839
Legal Officer, Common Law, Crown Solicitor's Office ..		
Officer in Charge, Conveyancing other than Railways, Crown Solicitor's Office		
Section Leader Draughtsman, Titles Office		
Senior Court Reporter		
Senior Surveyor, Titles Office		

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF LAW—continued.		
CLASS "C2."		
Clerk of Courts, Grade II.	683	735
Court Reporter, Grade I.		
Inspecting Clerk of Courts		
Legal Assistant (Housing), Crown Solicitor's Office		
Officer in Charge of Children's Courts		
Officer in Charge, Conveyancing other than Railways, Crown Solicitor's Office		
Professional Assistant, Crown Solicitor's Office		
Professional Assistant, Office of the Public Trustee		
Professional Assistant, Public Solicitor's Office		
Senior Bench Clerk, City Court, Melbourne		
Senior Draughtsman, Titles Office		
Senior Inspecting Clerk of Courts		
Surveyor, Grade I., Titles Office		
CLASS "C1."		
Clerk of Courts, Grade II.	605	657
Clerk of the Coroner's Court		
Court Reporter, Grade II.*		
Court Reporter (Female), Grade I.		
Draughtsman, Titles Office		
Professional Assistant, Crown Solicitor's Office		
Professional Assistant, Office of the Public Trustee		
Surveyor, Grade II., Titles Office		
CLASS "C."		
Clerk of Courts, Grade III.	475	579
Court Reporter (Female), Grade II.†		
Draughtsman, Titles Office		
Probation Officer (Male), Children's Courts		
Professional Assistant, Crown Law Offices		
Professional Assistant, Crown Solicitor's Office		
CLASS "D1" (FEMALE).		
Probation Officer, Children's Courts	390	468
CLASS "D."		
Draughtsman, Titles Office	338	436
CLASS "D" (FEMALE).		
Professional Assistant, Crown Law Offices	286	351
CLASS "E."		
Draughtsman, Titles Office	156	325
DEPARTMENT OF CROWN LANDS AND SURVEY.		
CLASS "A1."		
Surveyor-General	1,350

* After the completion of three years' satisfactory service as such, will be eligible for progression to Court Reporter, Grade I., Class "C2."
 † After the completion of five years' satisfactory service as such, will be eligible for progression to Court Reporter (Female), Grade I., Class "C1."

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF CROWN LANDS AND SURVEY—continued.		
CLASSES "A" AND "A1."		
Assistant Surveyor-General	1,050	1,250
Chief Draughtsman	1,000	1,200
Chief Topographic Surveyor	1,050	1,250
Director, Melbourne Botanic Gardens and Government Botanist	1,050	1,350
CLASS "A."		
District Surveyor, Grade I.	1,000	1,050
Superintendent of Vermin and Noxious Weeds Destruction ..	1,000	1,150
Surveyor, Land and Buildings	1,000
CLASS "B1."		
Chief Inspector of Land Settlement	878	956
District Surveyor, Grade II.		
Officer in Charge, Central Plan Office		
Superintending Draughtsman		
Superintending Photogrammetrist		
CLASS "B."		
Assistant Chief Inspector of Land Settlement	761	839
Senior Botanical Officer		
Senior Draughtsman		
Senior Surveyor		
CLASS "C2."		
Draughtsman	683	735
Research Officer		
Senior Draughtsman (Lithographic)		
Senior Photogrammetrist		
Senior Surveyor		
Staff Surveyor		
CLASS "C1."		
Botanist	605	657
Computing Draughtsman (Geodetic)		
Draughtsman		
Photogrammetrist		
Research Officer		
Surveyor		
CLASS "C."		
Botanical Officer	475	570
Cartographic Assistant		
Computing Draughtsman (Geodetic)		
Draughtsman		
CLASS "D."		
Assistant Botanist	338	436
Cartographic Assistant	338	436
Draughtsman	416	436
Draughtsman	338	436
CLASS "E."		
Draughtsman	156	325

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF PUBLIC WORKS.		
CLASS "A1."		
Assistant Chief Architect (Construction)	1,200	1,350
Assistant Chief Architect (Design)	1,200	1,350
Assistant Chief Architect (Maintenance)	1,200	1,350
Assistant Chief Engineer	1,200	1,350
Chief Architect	1,500	1,800
Chief Engineer and Engineer, Ports and Harbours	1,400	1,800
Senior District Architect	1,200	1,250
CLASSES "A" AND "A1."		
Chief Mechanical and Electrical Engineer	1,100	1,250
Senior Engineer	1,050	1,200
CLASS "A."		
Assistant Marine Surveyor	1,000	1,050
District Architect	1,050	1,100
Engineer (Equipment)	1,000	1,050
Marine Surveyor	1,000	1,100
Senior Architect	1,000	1,050
Senior Designing Architect	1,050	1,100
Superintendent of Floating Plant	1,050	1,100
CLASS "B1."		
Chief Quantity Surveyor	878	956
Chief Structural Engineer		
District Architect		
Engineer		
Senior Architect		
CLASS "B."		
Architect	761	839
Assistant District Architect		
Assistant Superintendent of Floating Plant		
Engineer		
Pilot and Harbour Master, Portland		
Technical Stores Officer	761	839
CLASS "C2."		
Assistant Engineer	683	735
Engineering Surveyor		
Senior Draughtsman		
Superintendent of Parks and Gardens		
Supervisor of Works		
CLASS "C1."		
Assistant Engineer	605	657
Assistant to Marine Surveyor		
Assistant Quantity Surveyor		
Assistant Technical Stores Officer		
Senior Draughtsman		
Senior Inspector of Works		
CLASS "C."		
Assistant Engineer	475	579
Draughtsman		
Engineering Assistant		
Inspector of Works		
Pilot and Harbour Master, Warrnambool		
Senior Draughtswoman		
CLASS "D1" (FEMALE).		
Draughtswoman	390	469
CLASS "D."		
Assistant Quantity Surveyor	416	436
Draughtsman	338	436
CLASS "D" (FEMALE).		
Draughtswoman	286	351
CLASS "E."		
Draughtsman	156	325

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
DEPARTMENT OF MINES.		
CLASSES "A" AND "A1."		
Chief Government Geologist	1,100	1,350
CLASS "B1."		
Assistant Chief Government Geologist	878	956
Superintending Draughtsman		
CLASS "B."		
Chief Inspector of Boilers	761	839
Chief Mining Inspector		
Senior Chemist		
Senior Draughtsman		
Senior Field Geologist		
CLASS "C2."		
Draughtsman	683	735
Inspector of Mines and Machinery, Grade I.		
Senior Inspector of Boilers		
CLASS "C1."		
Chemist	605	657
Draughtsman		
Field Geologist		
Inspector of Boilers, Grade I.		
Inspector of Mines and Machinery, Grade II.		
Inspector of Mines and Machinery (Electrical)		
CLASS "C."		
Analyst	475	579
Chemist		
Draughtsman		
Field Geologist		
Inspector of Boilers, Grade II.		
Inspector of Mines and Machinery, Grade III.		
CLASS "D."		
Assistant Field Geologist	416	436
Draughtsman		
DEPARTMENT OF HEALTH.		
CLASS "A1."		
Chief Health Officer	1,800	2,100
Government Medical Officer	1,500	1,700
CLASSES "A" AND "A1."		
Government Medical Officer, Assistant	1,100	1,400
GENERAL HEALTH BRANCH.		
CLASS "A1."		
Chief Engineer	1,300	1,450
Chief Industrial Hygiene Officer	1,400	1,500
District Health Officer, Grade I.	1,400	1,500
District Health Officer, Grade II.	1,200	1,350
Health Officer (Venereal Diseases)	1,400	1,500
Medical Supervisor, Poliomyelitis	1,250	1,400
Senior Health Officer	1,500	1,650
CLASSES "A" AND "A1."		
Medical Officer (Male)	1,000	1,250
CLASS "A."		
Senior Engineer	1,000	1,150
CLASS "B1."		
Medico-Legal Chemist	878	956
Senior Building Surveyor		

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
DEPARTMENT OF HEALTH—continued.		
GENERAL HEALTH BRANCH—continued.		
CLASS "B."		
Building Surveyor	761	839
Medico-Legal Chemist		
CLASS "C2."		
Building Surveyor	683	735
Deputy Medico-Legal Chemist		
Engineer		
Senior Building Inspector		
Senior Chemist (Female)		
CLASS "C1."		
Building Inspector	605	657
Building Surveyor		
Scientific Officer (Chemist)		
CLASS "C."		
Analyst, Grade I... .. .	475	579
Assistant Engineer		
Building Inspector		
Physiotherapist in Charge (Female)		
Senior Building Inspector (Electrical)		
Scientific Officer (Chemist)		
CLASS "D1" (FEMALE).		
Physiotherapist	300	468
CLASS "D."		
Analyst, Grade II.†	436
Building Inspector		
MATERNAL AND CHILD HYGIENE BRANCH.		
CLASS "A1."		
Chief School Medical Inspector (Female)	1,250	1,400
Director of Maternal, Infant, and Pre-School Welfare (Female)	1,250	1,400
Principal School Dental Officer	1,250	1,400
CLASSES "A" AND "A1" ..		
Assistant Chief School Medical Inspector (Female)	1,100	1,250
Assistant Director of Maternal, Infant, and Pre-School Welfare (Female)	1,100	1,250
School Medical Officer (Male)	1,100	1,250
School Dental Officer (Male)	1,000	1,250
CLASS "A."		
Medical Officer (Female), Grade I.	1,000	1,100
School Dental Officer (Female), Grade I.	1,000	1,100
School Medical Officer (Female), Grade I.	1,000	1,100
CLASS "B1."		
Medical Officer (Female), Grade II.	878	956
School Dental Officer (Female), Grade II.		
School Medical Officer (Female), Grade II.		
CLASS "C."		
Chief Pre-School Supervisor (Female)	475	579
CLASS "D1" (FEMALE).		
Social Worker	390	468
MENTAL HYGIENE BRANCH.		
CLASS "A1."		
Assistant Psychiatrist	1,300	1,400
Medical Superintendent, Mont Park	1,600	1,700
Medical Superintendent, Royal Park	1,600	1,700
Medical Superintendent	1,500	1,600
Pathologist	1,500	1,600
Psychiatrist	1,500	1,600
Senior Medical Officer (Male)	1,300	1,400

† After the completion of one year's satisfactory service as such, will be eligible for progression to Analyst, Grade I., Class "C."

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
DEPARTMENT OF HEALTH—continued.		
MENTAL HYGIENE BRANCH—continued.		
CLASSES "A" AND "A1."		
Assistant Psychiatrist (Female)	1,050	1,200
Dentist	1,000	1,250
Medical Officer (Male)	1,000	1,250
Senior Medical Officer (Female), Janefield	1,050	1,250
CLASS "A."		
Senior Psychologist	1,000
CLASS "B1."		
Psychologist	878	956
CLASS "B."		
Psychologist	761	839
CLASS "C2."		
Pharmaceutical Chemist	} 683	735
Psychologist		
CLASS "C1."		
Bio-Chemist	} 605	657
Pharmaceutical Chemist		
Psychologist (Female)		
CLASS "D1" (FEMALE).		
Senior Dietitian	} 390	468
Social Worker		
Speech Therapist		
TUBERCULOSIS BRANCH.		
CLASS "A1."		
Assistant Clinical Tuberculosis Officer	1,250	1,400
Clinical Tuberculosis Officer	1,400	1,500
Deputy Director of Tuberculosis (Diagnostic Services)	1,450	1,800
Deputy Director of Tuberculosis (Radiology)	1,450	1,600
Deputy Director of Tuberculosis (Sanatoria and Chalets)	1,450	1,600
Medical Superintendent (Female), Sanatoria	1,300	1,400
Medical Superintendent (Male), Sanatoria	1,400	1,500
Radiologist, Mass X-ray Surveys	1,350	1,450
Rehabilitation Medical Officer	1,250	1,400
Senior Medical Officer, Sanatoria	1,300	1,350
Tuberculosis Officer	1,400	1,500
CLASSES "A" AND "A1."		
Assistant Clinical Tuberculosis Officer (Female)	1,050	1,250
Medical Officer (Male)	1,000	1,250
DEPARTMENT OF AGRICULTURE.		
CLASS "A1."		
Agricultural Superintendent	1,250	1,450
Chief Chemist	1,250	1,500
Chief Inspector of Agriculture	1,250	1,450
Superintendent of Agricultural Education	1,250	1,450
Superintendent of Dairying	1,250	1,450
Superintendent of Horticulture	1,250	1,450
Superintendent of Live Stock, Chief Veterinary Inspector, and Chief Inspector of Stock	1,250	1,450
CLASS "A."		
Agrostologist	1,000	1,050
Biologist	1,000	1,100
Deputy Chief Chemist	1,000	1,050
Information Officer	1,000	1,100
Live Stock Science Officer	1,000	1,050
Manager, Cool Stores	1,000
Principal, Dookie Agricultural College	1,000	1,100
Principal, Longerenong Agricultural College	1,000	1,050
Principal, School of Dairy Technology and Chief Dairy Research Officer	1,000	1,100

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—*continued.*

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
DEPARTMENT OF AGRICULTURE— <i>continued.</i>		
CLASS "A"— <i>continued.</i>		
Senior Agrostologist	1,000	1,100
Senior Inspector of Agriculture	1,000	1,100
Senior Inspector of Agricultural Education	1,000	1,100
Senior Inspector of Horticulture	1,000	1,100
Senior Plant Investigation Officer	1,000	1,100
Senior Plant Pathologist	1,000	1,050
Senior Veterinary Milk Supply Officer	1,000	1,050
Senior Veterinary Officer	1,000	1,100
Veterinary Research Officer	1,000	1,100
CLASS "B1."		
Chief Metropolitan Dairy Supervisor	878	956
Cool Storage Research Officer		
Pig Expert		
Principal, School of Primary Agriculture		
Senior Agronomist		
Senior Cereal Geneticist		
Senior Chemist		
Senior Chemist (Soil)		
Senior District Agricultural Officer		
Senior Entomologist		
Senior Horticultural Instructor		
Senior Horticultural Research Officer		
Senior Irrigation Officer		
Sheep and Wool Expert		
Veterinary Officer		
Vice-Principal, Dookie Agricultural College	761	839
Vice-Principal, Longerenong Agricultural College		
Viticulturist		
CLASS "B."		
Agronomist	761	839
Assistant Chief Inspector of Agriculture		
Cerealist		
Cheese Expert		
Dairy Engineering Research Officer		
Dairy Research Officer (Bio-Chemist)		
Dairy Research Officer (Bacteriologist)		
District Agricultural Officer		
English and Mathematics Master, Dookie Agricultural College		
Entomologist		
Field Superintendent, Dookie Agricultural College		
Horticultural Research Officer		
Manager, Tatura Research Station		
Plant Pathologist		
Potato Expert		
Senior Chemist (Cereal)		
Senior Dairy Inspector		
Senior Irrigation Officer		
Veterinary Officer		
CLASS "C2."		
Agricultural Research Officer	683	735
Agricultural Science Instructor		
Agrostological Research Officer		
Assistant Works Manager, Cool Stores		
Chemist		
District Agricultural Officer		
District Irrigation Officer		
District Tobacco Instructor		
English, Mathematics, and House Master, Longerenong Agricultural College		
Field Agrostologist		
Horticultural Research Officer		
Manager, Horticultural Research Station, Scoresby		
Manager, Mallee Research Station		
Manager, Rutberglen Research Station		
Plant Pathologist		
Poultry Expert		
Publications Officer		
Registrar, Dookie Agricultural College		
Senior Inspector of Farm Produce		
Senior Orchard Inspector		
Science Master, Agricultural College		
Veterinary Officer*		

* After the completion of four years' satisfactory service as such, will be eligible for progression to Veterinary Officer, Class "B."

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF AGRICULTURE—continued.		
CLASS "C1."		
Agricultural Research Officer	} 605	657
Assistant Cereal Geneticist		
Assistant Entomologist		
Assistant Inspector of Agriculture		
Chemist		
Demonstrator in Agriculture, Dookie Agricultural College		
Farm Supervisor, Longerenong Agricultural College ..		
Field Agrostologist		
Horticultural Instructor		
Horticultural Research Officer		
Irrigation Research Officer		
Motion Picture Engineer		
Pig Husbandry Adviser		
Plant Pathologist		
Plant Pathologist (Female)		
Registrar, Longerenong Agricultural College	} ..	605
Seeds Analyst (Female)		
Senior Dairy Husbandry Officer	} 605	657
Science Master, Agricultural College		
Stock Manager, Dookie Agricultural College	} ..	631
Supervisor of Herd Testing		
Tomato Culturist	} 605	657
Veterinary Officer†		
Veterinary Stock Inspector‡		
CLASS "C."		
Agricultural Research Officer	} 475	579
Analyst		
Assistant Agrostologist		
Assistant Entomologist		
Assistant Poultry Expert		
Building Instructor, Dookie Agricultural College ..		
Citriculturist		
Dairy and Piggery Instructor, Longerenong Agricultural College		
Dairy Instructor, Dookie Agricultural College		
Demonstrator in Agriculture, Longerenong Agricultural College		
Farm Manager, Dookie Agricultural College		
Field Agrostologist		
Horticultural Research Officer		
Horticulturist, Dookie Agricultural College		
Live Stock Research Officer		
Plant Pathologist		
Poultry Instructor, Dookie Agricultural College ..		
Seeds Analyst (Female)		
Soils Assistant		
CLASS "D1" (FEMALE).		
Assistant Seeds Analyst	} 390	468
Fruit Preserving Expert		
Live Stock Research Officer		
CLASS "D."		
Analyst¶	} ..	436
Junior Analyst		
Poultry Instructor, Longerenong Agricultural College ..		
CLASS "D" (FEMALE).		
Assistant Fruit Preserving Expert	} ..	351
Junior Analyst		
CLASS "E."		
Junior Analyst	} 156	325
Analyst		
DEPARTMENT OF LABOUR.		
CLASS "B."		
Architect	} 761	830
Engineer		
CLASS "C1."		
Assistant Architect	} 605	657
Analyst		

† After the completion of three years' satisfactory service as such, will be eligible for progression to Veterinary Officer, Class "C2".

‡ Subject to a charge of £100 a year for Scholarship reimbursement.

¶ After the completion of one year's satisfactory service as such, will be eligible for progression to Analyst, Class "C."

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF STATE FORESTS.		
CLASSES "A" AND "A1."		
Chief Inspector of Forests	1,100	1,250
Chief Superintendent of Plantations and Nurseries	1,000	1,200
Chief Technical Officer	1,100	1,250
Fire Protection Officer	1,100	1,250
Silvicultural Officer	1,000	1,200
CLASS "A."		
Assistant Chief Superintendent of Plantations and Nurseries ..	1,000	1,100
Chief Engineer	1,000	1,150
Inspector of Forests	1,000	1,100
Principal, School of Forestry	1,000	1,050
Sales and Marketing Officer	1,000	1,100
CLASS "B1."		
Chief Draughtsman	878	956
Forest Economist		
Inspector of Forests		
Staff Surveyor		
Working Plans Officer (Plantations)		
CLASS "B."		
Architect	761	839
Chief Forester		
Divisional Working Plans Officer		
Lecturer, School of Forestry		
Senior Draughtsman		
Superintendent of Plantations		
CLASS "C2."		
Chief Forester	683	735
Divisional Working Plans Officer		
Forest Assessor		
Forest Engineer		
Forest Entomologist and Research Officer		
Senior Draughtsman		
CLASS "C1."		
Communications Officer	605	657
Draughtsman		
Forest Entomologist and Research Officer		
Forester, Grade I.		
Lithographer		
Staff Surveyor		
CLASS "C."		
Draughtsman	475	579
Engineering Surveyor		
Forest Assessor		
Forester, Grade II.		
CLASS "D."		
Assistant Forester	390	436
Draughtsman	416	436
Draughtsman	338	436
CLASS "E."		
Draughtsman	156	325
Junior Assistant Forester	325

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.			
	Minimum.	Maximum.		
	£	£		
DEPARTMENT OF WATER SUPPLY.				
CLASS "A1."				
Assistant Chief Constructional Engineer	1,300	1,450		
Assistant Chief Designing Engineer	1,300	1,450		
Assistant Chief Engineer, Eildon Dam	1,250	1,400		
Chief Constructional Engineer	1,500	1,650		
Chief Designing Engineer	1,500	1,650		
Chief Engineer, Eildon Dam	1,500	1,750		
Chief Mechanical Engineer	1,400	1,650		
Divisional Engineer	1,250	1,450		
Divisional Engineer (Mallee Irrigation)	1,250	1,300		
Divisional Engineer (Reclamation)	1,250	1,300		
Senior Designing Engineer	1,200	1,300		
Senior Divisional Engineer	1,450	1,550		
Senior Executive Engineer	1,200	1,300		
CLASSES "A" AND "A1."				
Assistant Chief Mechanical Engineer	1,150	1,300		
Assistant Divisional Engineer	1,100	1,200		
Chief Irrigation Officer	1,100	1,250		
Chief Surveyor	1,150	1,200		
Designing Engineer, Grade I.	1,100	1,200		
Executive Engineer, Grade I.	1,100	1,200		
Superintendent of Testing and Research	1,100	1,200		
CLASS "A."				
Assistant Chief Surveyor	1,000	1,100		
Designing Engineer, Grade II.	1,000	1,100		
District Engineer, Grade I.	1,000	1,100		
Executive Engineer, Grade II.	1,000	1,100		
Mechanical Engineer, Grade I.	1,000	1,100		
Senior Electrical Engineer	1,000	1,100		
Superintendent of Water Distribution	1,000	1,100		
CLASS "B1."				
Chief Valuer	878	956		
Designing Engineer, Grade III.				
District Engineer, Grade II.				
District Officer, Grade I.				
Executive Engineer, Grade III.				
Manager, Bendigo Depot				
Mechanical Engineer, Grade II.				
Research Officer, Grade I.				
Superintending Draughtsman (Design)	761	839		
Superintending Surveyor				
CLASS "B."				
Chief Hydrographer			761	839
Designing Engineer, Grade IV.				
District Engineer, Grade III.				
District Officer, Grade II.				
Estates Officer				
Executive Engineer, Grade IV.				
Geologist				
Hydraulic Research Engineer				
Leasing Officer				
Mechanical Engineer, Grade III.				
Research Officer, Grade II.				
Senior Draughtsman (Design)				
Senior Surveyor				
Senior Valuer				
Superintending Draughtsman				

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
DEPARTMENT OF WATER SUPPLY—continued.		
CLASS "C2."		
Assistant Engineer, Grade I.	683	735
Assistant Engineer (Mechanical), Grade I.		
Assistant Estates Officer		
Assistant Research Officer, Grade I.		
Designing Engineer, Grade V.		
District Engineer, Grade IV.		
District Officer, Grade III.		
Mechanical Engineer, Grade IV.		
Senior Draughtsman		
Senior Valuer		
Surveyor		
Senior Hydrographer		
CLASS "C1."		
Assistant District Officer, Grade I.	605	657
Assistant Engineer, Grade II.		
Assistant Engineer (Mechanical), Grade II.		
Assistant Research Officer, Grade II.		
District Officer, Grade IV.		
Draughtsman		
Engineering Surveyor		
Hydrographer		
Plant and Equipment Officer		
Surveyor		
Valuer		
CLASS "C."		
Assistant District Officer, Grade II.	475	579
Assistant Engineer, Grade III.		
Assistant Engineer (Mechanical), Grade III.		
Assistant Research Officer, Grade III.		
Assistant Valuer		
Draughtsman		
Hydrographer		
Irrigation Research Officer		
Inspector of Works		
Supervisor of Water Distribution		
Surveyor		
CLASS "D."		
Assistant Hydrographer	416	436
Assistant Surveyor	338	436
Cadet Valuer		
Draughtsman		
Engineering Assistant		
Engineering Assistant (Mechanical)		
Research Assistant		
CLASS "D" (FEMALE).		
Draughtswoman	286	351
CLASS "E."		
Draughtsman	156	325
Junior Research Officer		

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE.
TECHNICAL AND GENERAL DIVISION.
Offices and Rates of Salaries.

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
GENERAL.			
Assistant (Female), Grade I.—	£	£	
Junior—			
At 16 years of age		117	
At 17 years of age		130	
At 18 years of age		156	
At 19 years of age		182	
At 20 years of age		221	
Adult	260	273	
Assistant (Female), Grade II.	273	286	
Assistant (Female), Grade III.	286	299	
Assistant (Female), Grade IV.	312	325	
Assistant (Female), Senior	338	351	
Assistant (Female), Draughting—			
Junior—			
At 16 years of age		156	
At 17 years of age		169	
At 18 years of age		182	
At 19 years of age		221	
At 20 years of age		247	
Adult	273	286	
Assistant Draughtswoman, Grade I.	299	325	
Assistant Draughtswoman, Grade II.	338	364	
Assistant (Male), Senior		436	
Assistant (Male), Grade I.		416	
Assistant (Male), Grade II.—			
Junior—			
At 16 years of age		143	
At 17 years of age		156	
At 18 years of age		182	
At 19 years of age		234	
At 20 years of age		260	
Adult	325	390	2 of £13, 1 of £26 and 1 of £13
Carpenter	395	408	
Chauffeur, Ministerial	334	399	2 of £13, 1 of £26 and 1 of £13
Chauffeur, Senior Departmental	360	399	1 of £26 and 1 of £13
Chauffeur, Departmental	334	347	
Engine-driver	347	360	
Fireman	341	354	
Gardener, Grade I.		357	
Gardener, Grade II.		344	
Gardener, Grade III.—			
Junior—			
At 16 years of age		111	
At 17 years of age		137	
At 18 years of age		163	
At 19 years of age		202	
At 20 years of age		241	
Adult	318*	331	

* An officer shall not be paid a salary rate in excess of £318 a year unless he has passed the examination prescribed by Regulation 32.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
<i>GENERAL—continued.</i>			
	£	£	
Laboratory Assistant (Female), Grade I.—			
Junior—			
At 16 years of age		143	..
At 17 years of age		156	..
At 18 years of age		169	..
At 19 years of age		208	..
At 20 years of age		234	..
Adult	260	299	..
Laboratory Assistant (Female), Grade II. ..	312	325	..
Laboratory Assistant (Male)—			
Junior—			
At 16 years of age		143	..
At 17 years of age		156	..
At 18 years of age		169	..
At 19 years of age		208	..
At 20 years of age		234	..
Adult	312	377	3 of £13 and 1 of £26
Labourer, Foreman		334	..
Labourer, Senior	308	334	..
Labourer		286	..
Lift Attendant		302	..
Machinist (Female), Grade I.—			
Junior—			
At 16 years of age		143	..
At 17 years of age		156	..
At 18 years of age		169	..
At 19 years of age		208	..
At 20 years of age		234	..
Adult	273	299	..
Machinist (Female), Grade II.	299	312	..
Machinist (Female), Grade III.	325	338	..
Machinist (Female), Senior	338	351	..
Messenger, Senior		408	..
Messenger	334	386	2 of £13, and 1 of £26
Photographer, Senior	540	592	2 of £26
Photographer, Grade I.	475	514	1 of £26, and 1 of £13
Photographer, Grade II.	410	462	2 of £26
Photographic Assistant (Male)	304	369	..
Photographic Assistant (Female)	247	299	..
Shorthand Writer and Typist (Male), Grade I... ..	410	436	1 of £26
Shorthand Writer and Typist (Male), Grade II. ..	332	410	2 of £13 and 2 of £26
Shorthand Writer and Typist (Female), Grade I.—			
Junior—			
At 16 years of age		156	..
At 17 years of age		169	..
At 18 years of age		182	..
At 19 years of age		221	..
At 20 years of age		247	..
Adult	273	299†	..
Shorthand Writer and Typist (Female), Grade II. ..	299	312†	..
Shorthand Writer and Typist (Female), Grade III. ..	325	338†	..
Shorthand Writer and Typist (Female), Senior ..	338	351	..
Shorthand Writer (Female), Licensed	338	377†	1 of £13 and 1 of £26
Telephonist (Female), Grade I.—			
Junior—			
At 16 years of age		143	..
At 17 years of age		156	..
At 18 years of age		169	..
At 19 years of age		208	..
At 20 years of age		234	..
Adult	260	286	..
Typist (Female), Grade I.—			
Junior—			
At 16 years of age		143	..
At 17 years of age		156	..
At 18 years of age		169	..
At 19 years of age		208	..
At 20 years of age		234	..
Adult	260	286	..

† See Regulation 55.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—*continued.*

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
<i>GENERAL—continued.</i>			
	£	£	
Typist (Female), Grade II.	286	299	..
Typist (Female), Supervising	312	325	..
Typist and Assistant (Male), Grade I.	416	..
Typist and Assistant (Male), Grade II.	325	390	2 of £13, 1 of £26, and 1 of £13
Watchman	299	312	..
DEPARTMENT OF PREMIER.			
Attendant, Governor's Office	334	373	..
Chauffeur, Governor's Office	234	399	2 of £13, 1 of £26, and 1 of £13
Inquiry Officer, Premier's Office	377	455	3 of £26
AUDIT OFFICE.			
Sorter	286	312	..
SOIL CONSERVATION AUTHORITY.			
Field Officer	436	514	3 of £26
REGIONAL PLANNING AND DECENTRALIZATION DIVISION.			
Investigation Officer	449	501	2 of £26
STATE FILM CENTRE.			
Technician Projectionist	527	..
DEPARTMENT OF CHIEF SECRETARY.			
Mechanical Inspector of Weights and Measures	338	416	1 of £13, 2 of £26, and 1 of £13
Caretaker, Chief Secretary's Office	312	338	..
Inquiry Officer, Chief Secretary's Office	354	406	2 of £26
Probation Officer, Indeterminate Sentences Board	469	495	1 of £26
ACCIDENT INSURANCE OFFICE.			
Caretaker	312	351	..
EXPLOSIVES.			
Inspector, Senior	484	..
Inspector	380	445	2 of £26 and 1 of £13
Officer in Charge, Truganina	455	507*	2 of £26
Officer in Charge, Assistant, Truganina	356	382*	1 of £26
Magazine Assistant, Senior, Truganina	358†	382†	1 of £26
Magazine Assistant, Truganina	330†	343†	..
Watchman and Magazine Assistant, Truganina	358†	..
FISHERIES AND GAME.			
Hatchery Manager, Snob's Creek	436	488	2 of £26
Hatchery Assistant, Snob's Creek	325	351	..
Inspector, Senior	505	570	2 of £26 and 1 of £13
Inspector, Senior, Assistant	492	..
Inspector, Grade I.	401	479	3 of £26
Inspector, Grade II.	323	375‡	..
Technical Assistant (Male)	410	436	1 of £26

* With quarters when required to reside on premises.

† Includes an allowance of £13 a year for danger money.

‡ After completion of three years' satisfactory service as such, and on passing the prescribed examination, will be eligible for progression to Grade I.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—*continued.*

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF CHIEF SECRETARY—<i>continued.</i>			
CHILDREN'S WELFARE.			
Attendant (Male), Charge	377	390	..
Attendant (Male), Senior	351	364	..
Attendant (Male)	299	351	..
Attendant (Female), Senior	250	263‡	..
Attendant (Female)	224	250‡	..
Cook (Female), Senior	322	..
Cook (Female)	296	309	..
Inspector, Street Traders' Licences Board	363	454	3 of £26 and 1 of £13
Inspector (Female), Chief	448	474	1 of £26
Inspector (Female), Senior	370	435	2 of £26 and 1 of £13
Inspector (Female)	318	357	..
Laundress, Senior, Royal Park Depot	314	..
Laundress, Royal Park Depot	288	..
Matron, Royal Park Depot	474	500	1 of £26
Matron, Assistant, Royal Park Depot	374	387	..
Mechanic, Senior	416	..
Mechanic	377	403	1 of £26
Nurse and Attendant	322	348	..
Officer in Charge, Boys' Depots	416	442	1 of £26
Seamstress, Senior	304	317	..
Seamstress	278	291	..
Storeman	338	364	..
OFFICE OF THE CHIEF COMMISSIONER OF POLICE.			
Storeskeeper, Police Depot	436	..
Storeman, Police Depot	338	364	..
PUBLIC LIBRARY, NATIONAL MUSEUM, MUSEUM OF APPLIED SCIENCE, AND NATIONAL GALLERY.			
Assistant (Male), National Museum—			
Junior—			
At 18 years of age	182	..
At 19 years of age	234	..
At 20 years of age	260	..
Adult	325	390	2 of £13, 1 of £26, and 1 of £13
Attendant, Library, Senior	403	416	..
Attendant, Library, Grade I.	390	403	..
Attendant, Library, 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	156	..
At 20 years of age	195	..
Adult	351	390	1 of £26 and 1 of £13
Attendant, Senior, National Gallery and Museums	377	390	..
Attendant, National Gallery and Museums	338	364	..
Carpenter and Cabinetmaker	395	408	..
Carpenter and Modelmaker	408	447	1 of £26 and 1 of £13
General Assistant, National Museum	351	390	1 of £26 and 1 of £13
Museum Mechanic, Museum of Applied Science	377	403	1 of £26
Preparator, Assistant, National Museum—			
Junior—			
At 18 years of age	143	..
At 19 years of age	169	..
At 20 years of age	195	..
Adult	367	406	1 of £26 and 1 of £13

‡ 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.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—*continued.*

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
DEPARTMENT OF CHIEF SECRETARY— <i>continued.</i>			
PUBLIC LIBRARY, NATIONAL MUSEUM, MUSEUM OF APPLIED SCIENCE, AND NATIONAL GALLERY— <i>continued.</i>			
Storeman, National Gallery	333	364	..
Supervisor, National Gallery and Museums	468	..
Supervisor, Assistant, National Gallery and Museums	403	429	1 of £26
PENAL AND GAOLS.			
Classification Officer	521	547	1 of £26
Deputy Governor, Pentridge	643	695	2 of £26
Engineer, Pentridge	540	592	2 of £26
Engineer Mechanic, Pentridge	406	484	3 of £26
Farm Manager, Langi Kal Kal	553	605	2 of £26
Hospital Attendant, Senior	495	547	2 of £26
Hospital Attendant	430	495	2 of £26, and 1 of £13
Overseer of Woollen Manufactures	573	625	2 of £26
Overseer of Woollen Manufactures, Assistant	391	469	3 of £26
Overseer of Works and Buildings	469	547	3 of £26
Overseer of Works and Buildings, Assistant	391	469	3 of £26
Overseer, Brush and Broom Making	406	484	3 of £26
Overseer of Cookhouse	406	484	3 of £26
Overseer of Farm	406	484	3 of £26
Overseer, Matting and Mat Making	406	484	3 of £26
Overseer of Shoemakers	406	484	3 of £26
Overseer of Tailors	469	547	3 of £26
Overseer of Tailors, Assistant	391	469	3 of £26
Overseer, Wire Netting Factory	469	547	3 of £26
Overseer, Assistant, Wire Netting Factory	406	484	3 of £26
Photographer and Overseer of Printers	406	484	3 of £26
Superintendent, Beechworth Reformatory	521	547	1 of £26
Superintendent, French Island Reformatory	617	643	1 of £26
Warder, Senior Chief	573	599	1 of £26
Warder, Chief	521	547	1 of £26
Warder, Senior	469	495	1 of £26
Warder	339	430	1 of £13, and 3 of £26
Warder, Watchman, Pentridge	339	430	1 of £13, and 3 of £26
Matron	375	388*	..
Sub-Matron	349	362*	..
Nurse	344	370*	..
Warder, Grade I. (Female)	310*	..
Warder, Grade II. (Female)	284	297*	..
Warder, Grade III. (Female)	232	284*	..
DEPARTMENT OF TREASURER.			
Customs Officer, Tender Board Office	449	475	1 of £26
HOUSING COMMISSION.			
Building Inspector	416	436	1 of £20
District Supervisor	416	436	1 of £20
Field Officer	436	475	1 of £26, and 1 of £13
Housing Inspector	462	488	1 of £26
Housing Officer, Senior (Female)	366	..
Housing Officer (Female)	314	340	..
Housing Standards Officer	553	605	2 of £26
Investigating Officer (Female)	301	..
Land Purchasing Officer, Senior	481	..
Rental Officer Senior (Male)	462	..
Rental Officer (Male)	397	436	1 of £26 and 1 of £13
STAMP DUTIES.			
Examiner, Embossing	403	442	1 of £26 and 1 of £13
Examiner, Embossing, Assistant	312	377	3 of £13 and 1 of £26
Inspector	364	442	3 of £26
Machineman, Senior	403	442	1 of £26 and 1 of £13
Machineman	312	377	3 of £13 and 1 of £26

* Plus a uniform allowance at the rate of £9 15s. a year, payable quarterly.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF TREASURER—continued.			
GOVERNMENT PRINTING OFFICE.			
Binding, Sub-Overseer	£	£	..
Binder, Head		429	..
Binder		414	..
Binder, Quarter (Female)		271	..
Binding, Foreman (Publications)		506	..
Binding, Foreman (Quarter)		506	..
Binding, Forewoman		344	..
Binding, Head Finisher		429	..
Binding, Finisher		414	..
Binding, Paper Ruler, Foreman		506	..
Binding, Paper Ruler		414	..
Binding, Leather Cutter		442	..
Binding, Guillotine Operator		414	..
Binding, Machine Folder, Head		435	..
Binding, Machine Folder, Assistant		346	..
Binding, Assistant		328	..
Book Folder and Sewer (Female)		269	..
Book Folder (Female), Senior		269	..
Book Folder (Female)		261	..
Compositor, Foreman		506	..
Compositor in Charge of Material		435	..
Compositor, Leading Jobbing Hand		429	..
Compositor		414	..
Composition, Foreman, Linotype		506	..
Composition, Foreman, Monotype		506	..
Computer		562	..
Computer, Assistant		454	..
Costs Officer		465	..
Delivery Officer		344	..
Despatch Officer and Officer in Charge of Blue Prints		361	..
Doorkeeper		320	..
Electrician, Chief		480	..
Electrician, Leading Hand		430	..
Electrician		404	..
Engineer, Chief, and Maintenance Officer		631	..
Engineer, Composing Machines		506	..
Engineer, Leading Hand		430	..
Engineer, Second		480	..
Engineer		404	..
Engineer's Assistant	312	325	..
Embossor (Female)		271	..
Feeder		322	..
Feeder (Female)		261	..
General Assistant, Foreman		356	..
General Assistant		311	..
Indexer (Female)		271	..
Leading Hand		422	..
Letterpress, Sub-Overseer		562	..
Letterpress, Foreman		506	..
Linotype Attendant		355	..
Machineman, Confidential Room		422	..
Machineman, Head, and Night Foreman		480	..
Machineman, Perfector Press		449	..
Machineman, Security Printing		422	..
Machineman		414	..
Machinist, Envelope (Female)		271	..
Mechanic, Linotype		414	..
Mechanic, Linotype, Assistant		375	..
Mechanic, Monotype		461	..
Monotype, Caster		355	..
Night Watchman		341	..
Operator, Linotype		441	..
Operator, Monotype		441	..
Orders Officer		506	..
Orders Officer, Assistant		454	..
Overseer (Night)		513	..
Paper Counter		381	..
Photo Lithographer		444	..
Plate Grainer		345	..
Pressman, Head		429	..
Pressman		414	..
Printer, Foreman, Lithographic		506	..
Printer, Lithographic		414	..
Printer, Lithographic, Assistant		332	..
Printer's Joiner		401	..
Printing Overseer	708	760	2 of £26
Printing Sub-Overseer		562	..
Process Engraver, Foreman		518	..
Process Engraver and Photographer		474	..
Process Engraver		429	..
Reader, Foreman		506	..
Reader, Chief		449	..

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF TREASURER—continued.			
	£	£	
GOVERNMENT PRINTING OFFICE—continued.			
Reader, Senior		437	..
Reader		431	..
Reader's Assistant (Female)		261	..
Roller Castor		344	..
Security Officer		452	..
Stationer		444	..
Stereotypor, Foreman		506	..
Stereotypor		414	..
Stereotypor, Assistant		376	..
Storeman, Senior		335	..
Storeman		345	..
Sub-Foreman		435	..
Ticket Printer, Foreman		506	..
Ticket Printer, Senior Assistant		414	..
Ticket Printer, Assistant		390	..
Ticket Printer (Periodical), Foreman		506	..
Timekeeper		314	..
Warehouseman		449	..
Warehouseman, Assistant		420	..
Warehouseman, Second Assistant		350	..

(A) Acting Duty Allowance.

Where an officer occupying any of the foregoing offices is directed by the Government Printer to perform the duties of any of the under-mentioned offices, such officer shall be paid an hourly allowance where necessary to increase his remuneration to the rate of salary of the office in which he is acting :—

- Binder, Quarter (Female).
- Binding, Head Finisher.
- Binding, Leather Cutter.
- Binding, Machine Folder, Head.
- Binding, Machine Folder, Assistant.
- Book Folder and Sewer (Female).
- Composition, Foreman, Linotype (night duty only).
- Embossor (Female).
- Foreman.
- Forewoman.
- Indexer (Female).
- Machineman, Perfector Press.
- Machinist, Envelope (Female).
- Mechanic, Linotype.
- Mechanic, Monotype.
- Operator, Linotype.
- Operator, Monotype.
- Photo Lithographer.
- Printer, Lithographic.
- Process Engraver and Photographer.
- Reader.
- Sub-Foreman.

The hourly allowance to be paid to such officer shall be ascertained in accordance with the following formula :—

$$\frac{A - B}{80}$$

A = fortnightly salary of higher office.

B = fortnightly salary of the officer.

Provided that no officer shall be paid such allowance—

(a) when the period of such performance—

(i) in respect of the offices of Foreman, Forewoman, or Sub-Foreman, is less than one day, or

(ii) in respect of other offices is less than one hour;

nor

(b) without the consent of the Public Service Board for a period longer than one month.

(B) Special Duty Allowance.

Officers performing any of the undermentioned specified duties shall be paid allowances at the following rates :—

Lithographic Printer employed on a Rotary Machine ..	2 ¹¹ / ₂₀ an hour
Assistant Lithographic Printer employed in preparing Plates ..	2 ³ / ₄ an hour
Machineman while in charge of Rotary Magazine Press ..	4 ³ / ₄ an hour
Sub-Foreman acting as a Foreman (night duty only) ..	8 ¹ / ₂ an hour

(C) Award Provisions.

The provisions of the Award for the time being of the Commonwealth Court of Conciliation and Arbitration for commercial printing in Melbourne shall, so far as they are applicable having regard to these Regulations and to existing practices observed in the Government Printing Office at the date of this Regulation, apply in respect of conditions of employment of officers in the Government Printing Office.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
DEPARTMENT OF EDUCATION.			
Attendance Officer	357	474	4 of £26 and 1 of £13
Biograph Operator (Projectionist)	†	..
Commercial Artist (Female)	325	..
Typist (Female) employed in Teachers' Colleges and Schools*			
Junior—			
At 16 years of age	135	..
At 17 years of age	147	..
At 18 years of age	159	..
At 19 years of age	196	..
At 20 years of age	221	..
Adult	245	271	..
Inquiry Officer	354	406	2 of £26
Storekeeper	390	403	..
Storeman, Senior	338	364	..
Storeman	312	338	..
Technician Projectionist	527	..
DEPARTMENT OF LAW.			
Caretaker, City Court	325	364	..
Caretaker and Head Messenger, Crown Law Offices	325	364	..
Caretaker, Office of Titles	325	364	..
Crier	299	364	..
Laboratory Technician and Attendant, Morgue	373	425	2 of £26
Searcher, Senior, Office of Titles	390	416	1 of £26
Searcher, Office of Titles	312	377	3 of £13 and 1 of £26
Sheriff's Bailiff, Melbourne	338	403	1 of £13 and 2 of £26
Superintendent, Law Courts	364	416	2 of £26
DEPARTMENT OF CROWN LANDS AND SURVEY.			
Caretaker, Snake Island	325	..
Guide, Senior, Buchan Caves	325	..
Inspector of Land Settlement, Senior	512	590	3 of £26
Inspector of Land Settlement	382	499	4 of £26 and 1 of £13
Officer in Charge, Sand Grounds, Port Melbourne	351	364	..
Plan Moulder	414	..
Storeman	338	364	..
BOTANIC GARDENS.			
Assistant Propagator and Nurseryman	364	377	..
Carter, Senior	357	..
Carpenter and Patternmaker	395	408	..
Engineer, Plumber	402	415	..
Mechanic	377	403	1 of £26
Mower and Carter	344	..
Painter and Writer, Senior	414	..
Painter and Writer	388	401	..
Patrolman	318	331	..
Propagator and Nurseryman	377	403	1 of £26
Supervisor	416	494	3 of £26
Woodman, Senior	357	..
Woodman	344	..
DEPARTMENT OF PUBLIC WORKS.			
Caretaker, Government House	312	338	..
Caretaker, New Treasury Building	343	434	1 of £13 and 3 of £26
Caretaker, Records Office, Melbourne	312	338	..
Caretaker, Public Offices, Ballarat	312	338	..
Caretaker, Public Offices, Bendigo	312	338	..
Caretaker, Public Offices, Geelong	312	338	..
Caretaker, Public Offices, Wangaratta	312	338	..
Caretaker, Taxation Office	351	390	1 of £26 and 1 of £13

* Excluding Melbourne Teachers' College, Melbourne High School, MacRobertson Girls' High School, University High School, and the Correspondence School.

† Rates in accordance with Commonwealth Theatrical Employees' Award.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF PUBLIC WORKS— <i>continued.</i>			
Caretaker, Western Annex, Exhibition Building, Melbourne	312	338	..
Caretaker, Assistant, New Treasury Building ..	325	364	..
Caretaker, Public Offices, 61 Spring-street, Melbourne	312	338	..
Caretaker, Public Offices, 96-110 Exhibition- street, Melbourne	299	325	..
Caretaker, Public Offices, The Domain, South Yarra	299	325	..
Caretaker, Public Offices, 179 Queen-street, Melbourne	299	325	..
Caretaker, Public Offices, 107 Russell-street, Melbourne	312	338	..
Engineer Plumber	402	415	..
Foreman, Shop Carpenter	421	434	..
Mechanic	377	403	1 of £26
Officer in Charge, South Melbourne Depot ..	423	475††	2 of £26
Storekeeper, Furniture Depot, Port Melbourne..	377	403	1 of £26
Storeman and Caretaker, Storeyard, Port Mel- bourne	325	377††	2 of £13 and 1 of £26
Supervising Plumber	475	553	3 of £26
Telephonist (Female), Senior	325	338	..
Telephonist (Female), Grade II.	286	290	..
Works Master	553	579	1 of £26
PORTS AND HARBOURS.			
Able-Seaman	310	323‡	..
Blacksmith	377	403	1 of £26
Buoy Attendant and Second Coxswain	345	358	..
Carpenter and Shipwright	400	413	..
Cook	357	370‡	..
Deckhand	284	297‡	..
Engine-driver of Launches	¶	..
Engine-driver, Marine	¶	..
Engineer, Chief, of Dredges, &c.	¶	..
Engineer, Second	¶	..
Engineer, Third	¶	..
Fireman, Marine	331	344‡	..
Fitter and Turner, Leading	416	442‡§	1 of £26
Fitter and Turner	377	403‡§	1 of £26
Greaser and Storeman	339	352‡	..
Ligherman, Leading Hand	364*	390*	1 of £26
Ligherman	338*	351*	..
Lighthouse Keeper	416†	..
Lighthouse Keeper, Senior Assistant	364†	..
Lighthouse Keeper, Assistant	338†	..
Marine Engine-driver and Greaser	385	398‡	..
Master of Launches	¶	..
Master, Dredges, &c.	¶	..
Mate, First, Dredges, &c.	¶	..
Mate, Second, Dredges, &c.	¶	..
Motor Boat Driver and Labourer	321	334	..
Motor Truck Driver	343	356	..
Navigation Lights Engineer	468	520	2 of £26
Navigation Lights Engineer, Assistant	416	442	1 of £26
Officer in Charge, Dredging Depot	546	572	1 of £26
Officer in Charge, Lakes Entrance Depot	447	..
Officer in Charge, Paynesville Depot	447	..
Officer in Charge, Port Fairy Depot	447	..
Officer in Charge, Port Welshpool Depot	447	..
Plant Engineer	455	481	1 of £26
Rigger and Sailmaker	321	334	..
Shipwright, Leading	426	447	1 of £21
Steward	284	297‡	..
Storekeeper	377	403	1 of £26
Striker	313	326	..
Working Officer in Charge, Powder Anchorage	468	494	1 of £26
DEPARTMENT OF MINES.			
Drill Superintendent	670	722	2 of £26
Fitter and Turner	377	403	1 of £26
Mechanic	377	403	1 of £26
Museum Assistant	416	436	1 of £20
Plant Engineer	436	475	1 of £26 and 1 of £13
Storekeeper, Drill Store, South Melbourne ..	325	377††	..
Supervisor of Coal Distribution	364	436	2 of £26 and 1 of £20

†† With quarters.

‡ With rations when required to live on the vessel.

|| After the completion of two years' satisfactory service as such will be eligible for progression to Able Seaman.

¶ Rates in accordance with the Merchant Service Guild of Australia Award.

§ In addition, a commuted allowance of £11 a year for ship and dirt work.

* Includes an allowance of £13 a year for danger money.

With quarters when required to reside on premises.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF HEALTH.			
GENERAL HEALTH.			
District Health Inspector	501	605	4 of £26
Health Inspector, Industrial, Grade I. .. .	501	605	4 of £26
Health Inspector, Industrial, Grade II.** .. .	449	475	1 of £26
Health Inspector	423	501	3 of £26
Health Inspector, (Female), Grade I. .. .	403	455	2 of £26
Health Inspector, (Female), Grade II. .. .	377	403	1 of £26
Inspector of Liquor	501	605	4 of £26
Inspector of Liquor, Assistant	423	501	3 of £26
Nurse, Hospital Inspector	318	357	..
Venereal Diseases Clinic—			
Attendant, Senior	377	390	..
Attendant	351	..
Cleaner and Caretaker	299	312	..
Sister in Charge	383	..
Nurse	331	370	..
MATERNAL AND CHILD HYGIENE.			
Dental Attendant (Female)	234	260	..
Disinfecter of School Buildings	325	338	..
Disinfecter of School Buildings, Assistant .. .	273	299	..
Inspector, Senior, Infant Welfare	425	..
Inspector, Infant Welfare	399	..
Nurse, School	318	357	..
Pre-school Adviser (Female)	360	373	..
Sister, Infant Welfare	373	386	..
TUBERCULOSIS.			
Inspector	501	605	4 of £26
Nurse, Chief, Tuberculosis Bureau	383	409	1 of £26
Nurse, Tuberculosis Bureau	331	370	..
State Sanatoria—			
Matron	500	526	1 of £26
Matron, Deputy	409	435	1 of £26
Sister	344	383	1 of £13, and 1 of £26
Maid	224	..
Nurse, Senior Assistant	276	..
Nurse, Assistant	258	..
Housekeeper	273	..
Fireman	341	354	..
Foreman	405	..
Gardener, Senior	370	..
Gardener	357	..
Motor Driver	343	356	..
Tutor Sister	383	422	1 of £26 and 1 of £13
X-Ray Technician, Grade I, Tuberculosis Bureau	416	..
X-Ray Technician, Grade II, Tuberculosis Bureau	390	..
X-Ray Technician (Female), Tuberculosis Bureau	320	..
DEPARTMENT OF AGRICULTURE.			
Apiary Inspector, Senior	475	514	1 of £26 and 1 of £13
Apiary Inspector	410	475	2 of £26 and 1 of £13
Assistant (Male), Dookie Agricultural College .. .	325	390	2 of £13, 1 of £26, and 1 of £13
Beet Field Supervisor	324	415	2 of £13, 2 of £26, and 1 of £13
Curator, Egg Laying Competition, Burnley .. .	362	388	1 of £26
Dairy Produce Inspector, Accounts	579	670	3 of £26 and 1 of £13
Dairy Produce Inspector, Senior	696	761	2 of £26 and 1 of £13
Dairy Produce Inspector	553	618	2 of £26 and 1 of £13
Dairy Supervisor, Senior	540	579	1 of £26 and 1 of £13
Dairy Supervisor	423	501	3 of £26
Demonstrator in Horticulture	410	462	2 of £26
Demonstrator in Horticulture, Assistant .. .	358	410	2 of £26
Engineer, Second, Government Cool Stores .. .	462	534	2 of £26 and 1 of £20
Farm Foreman, Longerenong Agricultural College	325	..
Farm Instructor, Longerenong Agricultural College .. .	299	338	..
Farm Produce Inspector	384	501	4 of £26 and 1 of £13
Field Experiment Officer	540	592	2 of £26
Field Officer, Potato	436	514	3 of £26
Field Officer	436	514	3 of £26

** After the completion of two years' satisfactory service as such, and on passing the prescribed examination, will be eligible for progression to Health Inspector, Industrial, Grade I.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—*continued.*

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF AGRICULTURE— <i>continued.</i>			
	£	£	
Field Officer, Assistant—			
Junior—			
At 18 years of age	254	..
At 19 years of age	267	..
At 20 years of age	280	..
Adult	371	436	2 of £26 and 1 of £13
Fruit Inspector, Senior	553	618	2 of £26 and 1 of £13
Fruit Inspector, Assistant, Senior	514	540	1 of £26
Fruit Inspector	384	501	4 of £26 and 1 of £13
Fruit Packing Instructor	514	540	1 of £26
Fruit Packing Instructor, Assistant	384	501	4 of £26 and 1 of £13
Gardening Instructor, School of Primary Agriculture, Burnley	332	358	..
Head Steward, Longerenong Agricultural College	351	390	1 of £13 and 1 of £26
House Supervisor, Dookie Agricultural College..	410	488	3 of £26
Inspector of Stock, Senior	501	527	1 of £26
Inspector of Stock	423	501	3 of £26
Officer in Charge, Wahgunyah Nursery	488	527	1 of £26 and 1 of £13
Orchard Inspector, Senior Assistant	553	605	2 of £26
Orchard Supervisor, Grade I.	501	527	1 of £26
Orchard Supervisor, Grade II.	397	501	4 of £26
Potato Inspector, Senior	540	618	3 of £26
Potato Inspector	384	501	4 of £26 and 1 of £13
Seeds Inspector, Senior	540	618	3 of £26
Seeds Inspector	384	501	4 of £26 and 1 of £13
Technical Assistant, Plant Research Laboratory, Burnley	423	514	3 of £26 and 1 of £13
Technical Inspector, Grade I.	501	579	3 of £26
Technical Inspector, Grade II.	384	475*	3 of £26 and 1 of £13
Technician Projectionist	540	..
Tomato Supervisor	384	501	4 of £26 and 1 of £13
Typist and Assistant (Male), Dookie Agricultural College	325	390	2 of £13, 1 of £26, and 1 of £13
Vegetable Supervisor	384	501	4 of £26 and 1 of £13
MILK BOARD.			
Inspector, Senior	540	579	1 of £26 and 1 of £13
Inspector	423	501	3 of £26
Provincial Officer, Senior	507	546	1 of £26 and 1 of £13
DEPARTMENT OF LABOUR.			
Apprenticeship Supervisor, Senior	618	606	3 of £26
Apprenticeship Supervisor	514	592	3 of £26
Apprenticeship Supervisor (Female)	403	468	2 of £26 and 1 of £13
Inspector of Factories and Shops, Senior	722	..
Inspector of Factories and Shops, Assistant Senior	696	..
Inspector of Factories and Shops, Supervising	618	670	2 of £26
Inspector of Factories and Shops (Male), Grade I.	514	592	3 of £26
Inspector of Factories and Shops (Male), Grade II.	410	488	3 of £26
Inspector of Factories and Shops (Male), Cadet	358	384†	1 of £26
Inspector of Factories and Shops (Female), Senior	494	533	1 of £26 and 1 of £13
Inspector of Factories and Shops (Female), Grade I.	403	468	2 of £26 and 1 of £13
Inspector of Factories and Shops (Female), Grade II.	325	377	2 of £13 and 1 of £26
Inspector of Factories and Shops (Female), Cadet	286	312‡	..
Inspector of Lifts, Senior	722	..
Inspector of Lifts	618	670	2 of £26

* After the completion of one year's satisfactory service on the maximum salary, and on passing the prescribed examination, will be eligible for progression to Technical Inspector, Grade I.

† After the completion of two years' satisfactory service as such, will be eligible for progression to Inspector of Factories and Shops (Male), Grade II.

‡ After the completion of three years' satisfactory service as such, will be eligible for progression to Inspector of Factories and Shops (Female), Grade II.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF STATE FORESTS.			
	£	£	
Fitter and Turner	377	403	1 of £26
Forest Supervisor	527	579	2 of £26
Forest Overseer, Grade I. .. .	449	501	2 of £26
Forest Overseer, Grade II. .. .	371	436††	2 of £26 and 1 of £13
Herdsmen	371	397	1 of £26
Maintenance Officer	410	449	1 of £26 and 1 of £13
Plant and Equipment Supervisor .. .	553	605	2 of £26
Transport Officer	403	442	1 of £26 and 1 of £13
Works Clerk, Senior	416	436	1 of £20
Works Clerk	390	416	1 of £26
DEPARTMENT OF WATER SUPPLY.			
	£	£	
Caretaker (Pine Lake)	357	396	1 of £26 and 1 of £13
Caretaker (Toolondo)	357	396	1 of £26 and 1 of £13
Chainman, Leading	338	351*	
Channel Foreman	370	409	1 of £26 and 1 of £13
Dredge Overseer	331	409	2 of £13 and 2 of £26
Electrical Supervisor	475	527	2 of £26
Excavator Supervisor, Grade I. .. .	456	482	1 of £26
Excavator Supervisor, Grade II. .. .	391	430	1 of £26 and 1 of £13
Inspector, Farm Water Supplies .. .	462	534	2 of £26 and 1 of £20
Inspector, District	514	586	2 of £26 and 1 of £20
Inspector, Senior	487	513	1 of £26
Inspector, Grade I.	461	487	1 of £26
Inspector, Grade II.	396	435	1 of £26 and 1 of £13
Mechanical Assistant, Grade I. .. .	429	455	1 of £26
Mechanical Assistant, Grade II. .. .	377	403	1 of £26
Meter Mechanic, Grade II.	351	377	1 of £26
Overseer	409	422	
Supervising Instructor (Plant) .. .	553	605	2 of £26
Plant Supervisor, Grade I.	553	605	2 of £26
Plant Supervisor, Grade II.	488	527	1 of £26 and 1 of £13
Inquiry Officer	354	406	2 of £26
Ranger, Senior	396	396	
Ranger	331	370	
Reservoir Keeper (Coliban No. 7) .. .	331	370	
Reservoir Keeper (Crusoe)	331	370	
Reservoir Keeper (Eildon)	409	448	1 of £26 and 1 of £13
Reservoir Keeper, Assistant (Eildon) .. .	370	409	1 of £26 and 1 of £13
Reservoir Keeper (Goulburn Weir) .. .	435	474	1 of £26 and 1 of £13
Reservoir Keeper (Hume Weir)	435	474	1 of £26 and 1 of £13
Reservoir Keeper, Assistant (Hume) .. .	370	409	1 of £26 and 1 of £13
Reservoir Keeper (Laanecoorie)	331	370	
Reservoir Keeper (Lauriston)	435	474	1 of £26 and 1 of £13
Reservoir Keeper (Lake Lonsdale) .. .	331	370	
Reservoir Keeper (Maffra)	435	474	1 of £26 and 1 of £13
Reservoir Keeper (Malmsbury)	370	422	2 of £26
Reservoir Keeper (Melton)	370	422	2 of £26
Reservoir Keeper (Mildura Weir)	435	474	1 of £26 and 1 of £13
Reservoir Keeper (Pyke's Creek)	331	370	
Reservoir Keeper (Torrumbarry Weir) .. .	409	448	1 of £26 and 1 of £13
Reservoir Keeper, Assistant (Torrumbarry Weir)	370	409	1 of £26 and 1 of £13
Reservoir Keeper (Upper Coliban)	331	370	
Reservoir Keeper (Waranga)	435	474	1 of £26 and 1 of £13

* An allowance of 1s. a day may be paid to an officer who is required to drive and maintain a departmental vehicle while working with a survey party.

†† After the completion of four years' service as such, will be eligible for progression to Forest Overseer, Grade I.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF WATER SUPPLY—continued.			
	£	£	
Reservoir Keeper (Wartook)	370	409	1 of £26 and 1 of £13
Reservoir Keeper (Wurdee Boluc)	331	370	..
Reservoir Keeper (Wyalangta Weir)	331	370	..
Reservoir Keeper (Yarrawonga Weir)	435	474	1 of £26 and 1 of £13
Reservoir Keeper, Assistant (Yarrawonga Weir)	370	409	1 of £26 and 1 of £13
Storekeeper	416	436	1 of £20
Storeman	338	364	..
Storeman, Assistant	312	325	..
Storeman, Assistant (Bendigo)	325	338	..
Storeyard Assistant	312	325	..
Survey Assistant	390	436	1 of £26 and 1 of £20
Timekeeper, Senior	416	436	1 of £20
Turncock, Senior	396	..
Turncock	331	370	..
Turncock (Bendigo)	370	422	2 of £26
Turncock, Assistant (Bendigo)	331	370	..
Turncock (Maldon)	396	..
Turncock (Newstead)	396	..
Turncock (Koondrook)	409	..
Water Bailiff, Head	409	422	..
Water Bailiff, Senior	396	..
Water Bailiff	331	370	..
Works Superintendent	488	553	2 of £26 and 1 of £13
Works Supervisor	429	481	2 of £26
Workshop Supervisor, Bendigo Depot	462	534	2 of £26 and 1 of £20

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

THIRD SCHEDULE.

PART A.

ADMINISTRATIVE DIVISION.

PROFESSIONAL DIVISION.

Scale of Rates of Annual Salaries in the Administrative Division and the Professional Division (not including Female Officers classified below Class "C" in the Professional Division).

Class.	Annual Salary of Each Subdivision of Each Class.						Minimum.	Maximum.
	1.	2.	3.	4.	5.	6.		
	£	£	£	£	£	£	£	£
A1	1,200	2,250
A	1,000	1,150
B1	878	917	956
B	761	800	839
C2	683	709	735
C1	605	631	657
C	475	501	527	553	579
D	338	364	390	416	436
E	156	169	195	247	273	325

PART B.

PROFESSIONAL DIVISION.

Scale of Rates of Annual Salaries of Female Officers classified below Class "C".

Class.	Annual Salary of Each Subdivision of Each Class.					
	1.	2.	3.	4.	5.	6.
	£	£	£	£	£	£
D1	390	416	442	468
D	286	299	312	338	351	..
E	143	156	182	221	234	273
		17	15	19	20	21 years

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REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FOURTH SCHEDULE.

ADMINISTRATIVE DIVISION.

Amount or Range of Salary Assigned to Offices in Class "A1", Classes "A" and "A1", and Class "A".

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF PREMIER.		
CLASS "A1."		
Chief Clerk, Audit Office	1,250	1,500
Public Service Inspector	1,250	1,500
CLASSES "A" AND "A1."		
Secretary to the Public Service Board	1,000	1,200
CLASS "A."		
Public Service Inspector	1,000	1,100
Senior Auditor	1,000	1,050
DEPARTMENT OF CHIEF SECRETARY.		
CLASS "A1."		
Chief Clerk, Chief Secretary's Office	1,250	1,500
Secretary and Inspector, Children's Welfare Branch	1,250	1,500
CLASS "A."		
Accountant, Accident Insurance Office	1,000
Chief Electoral Officer	1,000	1,100
Officer in Charge, Motor Registration Branch	1,000	1,100
Secretary, Office of the Chief Commissioner of Police	1,000	1,100
Senior Clerk and Accountant, Chief Secretary's Office	1,000
DEPARTMENT OF TREASURER.		
CLASS "A1."		
Accountant to the Treasury	1,250	1,500
Chief Clerk, Treasury	1,250	1,500
CLASSES "A" AND "A1."		
Commissioner, Land Tax and Probate Duties	1,100	1,300
Comptroller of Stamps	1,000	1,200
Secretary, Housing Commission	1,000	1,200
CLASS "A."		
Accountant, Housing Commission	1,000	1,150
Assistant Accountant to the Treasury	1,000	1,100
Deputy Commissioner, Land Tax	1,000	1,050
Officer in Charge, Betting Tax, Stamp Duties Branch	1,000
Senior Clerk and Accountant, Government Printing Office	1,000	1,050
Senior Clerk, Treasury	1,000	1,050

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FOURTH SCHEDULE—*continued.*

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF EDUCATION.		
CLASSES "A" AND "A1."		
Secretary	1,150	1,350
CLASS "A."		
Accountant	1,000	1,150
Chief Clerk	1,000	1,050
Officer in Charge, Stores Branch	1,000
DEPARTMENT OF LAW.		
CLASSES "A" AND "A1."		
Chief Clerk	1,000	1,200
Deputy Registrar-General and Assistant Registrar of Titles ..	1,000	1,200
CLASS "A."		
Accountant, Office of the Public Trustee	1,000
Officer in Charge, Examining Branch, Titles Office	1,000
Officer in Charge, Receiving and Issuing Branch, Titles Office	1,000
Officer in Charge, Registration Branch, Titles Office	1,000
Sheriff	1,000	1,050
DEPARTMENT OF CROWN LANDS AND SURVEY.		
.. CLASS "A1."		
Under Secretary for Lands	1,200	1,400
CLASS "A."		
Accountant	1,000	1,100
Chief Clerk	1,000	1,100
Senior Divisional Officer	1,000	1,100
DEPARTMENT OF PUBLIC WORKS.		
CLASSES "A" and "A1."		
Assistant Secretary	1,000	1,200
CLASS "A."		
Accountant	1,000	1,150
DEPARTMENT OF HEALTH.		
CLASSES "A" AND "A1."		
Chief Clerk	1,000	1,200
Chief Clerk and Accountant, Mental Hygiene Branch	1,000	1,200
CLASS "A."		
Accountant	1,000	1,100
Secretary, Tuberculosis Branch	1,000	1,150
DEPARTMENT OF AGRICULTURE.		
CLASSES "A" AND "A1."		
Secretary	1,000	1,200
CLASS "A."		
Accountant	1,000	1,050

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FOURTH SCHEDULE—*continued.*

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF LABOUR.		
CLASSES "A" AND "A1."		
Chief Inspector of Factories and Shops	1,000	1,200
DEPARTMENT OF STATE FORESTS.		
CLASSES "A" AND "A1."		
Secretary	1,000	1,200
CLASS "A."		
Accountant	1,000	1,100
Chief Clerk	1,000	1,100
DEPARTMENT OF WATER SUPPLY.		
CLASS "A1."		
Chief Finance Officer	1,250	1,500
CLASSES "A" AND "A1."		
Secretary	1,050	1,300
CLASS "A."		
Chief Accountant	1,000	1,150
Officer in Charge, Stores Branch	1,000	1,150
Staff and Industrial Officer	1,000	1,150

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIFTH SCHEDULE.

TEMPORARY EMPLOYEES.

DEPARTMENT OF HEALTH.
MENTAL HYGIENE.*Designations of Positions and Rates of Salaries.*

Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
Assistant (Female)—			
Junior—			
Under 16 years of age		91	..
At 16 years of age		117	..
At 17 years of age		130	..
At 18 years of age		156	..
At 19 years of age		182	..
At 20 years of age		221	..
Adult	260	273*	..
Assistant (Male) Grade I.	390	416	1 of £26
Assistant (Male) Grade II.—			
Junior—			
Under 16 years of age		130	..
At 16 years of age		156	..
At 17 years of age		169	..
At 18 years of age		195	..
At 19 years of age		247	..
At 20 years of age		273	..
Adult	325	377	2 of £13, and 1 of £26
Attendant		299	..
Carpenter		364	..
Carter	312	338	..
Cleaner and Labourer	292	305	..
Cook (Male)		367	..
Cook (Female)		296	..
Female Reliever		270	..
Fireman		341	..
Gardener		364	..
General Assistant		312	..
Guidance Kindergarten Travancore Develop- mental Centre	302	315	..
Hairdresser (Female)		304	..
Kitchen Maid—			
Junior—			
At 16 years of age		98	..
At 17 years of age		120	..
At 18 years of age		142	..
At 19 years of age		164	..
At 20 years of age		186	..
Adult		201	..
Kitchen and Wardsmaid—			
Junior—			
At 16 years of age		98	..
At 17 years of age		120	..
At 18 years of age		142	..
At 19 years of age		164	..
At 20 years of age		186	..
Adult		201	..
Labourer		286	..
Laboratory Attendant	373	386	..
Laundress		275	..
Laundryman	325	338	..
Messenger—			
Junior—			
Under 16 years of age		91	..
At 16 years of age		104	..
At 17 years of age		117	..
At 18 years of age		143	..
At 19 years of age		169	..
At 20 years of age		208	..
Adult		325	..
Messroom Attendant		257	..
Nurse		254	..
Nurse, Chief (Bundoola)		408	..
Nurse, Child Psychiatric Clinic	350	363	..

* Employees appointed prior to the 1st October, 1944, shall receive a further increment of £13 after twelve months' satisfactory service on the maximum rate of salary.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIFTH SCHEDULE—continued.

Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
Nurse, Hospital	£	£	..
Nurse, Psychiatric Clinic, Travancore Develop- mental Centre	350	363	..
Painter	364	..
Plumber	377	..
Seamstress	275	..
Shorthand Writer and Typist (Female)— Junior—
Under 16 years of age	130	..
At 16 years of age	156	..
At 17 years of age	169	..
At 18 years of age	182	..
At 19 years of age	221	..
At 20 years of age	247	..
Adult	273	290	..
Supervisor, Moorakynne Hostel	332	..
Supervisor, Assistant, Moorakynne Hostel	306	..
Tailor	364	..
Tailoress	301	..
Therapist, Assistant (Female)	261	..
Typist (Female)— Junior—
Under 16 years of age	117	..
At 16 years of age	143	..
At 17 years of age	156	..
At 18 years of age	169	..
At 19 years of age	208	..
At 20 years of age	234	..
Adult	260	286	..
Upholsterer	364	..

The relevant provisions contained in the footnote to the Seventh Schedule to these Regulations shall be deemed to be included in this Schedule.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE.

TEMPORARY EMPLOYEES.

Designations of Positions and Rates of Salaries.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
GENERAL.			
Accounting Officer††	£ 475	£ 579	4 of £26
Assistant (Female)—			
Junior—			
Under 16 years of age	91
At 16 years of age	117
At 17 years of age	130
At 18 years of age	156
At 19 years of age	182
At 20 years of age	221
Adult	260	273*
Assistant (Male), Senior	436
Assistant (Male), Grade I.	390	416	1 of £26
Assistant (Male), Grade II.—			
Junior—			
Under 16 years of age	130
At 16 years of age	156
At 17 years of age	169
At 18 years of age	195
At 19 years of age	247
At 20 years of age	273
Adult	325	377	2 of £13 and 1 of £26
Assistant (Male), Grade III.—			
Junior—			
Under 16 years of age	91
At 16 years of age	104
At 17 years of age	117
At 18 years of age	143
At 19 years of age	169
At 20 years of age	208
Adult	312	351†
Assistant (Female) Draughting—			
Junior—			
Under 16 years of age	117
At 16 years of age	156
At 17 years of age	169
At 18 years of age	182
At 19 years of age	221
At 20 years of age	247
Adult	273	286
Assistant Draughtswoman, Grade I.	299	325
Assistant Draughtswoman, Grade II.	338	364
Carpenter	395
Chainman, Leading	338†
Chainman	325†
Chauffeur	334
Draughtsman, Grade I.	553	579	1 of £26
Draughtsman, Grade II.	475	527	2 of £26
Draughtsman, Grade III.	390	436	1 of £26 and 1 of £20
Draughtsman—			
Junior—			
Under 16 years of age	130
At 16 years of age	156
At 17 years of age	169
At 18 years of age	195
At 19 years of age	247
At 20 years of age	273
Draughtsman, Grade IV.	325	364	1 of £13 and 1 of £26
Fireman	341

* Employees appointed prior to the 1st October, 1944, shall receive a further increment of £18 after twelve months' satisfactory service on the maximum rate of salary.

† An allowance of 1s. a day may be paid to an employee who is required to drive and maintain a departmental vehicle while working with a survey party.

‡ Employees appointed prior to the 29th May, 1949, shall be eligible to receive a salary of £304 a year after twelve months' satisfactory service on the salary of £351 a year.

†† Employees must be certificated accountants.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
<i>GENERAL—continued.</i>			
Laboratory Assistant (Female), Grade I.—			
Junior—			
Under 16 years of age		117	..
At 16 years of age		143	..
At 17 years of age		156	..
At 18 years of age		169	..
At 19 years of age		208	..
At 20 years of age		234	..
Adult	260	286	..
Laboratory Assistant (Female), Grade II.		312	..
Laboratory Assistant (Male)—			
Junior—			
Under 16 years of age		117	..
At 16 years of age		143	..
At 17 years of age		156	..
At 18 years of age		169	..
At 19 years of age		208	..
At 20 years of age		234	..
Adult	312	364	..
Labourer		286	..
Lift Attendant		302	..
Machinist (Female)—			
Junior—			
Under 16 years of age		117	..
At 16 years of age		143	..
At 17 years of age		156	..
At 18 years of age		169	..
At 19 years of age		208	..
At 20 years of age		234	..
Adult	273	299	..
Messenger—			
Junior—			
Under 16 years of age		91	..
At 16 years of age		104	..
At 17 years of age		117	..
At 18 years of age		143	..
At 19 years of age		169	..
At 20 years of age		208	..
Adult		325	..
Motor Truck Driver		343	..
Nurse	318	344	..
Photographer	410	436	1 of £26
Photographic Assistant—			
Junior		*	..
Adult (Male)	304	356	..
Adult (Female)	247	286	..
Shorthand Writer and Typist (Female)—			
Junior—			
Under 16 years of age		130	..
At 16 years of age		156	..
At 17 years of age		169	..
At 18 years of age		182	..
At 19 years of age		221	..
At 20 years of age		247	..
Adult	273	299	..
Surveyor, Licensed	553	579	1 of £26
Surveyor, Assistant—			
Junior—			
At 18 years of age		208	..
At 19 years of age		247	..
At 20 years of age		273	..
Adult	325	436	1 of £13, 3 of £26, and 1 of £20
Technical Librarian (Female)	338	351	..
Telephonist (Female)—			
Junior—			
Under 16 years of age		117	..
At 16 years of age		143	..
At 17 years of age		156	..
At 18 years of age		169	..
At 19 years of age		208	..
At 20 years of age		234	..
Adult	260	286	..

* Rates in accordance with the Determination of the Photographers Board.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—*continued.*

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
GENERAL— <i>continued.</i>			
Typist (Female)—			
Junior—			
Under 16 years of age	117	..
At 16 years of age	143	..
At 17 years of age	156	..
At 18 years of age	169	..
At 19 years of age	208	..
At 20 years of age	234	..
Adult	260	286	..
Watchman	299	..
DEPARTMENT OF PREMIER.			
AUDIT.			
Audit Clerk*	475	579	4 of £26
REGIONAL PLANNING AND DECENTRALIZATION DIVISION.			
Investigation Officer	449	501	2 of £26
Investigation Officer, Assistant	436	..
SOIL CONSERVATION AUTHORITY.			
Conservation Officer, Assistant	436	501	2 of £26 and 1 of £13
Engineer, Assistant	475	553	3 of £26
Field Officer	436	501	2 of £26 and 1 of £13
Field Officer, Assistant—			
Junior—			
At 18 years of age	254	..
At 19 years of age	267	..
At 20 years of age	280	..
Adult	371	423	2 of £26
Research Officer (Female)	390	442	2 of £26
Surveyor	475	553	3 of £26
STATE FILM CENTRE.			
Biograph Operator (Projectionist)	†	..
DEPARTMENT OF CHIEF SECRETARY.			
CHILDREN'S WELFARE.			
Attendant (Male)	299	351**	..
Attendant (Male)	299	338	..
Attendant (Male), Senior	351	364	..
Attendant (Female)	224‡	..
Domestic—			
Junior—			
At 18 years of age	142	..
At 19 years of age	164	..
At 20 years of age	186	..
Adult	201	..
Inspector (Female)	318	344	..
Kitchenman	312	..
Laundress, Royal Park Depot	288	..
Maid	182	..
Nurse and Attendant	322	335	..
Nursery School Teacher—			
Junior—			
Under 16 years of age	104	..
At 16 years of age	130	..
At 17 years of age	143	..
At 18 years of age	169	..
At 19 years of age	208	..
At 20 years of age	234	..
Adult	260	286	..
Nursery School Teacher, Assistant Head	351	377	1 of £26
Social Worker (Female), Grade I	338	364	..
Social Worker (Female), Grade II	390	442	2 of £26
Therapist, Senior	353	..
EXPLOSIVES.			
Magazine Assistant, Truganina	330§	343§	..
Watchman and Magazine Assistant, Truganina	350§	..

* Employees must be certificated accountants.

** To apply to employees appointed to the position prior to the 1st September, 1945.

† Rates in accordance with Commonwealth Theatrical Employees' Award.

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

§ Includes an allowance of £13 a year for danger money.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF CHIEF SECRETARY—continued.			
FISHERIES AND GAME.			
Biologist (Female)	475	527	2 of £26
Biologist, Assistant	416	436	1 of £20
Hatchery Assistant, Snob's Creek	325	338	..
Inspector	323	362	..
IMMIGRATION BRANCH.			
Caretaker, Reception Centre	312	..
Housekeeper, Reception Centre, Exhibition	273	..
Officer in Charge, Reception Centre, Exhibition	436	..
Welfare Officer (Female)	390	416	1 of £26
Welfare Officer, Assistant (Female)	273	338	3 of £13 and 1 of £26
OFFICE OF THE CHIEF COMMISSIONER OF POLICE.			
Matron, City Watchhouse	260	273	..
Police Hospital—			
Matron	409	422	..
Sister	344	370	..
Housemaid	232	..
Cook	282	..
Wardman	331	..
PUBLIC LIBRARY, NATIONAL MUSEUM, MUSEUM OF APPLIED SCIENCE, AND NATIONAL GALLERY.			
Assistant (Female), Grade I.—			
Junior—			
Under 16 years of age	117	..
At 16 years of age	143	..
At 17 years of age	156	..
At 18 years of age	169	..
At 19 years of age	208	..
At 20 years of age	234	..
Adult	260	286	..
Assistant (Female), Grade II.			
Attendant—			
Junior—			
At 16 years of age	104	..
At 17 years of age	117	..
At 18 years of age	143	..
At 19 years of age	160	..
At 20 years of age	208	..
Adult	338	351	..
Cadet Attendant (Female)—			
Junior—			
Under 16 years of age	91	..
At 16 years of age	117	..
At 17 years of age	130	..
At 18 years of age	166	..
At 19 years of age	182	..
At 20 years of age	221	..
Adult	260	273	..
Lavatory Attendant (Male)	286	..
Lavatory Attendant (Female)	221	..
Mineralogist (Female)	475	527	2 of £26
PENAL AND GAOLS.			
Nurse	344 [¶]	..
Sub-Matron	349 [¶]	..
Warder	339	404	1 of £13 and 2 of £26
Warder (Female)	232	271 [¶]	..
DEPARTMENT OF TREASURER.			
BUILDING PERMITS SECTION.			
Officer in Charge	900	1,050	3 of £50
Inquiry Officer	312	351	..
Inspector, Chief	553	..
Inspector, Senior	501	..
Inspector	436	..
Inspector, Assistant	390	..
Permits Officer, Senior	683	..
Permits Officer	579	..
Permits Officer, Senior Assistant	527	..
Permits Officer, Assistant	436	..

‡ Employees in this grade must possess a University degree in Arts, Science, or Commerce.

¶ Plus a uniform allowance at the rate of £9 15s. a year, payable quarterly.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF TREASURER—continued.			
GOVERNMENT PRINTING OFFICE.			
Binder	401	..
Binder, Quarter (Female)	258	..
Book Folder (Female)	248	..
Book Folder and Sewer (Female)	256	..
Compositor	401	..
Electrician	391	..
Engineer	391	..
Engineer's Assistant	312	..
Embosser (Female)	258	..
Feeder	309	..
Feeder (Female)	248	..
General Assistant, Senior	311	..
General Assistant	298	..
Indexer (Female)	258	..
Linotype Attendant	342	..
Machineman	401	..
Machinist, Envelope (Female)	258	..
Monotype Caster	342	..
Night Watchman	328	..
Operator, Linotype	428	..
Operator, Monotype	428	..
Plate Grainer	332	..
Pressman	401	..
Printer, Lithographic	401	..
Printer, Lithographic, Assistant	319	..
Printer's Joiner	388	..
Process Engraver	416	..
Reader	418	..
Reader's Assistant (Female)	248	..
Stereotyper	401	..
Storeman	332	..
Ticket Printer, Assistant	377	..
Juniors—			
Book Folder (Female)	‡	..
General Assistant (Male)	‡	..
Monotype Caster (Male)	‡	..
Reader's Assistant (Female)	‡	..
Ticket Printer, Assistant (Male)	‡	..
Apprentices—			
Engineer	*	..
All others	‡	..
The provisions contained in the footnotes (A), (B), and (C) relating to Department of Treasurer, Government Printing Office, in the Second Schedule to these Regulations, shall apply to employees occupying any of the foregoing positions so far as such provisions are applicable.			
HOUSING COMMISSION.			
Building Inspector, Senior	475	579	4 of £26
Building Inspector	416	436	1 of £20
Chief Engineer	1,300	..
Clerk of Works, Senior	475	579	4 of £26
Curator, Ascot Housing Estate	364	403	1 of £26 and 1 of £13
Field and Research Officer, Holmesglen Concrete House Factory			
Housing Inspector	900	1,050	3 of £50
Housing Inspector	462	488	1 of £26
Housing Inspector, Assistant	390	436	1 of £26 and 1 of £20
Housing Officer (Female)	314	..
Housing Standards Officer	553	605	2 of £26
Investigating Officer (Female)	301	..
Land Purchasing Officer, Senior	481	..
Maintenance Supervisor	553	605	2 of £26
Manager, Holmesglen Concrete House Factory	1,100	1,200	2 of £50
Planning Superintendent, Holmesglen Concrete House Factory	709	761	2 of £26
Production Engineer, Holmesglen Concrete House Factory			
Real Estate Assistant	878	917	1 of £39
Supply Superintendent, Holmesglen Concrete House Factory	436	..
Valuer	761	839	2 of £39
Valuer	553	605	2 of £26
MATERIALS PROCUREMENT SECTION.			
Officer in Charge	800	..
Accounts Clerk	436	..
Materials Officer, Senior	579	..
Materials Officer, Assistant Senior	522	..
Materials Officer	450	..

* Rates in accordance with Commonwealth Metal Trades Award.
 ‡ Rates in accordance with Commonwealth Graphic Arts Award.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF TREASURER—continued.			
STAMP DUTIES.			
Embossers (Female)—			
Junior—			
Under 16 years of age	91	..
At 16 years of age	117	..
At 17 years of age	130	..
At 18 years of age	156	..
At 19 years of age	182	..
At 20 years of age	221	..
Adult	260	273	..
STATE ACCOMMODATION OFFICE.			
Supervisor, Senior, Camp Pell	390	..
Supervisor	351	364	..
DEPARTMENT OF EDUCATION.			
Biograph Operator (Projectionist)	*	..
Caretaker, Crows Nest Camp, Queenscliff	312	325	..
Typist (Female), employed in Teachers' Colleges and Schools†—			
Junior—			
Under 16 years of age	110	..
At 16 years of age	135	..
At 17 years of age	147	..
At 18 years of age	159	..
At 19 years of age	196	..
At 20 years of age	221	..
Adult	245	271	..
Commercial Artist—			
Junior—			
At 19 years of age	208	..
At 20 years of age	260	..
Adult (Male)	403	..
Adult (Female)	325	..
Depot Supervisor, Reconstruction Training Branch			
.. .. .	553	605	2 of £26
Gardener	318	..
Housekeeper	286	..
Matron, Assistant	260	..
Purchasing Officer, Reconstruction Training Branch			
.. .. .	390	436	1 of £26 and 1 of £20
Selection Officer, Reconstruction Training Branch			
.. .. .	416	501	2 of £26, 1 of £20, and 1 of £13
Storeman, Assistant, and Packer (Stationery Store)			
..	312	..
Technician Projectionist	527	..
DEPARTMENT OF LAW.			
Court Reporter (Female)	475	553	3 of £26
CROWN SOLICITOR'S OFFICE.			
Professional Assistant (Male)	436	..
Professional Assistant (Female)	351	..
OFFICE OF THE PUBLIC TRUSTEE.			
Professional Assistant	475	553	3 of £26
Trust Officer	501	..
Trust Officer, Assistant	416	..
DEPARTMENT OF CROWN LANDS AND SURVEY.			
Caretaker, Yanakie Run	325	..
Cartographic Assistant, Grade I.	390	436	1 of £26 and 1 of £20
Cartographic Assistant, Grade II.	325	364	3 of £13
Engineer Mechanic, Buchan Caves	377	..
Foreman Chainman	351	416	2 of £26 and 1 of £13
Inspector of Land Settlement, Senior	512	590	3 of £26
Inspector of Land Settlement, Senior	512	564	2 of £26
Inspector of Land Settlement	382	490	4 of £26 and 1 of £13

* Rates in accordance with Commonwealth Theatrical Employees Award.

† Excluding Melbourne Teachers' College, Melbourne High School, MacRobertson Girls' High School, University High School, and the Correspondence School.

‡ To apply to employees appointed to the position prior to the 9th September, 1946.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
DEPARTMENT OF CROWN LANDS AND SURVEY			
<i>—continued.</i>			
Inspector of Land Settlement	382	473	3 of £26 and 1 of £13
Topographic Surveyor	553	579	1 of £26
BOTANIC GARDENS.			
Assistant Librarian (Female), National Herbarium—			
Junior—			
Under 16 years of age		117	
At 16 years of age		143	
At 17 years of age		156	
At 18 years of age		169	
At 19 years of age		208	
At 20 years of age		234	
Adult	260	288	
Gardener—			
Junior—			
At 16 years of age		111	
At 17 years of age		137	
At 18 years of age		163	
At 19 years of age		202	
At 20 years of age		241	
Adult	318†	331	
Painter and Writer		388	
DEPARTMENT OF PUBLIC WORKS.			
Architect, Senior		852	
Architect, Senior (Design)	761	826	1 of £39 and 1 of £26
Architect (Design)	683	735	2 of £26
Architect	605	657	2 of £26
Architect, Assistant	527	579	2 of £26
Caretaker		312	
Draughtswoman, Grade I.	390	442	2 of £26
Draughtswoman, Grade II.	299	351	2 of £13 and 1 of £26
Electrical Mechanic		377	
Engineer	683	735	2 of £26
Engineer, Assistant, Grade I.	605	657	2 of £26
Engineer, Assistant, Grade II.	475	579	4 of £26
Engineer, Assistant (Electrical)	605	657	2 of £26
Engineer, Assistant (Mechanical)	605	657	2 of £26
Garden Labourer		286	
Garage Attendant		325	
Inspector of Works, Grade I.	475	527	2 of £26
Inspector of Works, Grade II.		436	
Materials Distribution Officer	527	579	2 of £26
Materials Procurement Officer	475	501	1 of £26
Mechanic, Leading Hand		412	
Motor Mechanic		388	
Plumber, Supervising		473	
Quantity Surveyor, Assistant, Grade I.	475	553	3 of £26
Quantity Surveyor, Assistant, Grade II.	390	436	1 of £26 and 1 of £20
Storeman		331	
Storekeeper	351	390	1 of £26, and 1 of £13
Technical Works Assistant, Grade I.	475	527	2 of £26
Technical Works Assistant, Grade II.		436	

† An employee shall not be paid a salary rate in excess of £318 a year, unless he has passed the examination prescribed by Regulation 32.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF PUBLIC WORKS—continued.			
PORTS AND HARBOURS.			
Able Seaman	310	323*	..
Cook	357	370*	..
Coxswain and Leadsman	331	344	..
Crew's Attendant—			
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*	..
Deckhand	284	297*††	..
Engineer, Chief, of Dredges, &c.	†*	..
Engineer, Second, of Dredges, &c.	†*	..
Engineer, Third, of Dredges, &c.	†*	..
Engine Driver of Launches	†	..
Fireman, Marine	331	344*	..
Fitter and Turner	377†	..
Greaser and Storeman	339	352*	..
Hydrographer	475	527	2 of £26
Lighthouse Keeper, Assistant	299	325‡	..
Lightkeeper and Boatman	325‡	..
Lighterman	338	351	..
Master, Dredges, &c.	†*	..
Master of Launches	†	..
Mate, First, of Dredges, &c.	†*	..
Mate, Second, of Dredges, &c.	†*	..
Motor Boat Driver and Labourer	321	334	..
Steward	284	297*	..
Storeman	331	..
DEPARTMENT OF MINES.			
Battery Foreman and Cyanider	403	..
Battery Mechanic	377	..
Chemist	475	527	2 of £26
Drill Foreman, Failing Drill	545	..
Drill Sub-foreman, Failing Drill	441	..
Drill Foreman	416	..
Foreman, Deep Drilling Plant, Nelson	592	..
Geologist, Assistant Field	390	436	1 of £26 and 1 of £20
Inspector of Boilers	475	..
Inspector of Mines and Machinery	475	527	2 of £26
Laboratory Attendant	312	..
Mechanic	377	..
Section Cutter	351	..
Store Assistant	312	..
DEPARTMENT OF HEALTH.			
GENERAL HEALTH.			
Analyst	436	..
Assistant Engineer	475	..
Attendant, Venereal Diseases Clinic	351	..
Buildings Inspector	416	436	1 of £20
Carotaker	312	..
District Health Officer	1,400¶	..
District Health Officer	1,200	..
Engineer	631	..
Health Inspector (Female)	377	390	..
Health Officer (Male)	1,000	..
Health Officer (Female)	878	..
Laboratory Attendant	312	..
Nurse	318	344	..
Nurse, Hospital Inspector	318	344	..
Nurse, Venereal Diseases Clinic	331	357	..
Nurse, Visiting	331	357	..
Physiotherapist (Female), Grade I.	333	364	..
Physiotherapist (Female), Grade II.	390	442	2 of £26
Plumbing Inspector, Plumbers and Gasfitters Board	473	..

* With rations when required to live on the vessel.

† Rates in accordance with the Merchant Service Guild of Australia Award.

‡ In addition, a commuted allowance of £11 a year for ship and dirt work.

§ With quarters when required to reside on premises.

|| Includes an allowance of £13 a year for danger money.

¶ Occupant must possess Diploma of Public Health.

† After the completion of two years' satisfactory service as such will be eligible for progression to Able Seaman.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF HEALTH—continued.			
GENERAL HEALTH—continued.			
Rat Trapper	312	325	..
Sister in Charge, Venereal Diseases Clinic	370	..
Social Worker (Female), Grade I.	338	364	..
Social Worker (Female), Grade II.	390	442	2 of £26
Social Worker (Female), Assistant	290	338	..
Technical Assistant (Male)	436	..
Technical Assistant (Female)	351	..
MATERNAL AND CHILD HYGIENE.			
Cleaner and Labourer, School Dental Clinic	286	..
Dental Attendant (Female)	234	247	..
Disinfecter of School Buildings, Assistant	273	299	..
Kindergarten Director	299	351	..
Kindergartener, Assistant	260	286	..
Medical Officer (Male)	1,000	..
Medical Officer (Female)	878	..
Mothercraft Nurse	247	260	..
Motor Driver (Female)	273	..
Pre-School Adviser (Female)	360	373	..
School Dental Officer (Male)	1000	..
School Dental Officer (Female)	878	..
School Nurse	318	344	..
Sister, Infant Welfare	373	..
TUBERCULOSIS.			
Assistant Clinical Tuberculosis Officer (Female)	878	..
Darkroom Attendant—			
Junior	**	..
Adult (Male)	304	356	..
Adult (Female)	247	286	..
Field Officer, Chest X-ray Surveys	390	436	1 of £26, and 1 of £20
Nurse, Tuberculosis Bureau	331	357	..
Radiologist	1,350	..
X-ray Technician, Grade I.	416	..
X-ray Technician, Grade II.	390	..
X-ray Technician (Female)	320	..
State Sanatoria.			
Boiler Attendant	341	..
Chef	406	..
Cook, Assistant	367	..
Cook (Female)	322	..
Cook, Assistant (Female)	296	..
Cook, 2nd Assistant, and Housemaid	283	..
Engineer	431	..
Electrician	396	..
Foreman	405	..
Gardener, Senior	370	..
Gardener	367	..
General Hand	325	..
Housekeeper	273	..
Kitchenman	325	..
Laundryman	338	..
Laundress	288	..
Laundress, Assistant and Housemaid	275	..
Maid	211	..
Matron	500	513	..
Matron, Deputy	409	422	..
Medical Officer (Male)	1,000	..
Medical Officer (Female)	878	..
Motor Driver	343	356	..
Nursing Orderly	351	..
Nurse, Senior Assistant	263	..
Nurse, Assistant	258	..
Occupational Therapy Instructor	364	390	1 of £26
Occupational Therapy Instructress	299	338	..
Painter	388	..
Seamstress and Housemaid	263	..
Sister	344	370	..
Tutor Sister	383	409	1 of £26
Wardman	338	..
Wardman, Junior	202	..
Wardmaid	245	..

** Rates in accordance with the Determination of the Photographers Board.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF HEALTH—continued.			
MENTAL HYGIENE.			
Dietitian, Assistant (Female)	338	390	1 of £13, 1 of £26, and 1 of £13
Director-General, Mental Institutions	2,000	..
Medical Officer (Male)	1,000	..
Medical Officer (Female)	878	..
Psychologist	683	..
Social Worker (Female), Grade I.	338	364	..
Social Worker (Female), Grade II.	390	442	2 of £26
Social Worker (Female), Assistant	299	338	..
Speech Therapist (Female), Grade I.	338	364	..
Speech Therapist (Female), Grade II.	390	442	2 of £26
Supervisor of Catering, Senior	501	553	2 of £26
DEPARTMENT OF AGRICULTURE.			
Analyst (Male)	436	..
Analyst (Female)	351	..
Apiary Inspector	410	462†	2 of £26
Assistant Herd Survey Officer	416	462	1 of £20, and 1 of £26
Butter Maker, Assistant, School of Dairy Technology	344	..
Camera Man	527	..
Caretaker and Overseer, Glenormiston	338§	..
Clerk and Typist (Male), Mallee Research Station, Walpeup	325	377	2 of £13 and 1 of £26
Cereal Chemist, Assistant	436	..
Chemist	436	..
Dairy Factory Foreman, School of Dairy Technology	455	..
Dairy Herd Foreman	422	461§	1 of £26 and 1 of £13
Dairy Produce Inspector	553	618	2 of £26 and 1 of £13
Dairy Supervisor	423	488†	2 of £26 and 1 of £13
Dairy Supervisor, Senior	540	566†	1 of £26
Demonstrator, Rural Training	475	..
Entomologist, Assistant	436	475	1 of £26, and 1 of £13
Farm Produce Inspector	384	488†	4 of £26
Field Officer	436	501†	2 of £26, and 1 of £13
Field Officer, Assistant—			
Junior—			
At 18 years of age	254	..
At 19 years of age	267	..
At 20 years of age	280	..
Adult	371	423†	2 of £26
Film Cutter (Female)	273	299	..
Fruit Inspector	384	488†	4 of £26
Fruit Packing Instructor, Assistant	384	488†	4 of £26
Gardening Instructor, School of Primary Agriculture, Burnley	358	384	1 of £26
Geneticist, Assistant (Male)	436	475	1 of £26, and 1 of £13
Geneticist, Assistant (Female)	338	390	1 of £13, 1 of £26, and 1 of £13
Herd Test Organizer	384	436	2 of £26
Horticultural Supervisor	449	527	3 of £26
Horticultural Assistant (Male), School of Primary Agriculture, Burnley	371	410	1 of £26, and 1 of £13
Horticultural Assistant (Female), School of Primary Agriculture, Burnley	299	338	..
Inspector of Stock	423	488†	2 of £26 and 1 of £13
Insectary Assistant (Female), Plant Research Laboratory, Burnley	260	286	..
Laboratory Attendant	312	..
Lecturer, Rural Training	579	..
Lecturer (Female), Rural Training	475	..
Live Stock, Field Officer	371	449	3 of £26
Machinery Officer	592	..

† Employees appointed prior to the 25th February, 1946, shall receive a further increment of £13 after twelve months' satisfactory service on the maximum rate of salary.

§ With quarters.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF AGRICULTURE—continued.			
Manager, State Research Farm, Werribee ..	709	826	2 of £26, 1 of £39 and 1 of £26
Motion Picture Mechanic	408	..
Officer in Charge, Rural Training ..	631	657	1 of £26
Orchard Supervisor	397	488*	3 of £26 and 1 of £13
Orchard Inspector	397	..
Potato Inspector	384	488*	4 of £26
Poultry Export, Assistant	330	408	3 of £26
Science Field Officer	436	475	1 of £26 and 1 of £13
Science Master, Rural Training	527	579	2 of £26
Seeds Analyst, Assistant (Female) ..	325	351	..
Seeds Inspector	384	488	4 of £26
Senior Investigation Officer, Rural Training	605	..
Soil Surveyor	416	436	1 of £20
Soils Officer, Grade I.	475	527	2 of £26
Soils Officer, Grade II.	436	..
Storeman, Rural Training	318	..
Technical Assistant	325	351	..
Technician Projectionist	527	..
Vegetable Supervisor	371	475*	4 of £26
Veterinary Officer	605	..
Visual Training and Discussion Group Officer, Rural Training	475	..
Welfare Officer, Rural Training	440	501	2 of £26
DOORIE AGRICULTURAL COLLEGE.			
Assistant Dairy Instructor	371	423	2 of £26
Assistant Piggery Instructor	371	423	2 of £26
Blacksmith—Instructor	403	..
Carpenter, Foreman	415	..
Carpenter	395	..
Cook	377	..
Dairy Assistant	325	351	..
Farm Assistant	299	325	..
Farm Mechanic	390	..
Farm Overseer	371	423	2 of £26
Gardener, Head	357	..
Gardener	318	..
Houseman—Waiter	286	299	..
Science Master	527	579	2 of £26
Soil Conservation Officer	371	397	1 of £26
Stock Assistant	351	377	1 of £26
Stock Manager, Assistant	371	423	2 of £26
Waiter, Head	338	351	..
LONGERENONG AGRICULTURAL COLLEGE.			
Assistant Live Stock Instructor	371	423	2 of £26
Blacksmith—Instructor	403	..
Carpenter	395	..
Carpenter—Instructor	423	..
Cook	377	..
Dairy Instructor, Assistant	371	397	1 of £26
Farm Assistant	299	325	..
Motor Truck Driver	343	356	..
Painter	388	..
Piggery Assistant	325	351	..
Steward	286	299	..
Waiter, Head	338	351	..

* Employees appointed prior to the 25th February, 1940, shall receive a further increment of £13 after twelve months' satisfactory service on the maximum rate of salary.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
DEPARTMENT OF STATE FORESTS.			
Assistant Engineer	475	527	2 of £26
Assistant Forester, Junior	247	..
Clerk and Draughtsman	325	377	2 of £13 and 1 of £26
Cruiser	390	494	4 of £26
Engineering Surveyor, Grade I.	416	475	1 of £20, 1 of £26, and 1 of £13
Engineering Surveyor, Grade II.	364	390	1 of £26
Foreman Mechanic	462	501	1 of £26 and 1 of £13
Housekeeper, School of Forestry, Creswick Mapper—	..	325	..
Junior—			
At 18 years of age	208	..
At 19 years of age	234	..
At 20 years of age	260	..
Adult	364	436	2 of £26 and 1 of £20
Mechanical Engineer	605	..
Procurement Officer	449	475	1 of £26
Production Manager, Metropolitan Domestic Firewood Committee	553	..
Silvicultural Research Officer	475	527	2 of £26
Storekeeper, Brookwood	436	..
Storeman	331	..
Technical Assistant (Female)	325	351	..
DEPARTMENT OF WATER SUPPLY.			
Architect	683	735	2 of £26
Cadet Valuer—			
Junior—			
At 18 years of age	254	..
At 19 years of age	267	..
At 20 years of age	280	..
Caretaker	331	..
Caretaker (Eildon Reservoir)	396	422	1 of £26
Caretaker (Taylor's Lake)	344	383	1 of £13 and 1 of £26
Caretaker (Wyelangta Weir) (Upper Coliban Reservoir) (Tank Hill Reservoir)	318	344§	..
Caretaker, Assistant (Eildon Reservoir)	357	383	1 of £26
Caretaker, Assistant (Mildura Weir)	357	383	1 of £26
Caretaker, Assistant (Yarrowonga Weir)	357	396	1 of £26 and 1 of £13
Casualty Officer	475	527	2 of £26
Channel Foreman	357	383	1 of £26
District Officer, Assistant	416	436	1 of £20
Draughtsman, Assistant (Designing)†—			
At 19 years of age	364	..
At 20 years of age	390	..
Adult	436	462	1 of £26
Engineer, Executive, Grade Ia.	878	..
Engineer, Designing, Grade Ia.	878	..
Engineer, Designing, Grade I.	683	735	2 of £26
Engineer, Designing, Grade II.	605	657	2 of £26
Engineer, Grade I.	683	735	2 of £26
Engineer, Grade II.	605	657	2 of £26
Engineer, Assistant, Grade I.	527	579	2 of £26
Engineer, Assistant, Grade II.	475	501	1 of £26
Engineering, Assistant	325	436	1 of £13, 3 of £26, and 1 of £20
Engineering, Assistant, Mechanical	501	..
Engineering Superintendent	709	761	2 of £26
Excavator Supervisor	456	482	1 of £26
Gardener, Bendigo Depot	318	..
Geologist	631	..
Geologist, Assistant	475	553	3 of £26
Hydrographer	475	501	1 of £26
Hydrographer, Assistant	325	436	1 of £13, 3 of £26, and 1 of £20

* On attaining the age of 21 years will be eligible for appointment as Cadet Valuer, Class "D." Professional Division.

† Rates are applicable only to graduates of Technical Schools with a Diploma in Civil Engineering.

‡ Employees appointed prior to the 1st September, 1945, shall receive a further increment of £26 after twelve months' satisfactory service on the maximum rate of salary.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF WATER SUPPLY—continued.			
	£	£	
Inspector, Grade I.	435	461†	1 of £26
Inspector, Grade II.	383	409†	1 of £26
Inspector, Farm Water Supplies	462	488	1 of £26
Inspector of Works	436	..
Materials Procurement Officer	475	501	1 of £26
Mechanical Assistant	377	..
Meter Mechanic, Grade I.	377	..
Meter Mechanic, Grade II.	351	..
Meter Reader	312	..
Overseer	396	..
Patrolman	318	..
Plan Moulder	401	..
Ranger, Senior	383	..
Ranger	318	344†	..
Research Officer, Assistant, Grade I.	475	553	3 of £26
Research Officer, Assistant, Grade II.	325	436	1 of £13, 3 of £26, and 1 of £20
Reservoir Keeper (Laanecoorie)	312	244	..
Reservoir Keeper (Lance Creek)	357	383	1 of £26
Reservoir Keeper, Assistant (Hume)	357	383	1 of £26
Reservoir Keeper, Assistant (Lauriston)	318	344	..
Reservoir Keeper, Assistant (Waranga)	357	383	1 of £26
Reservoir Keeper (Wurdee Boluc) (Lake Lonsdale)	318	344†	..
Storekeeper (Construction Works)	416	436	1 of £20
Storeman, Assistant	325	338	..
Survey Assistant—			
Junior—			
At 18 years of age	221	..
At 19 years of age	247	..
At 20 years of age	273	..
Adult	390	436	1 of £26 and 1 of £20
Surveyor, Engineering	416	475	1 of £20, 1 of £26 and 1 of £13
Surveyor	416	436	1 of £20
Timekeeper, Senior (Construction Works)	416	436	1 of £20
Tunnelling Superintendent	900	..
Turncock, Senior	383	..
Turncock	318	344†	..
Turncock, Assistant	318	344†	..
Valuer	475	579	4 of £26
Water Bailiff, Head	396†	..
Water Bailiff, Senior	383	..
Water Bailiff	318	344†	..
Water Bailiff (Relieving)	318	344	..

† Employees appointed prior to the 1st September, 1945, shall receive a further increment of £26 after twelve months' satisfactory service on the maximum rate of salary.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SEVENTH SCHEDULE.

TECHNICAL AND GENERAL DIVISION.

DEPARTMENT OF HEALTH.

MENTAL HYGIENE.

Offices and Rates of Salaries.

Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
CRIMINAL AND REFRACTORY WARD.			
Attendant, Head	494*	..
Attendant, Relieving Charge	455	..
GENERAL STAFF—MALES.			
Assistant (Male), Grade I.	416	..
Assistant (Male), Grade II.	325	390	2 of £13, 1 of £26, and 1 of £13
Attendant, Assistant Head	455	..
Attendant, Charge	455	..
Attendant, Head, Grade I.	520*	..
Attendant, Head, Grade II.	494*	..
Attendant, Hospital	455	..
Chauffeur, Senior Departmental	360	390	1 of £26 and 1 of £13
Chauffeur, Departmental	334	347	..
Chiropodist	416	462	1 of £20 and 1 of £26
Curator of Gardens	396	448*	2 of £26
Dental Mechanic	378	404	1 of £26
Engineer	540	592*	2 of £26
Engineer Mechanic, Grade I.	458*	..
Engineer Mechanic, Grade II.	429*	..
Engineer Mechanic, Grade III.	377	403	1 of £26
Engineer Mechanic, Senior	484	510*	1 of £26
Farm Manager (Mont Park)	484	510*	1 of £26
Farm Manager, Grade I.	458	471*	..
Farm Manager, Grade II.	419	445*	1 of £26
Farm Manager, Assistant	380	..
Hall Porter	334	386	2 of £13 and 1 of £26
Laboratory Attendant	373	412	1 of £26, and 1 of £13
Principal Head Attendant (Mont Park)	546*	..
Shorthand Writer and Typist (Male), Grade II.	332	410	2 of £13, and 2 of £26
Supervisor of Catering, Grade I. (Kew, Mont Park, Sunbury)	452	478	1 of £26
Supervisor of Catering, Grade II. (Ararat, Ballarat, Beechworth)	426	452	1 of £26
Therapist	395	408	..
GENERAL STAFF—FEMALES.			
Guidance Kindergartner, Travancore Developmental Centre	302	341	..
Housekeeper	384‡	..
Nurse, Principal Chief (Mont Park)	473‡	..
Nurse, Senior Chief (Kew, Royal Park, Beechworth, Sunbury, Ballarat)	447‡	..

* Less deductions for quarters and allowances

‡ Less deductions for quarters, allowances, and rations.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SEVENTH SCHEDULE—continued.

Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
GENERAL STAFF—FEMALES—continued.			
Nurse, Chief (Mont Park, Ararat, Kew Cottages, Stawell, Janefield, Bundoora)	..	421‡	..
Nurse, Chief, Receiving House, Ballarat	..	406‡	..
Nurse, Assistant Chief	..	384	..
Nurse, Chief, Travancore Developmental Centre	..	406*	..
Nurse, Children's Court Clinic	..	389	1 of £13, and 1 of £26
Nurse, Child Psychiatric Clinic	..	350	1 of £13, and 1 of £26
Nurse, Hospital	..	389	..
Nurse, Psychiatric Clinic, Travancore Developmental Centre	..	384	..
	..	350	1 of £13, and 1 of £26
Shorthand Writer and Typist (Female), Grade I.	..	273	299§
Shorthand Writer and Typist (Female), Grade II.	..	299	312§
Shorthand Writer and Typist (Female), Grade III.	..	325	338§
Telephonist (Female), Grade I.—			
Junior—			
At 16 years of age	..	143	..
At 17 years of age	..	156	..
At 18 years of age	..	169	..
At 19 years of age	..	208	..
At 20 years of age	..	234	..
Adult	..	260	286
Therapist, Organizing	396
Therapist, Senior	353
Therapist	..	311	337
ARTISANS AND SERVANTS—MALES.			
Blacksmith	..	377	403 1 of £26
Bricklayer	..	377	403 1 of £26
Butcher, Senior	..	377	403 1 of £26
Butcher	364
Carpenter, Foreman	..	421	434
Carpenter, Senior	..	377	403 1 of £26
Carpenter	364
Carter	..	312	351
Cleaner and Labourer	..	292	305
Cook, Senior	..	380	406 1 of £26
Cook	367
Electrical Mechanic, Senior	420
Electrical Mechanic	..	377	403 1 of £26
Motor Mechanic	..	377	403 1 of £26
Fireman	..	341	367
Gardener, Senior	..	377	403* 1 of £26
Gardener	364
General Assistant	..	312	338
Laundry Foreman	..	393	406
Laundryman	..	325	364
Motor Truck Driver	..	343	356
Painter, Senior	..	377	403 1 of £26
Painter	364
Plumber	..	377	403 1 of £26
Shoemaker, Senior	..	377	403 1 of £26
Shoemaker	364
Soapmaker	..	377	403 1 of £26
Storekeeper (Mont Park)	..	462	488 1 of £26
Storeman, Grade I.	..	416	436 1 of £20
Storeman, Grade II.	..	390	416 1 of £26
Storeman, Grade III.	..	338	364
Tailor, Senior	..	377	403 1 of £26
Tailor	364
Tinsmith	..	367	393 1 of £26
Upholsterer, Senior	..	377	403 1 of £26
Upholsterer	364
Watchman	..	299	351
ARTISANS AND SERVANTS—FEMALES.			
Cook, Head	322
Cook	..	296	309
Female Reliever	..	270	283
Hairdresser	..	304	317
Laundress, Senior	..	301	314
Laundress	..	275	288
Mess Room Attendant	257
Seamstress, Senior	..	301	314
Seamstress	..	275	288
Tailoress	..	301	314

* Less deductions for quarters and allowances.

‡ See Regulation 55 of the Public Service (Public Service Board) Regulations.

‡ Less deduction for quarters, allowances, and rations.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SEVENTH SCHEDULE—*continued.*

Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
ATTENDANTS.			
Grade I. (in charge of large wards, Relieving Attendants in large hospital wards, and Senior Night Attendant in each hospital) ..	403	420†	1 of £26
Grade II. (Relieving Attendants in large wards, in charge of small wards, and other special duties) ..	364	390‡	1 of £26
Grade III. ..	299	351††	..
NURSES.			
Grade I. (in charge of large wards, Relieving Nurses in large hospital wards, and Senior Night Nurse in each hospital) ..	345	371	..
Grade II. (Relieving Nurses in large wards, in charge of small wards, and other special duties)	306	332‡	..
Grade III. ..	254	293§	..

† An allowance of £13 a year may be paid to Grade I. Attendants who have completed six years' service in Grade I.

‡ An allowance of £13 a year may be paid to Grade II. Attendants or Nurses who have completed six years' service in Grade II.

†† An allowance of £13 a year may be paid to officers who have completed five years' service as Attendants, and have passed the Third Examination.

§ An allowance of £13 a year may be paid to officers who have completed four years' service as Nurses and have passed the Third Examination.

NOTE.—When an officer is required to reside at the Institution, a charge of £52 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 one tunic and two pairs of trousers annually.

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	£14 a year
Light	£7 a year
Water	£2 a year
Vegetables	£10 a year
Milk	£5 a year
Laundry	£7 a year

The Chief Nurses and Housekeepers will be charged £52 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
Engineers	£20 a year
Curator of Gardens	£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	£34 a year

Officers who are not supplied with quarters will be charged £27 a year for meals provided in an Institution.

D. D. PAINE, Chairman.

E. F. FITZGIBBON, Secretary.

Office of the Public Service Board,
Melbourne, 22nd January, 1951.

