



SUPPLEMENT
TO THE
VICTORIA
GOVERNMENT GAZETTE

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Treasury,
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STORES AND TRANSPORT.*

HIS Excellency the Governor, with the advice of the Executive Council, has been pleased to direct that the following Code of Regulations for the governance of the Department of Stores and Transport be observed in lieu of all former Regulations on the same subject.

By His Excellency's Command,
C. H. EBDEN.

STORES.

I. Stores intended for the public service of the colony are to be procured for the several departments by the Government Storekeeper.

II. To this rule the following exceptions will be admitted, in each case under special regulations now in force or hereafter to be promulgated:—

(1.) All supplies for the military will be obtained by the military commissariat.

(2.) Building materials, tools for the construction of machinery, and furniture of the description known as cabinet work, must be applied for by requisition addressed to the Commissioner of Public Works.

(3.) Books ruled to a particular pattern, bookbinding, printing, and printed forms, will be supplied by the Government Printer.

(4.) Postage stamps will be furnished by the Postmaster General.

III. On the 30th August in each year, or at such other date as may be named, the head of every department will furnish to the Government Storekeeper full information respecting the requirements of his department for the year commencing on the 1st of January following, and will specify whether in his opinion the various articles should be obtained by means of annual or special contracts, and whether locally or in Melbourne. The calculation is to be based upon the strength set down in the estimates and approved of by His Excellency the Governor, and is to be framed with a view to the efficiency of the service and a stringent economy of the public money.

IV. All supplies above the value of £10 which may be required on the public account are to be provided, if possible, by public tender; but should it, under extraordinary circumstances, be considered desirable to make purchases by private contract, the necessity of the case, with full particulars of each intended purchase, except as hereinafter provided, is to be reported in writing by the Government Storekeeper, for the approval of His Excellency the Governor.

V. The Government Storekeeper is to be charged with the entering upon and the carrying out of all contracts for supplies under these regulations. On the 1st October in each year, or so soon thereafter as may be practicable, he is to prepare

schedules of all contracts which may be required for the ensuing year, classified in accordance with the various descriptions of supply, and is to submit them for the approval of the Treasurer. Whenever also it may be necessary to procure supplies above the value of £100, which may not be included in annual contracts, he is to submit a schedule in like manner for approval.

VI. After receiving the approval of the Treasurer, the schedules, with such conditions as may be determined upon, are to be advertised in the *Government Gazette*, and in such local newspapers as may be deemed advisable, in order that the public generally may have an opportunity of competing for the supply.

VII. When goods not exceeding £100 in value are required, the Government Storekeeper will call for tenders by advertisement in the newspapers only, taking care that at least three days' notice is given, and that due competition is encouraged.

VIII. The Government Storekeeper is authorised to purchase supplies not exceeding in value £10. He is however to exercise this power only when the circumstance of the case may demand it.

TENDERS.

IX. All advertisements calling for supplies are to contain the particulars of the supply, the period for and within which it is to be furnished, the mode and time of payment, the amount of bond required, with all other necessary information; and due notice is to be given of the day and hour before which the tenders are to be sent in, sealed and described as "Tenders for, &c," on the envelope. The date when the tenders will be accepted is also, if possible, to be given, and when the supplies are not to be furnished under annual contract as much time as the nature of the case may seem to require is to be allowed between the date of the acceptance of the tenders and that on which the articles are to be delivered.

X. All tenders are to be opened by a board to be composed of such officers as His Excellency shall see fit from time to time to appoint. On being opened, they are to be numbered consecutively, and to be initialled by each member of the board present. No tenders are to be recognised in which the advertised conditions of contract shall have been in material points departed from so as to preclude an accurate comparison with other tenders for the same supply.

* The Regulations published on the 12th of February instant, in No. 22 of the *Government Gazette* (p. 279 ante), are hereby cancelled, as well as all former Regulations on the same subject.

XI.

The board will be guided in their decision by the quality of the sample, the price at which it is tendered, and by the responsibility of the person tendering and of his securities. Should two tenders for a like amount be received, the reason for accepting one of them is to be given. Whenever the lowest tender is not accepted, full reasons are to be stated.

XII.

When the supply is of the value of £100 or upwards, the board are to notify their decision upon the face of the tenders which they may recommend for acceptance, and the Government Storekeeper is to submit them to the Treasurer with those which may be rejected, for confirmation by His Excellency the Governor; after which the particulars of the accepted tenders are to be published in the *Government Gazette* for public information, the documents being returned to the Government Storekeeper.

XIII.

When the supply tendered for does not exceed in value the sum of £100, the acceptance or rejection of the tenders is to rest under these regulations with the board. Should the rate named be excessive, or should no tenders be received, the articles are to be purchased by the Government Storekeeper, and the particulars of the several purchases are to be entered upon the minutes of the board.

XIV.

The following documents are to be retained in the Government Storekeeper's office for reference and record:—

- (1.) The contract, including tender and bond.
- (2.) The advertisement.

If the information embraced in these documents shall be at any time required for the purpose of ascertaining the correctness or otherwise of accounts, certified copies are to be furnished to the Commissioners of Audit; but as a rule a reference on the face of the account to the publication in the *Gazette* of the accepted tender is to be deemed sufficient; or in the case of acceptance by the Tender Board (such tenders not being gazetted) the Government Storekeeper's certificate that the prices are in accordance with such tender.

XV.

Whenever the Government Storekeeper shall find it necessary under these regulations to make purchases, he is to use his utmost endeavors to do so upon the most advantageous terms, remembering that his best security against combination, and other undue means of raising prices beyond a fair standard, is in the strict impartiality of his dealings, and the prompt discharge of every engagement.

REQUISITIONS.

XVI.

Requisitions are to be addressed to the Government Storekeeper upon the authorised form (No. 1), and are to be rendered as follows, viz.:—

Stores, on or before the 1st January, 1st April, 1st July, and 1st October, respectively.

Fuel and light, on the dates specified for stores.

Articles for building and manufacturing purposes, from time to time as required. The requisitionist must, however, give timely notice of his requirements.

Forage, in the Melbourne district, on the 25th of each month for the ensuing month.

Forage, required for consumption at stations in the country districts, at such times as the season of the year, the rates of transport, and the amount of storage accommodation at the stations may render advisable. All such requisitions, however, to be rendered on the 25th of each month.

All heads of departments are expressly enjoined to transmit their quarterly applications in due time. No supplies will be furnished until fourteen days after the receipt of the requisition.

XVII.

Forage at police stations, for which contracts have been or may be entered into, will be supplied by the contractor on the order of the police officer as provided by the conditions of contract, and it is to be accounted for in the prescribed form (No. 2).

XVIII.

Rations of provisions and light for immigrants, prisoners, lunatics, &c., will be supplied by contractors to the several departments, upon the order of the officer in charge of the station, and accounts are to be rendered monthly to the Government Storekeeper.

XIX.

The Government Storekeeper, unless with the especial sanction of the minister concerned, is on no account to furnish supplies to any department for which timely provision, as directed by these regulations, shall have been neglected.

XX.

Such articles only are to be placed in requisition as are allowed by the regulations for the time being, or as are indispensable for the proper conduct of the public service, and are, if possible, to be of the description comprised in the contracts; and in all cases the size, weight, measurement or quantity is to be given, as well as a correct description of the articles.

XXI.

The requisitions are in all cases to be signed by the head of the department, as follows:—

Requisitions relating to the following departments:—	Are to be signed by:—
Executive Council ...	Clerk of the Executive Council.
Legislative Council ...	Clerk of the Parliaments.
Legislative Assembly ...	Clerk of the Assembly.
Library of the Parliament ...	Librarian.
Chief Secretary ...	Under Secretary.
Treasurer ...	Under Treasurer.
Commissioners of Audit ...	Commissioners.
Law Officers ...	The Secretary.
Trade and Customs ...	Commissioner of Trade and Customs.
Post Office ...	The Secretary.
Supreme Court ...	Their Honours the Judges. The Master in Equity. The Sheriff. The Prothonotary.
County Courts, Courts of Mines, General Sessions, Courts of Insolvency, and Petty Sessions ...	Their Worships the Judges and Chairmen and Police Magistrates.
Stores and Transport ...	Government Storekeeper.
Government Printer ...	Government Printer.
Military ...	Deputy Adjutant General. Senior Commissariat Officer.
Volunteer Force ...	Adjutant.
Survey ...	Surveyor General.
Roads and Bridges ...	Commissioner of Roads and Bridges.
Works and Buildings ...	Commissioner of Public Works.
Railways ...	Commissioners' Secretary. Engineer-in-Chief. Guardian.
Aborigines ...	The Chief Harbor Master.
Ports and Harbors ...	The Immigration agent.
Lighthouses ...	The Keepers.
Harbor Lights ...	General Superintendent.
Immigration ...	Registrar General.
Powder Magazines ...	Resident Wardens.
Electric Telegraph ...	Protectors.
Registrar General ...	The Chief Commissioner.
Gold Fields ...	The Sheriff.
Chinese Protectorate ...	Inspector General.
Police ...	Chief Medical Officer.
Gaols ...	Librarian.
Penal Establishments ...	Shorthand Writer.
Medical ...	Secretary to the Board.
Public Library ...	Director.
Shorthand Writer ...	Geological Surveyor.
Education ...	Director.
Botanic Gardens ...	Palaeontologist.
Geological Surveyor ...	
Scientific Board ...	
Museum of Natural History ...	

XXII.

On receiving requisitions, completed in conformity with these regulations, the Government Storekeeper is to submit them for the approval of the proper ministerial officer, specifying the cost of the articles applied for, together with (after the first quarter) the amount available for the service.

If it should, however, appear that any requisition is for quantities greater than the nature of the service may seem to demand, or for articles which are not necessarily required, he is to state the circumstances and the grounds of his objection, for the consideration of the Government.

CUSTODY OF STORES.

XXIII.

Every officer entrusted with the custody of supplies is to keep a clear and exact account of every article which may in any manner be placed under his charge. He is to be particularly attentive to the preservation of the supplies, and is to give positive orders to this effect to the persons employed under him.

XXIV.

No articles whatever are to be lent, sold, or exchanged, except under competent authority in writing.

XXV.

All articles in store should be constantly under observation, and should be frequently inspected in detail. The contents of each package should at all times be correctly noted in conspicuous characters on a label attached to the package itself.

XXVI.

The officer immediately in charge should from time to time inspect his stores, and see that due order and regularity are maintained by his clerk or issuer.

XXVII.

The police at every station are to exert themselves to ensure the forage being stored in such a manner as to prevent any injury through the effects of weather or other causes, and should any damage or loss occur, the strictest investigation is to be made, and the person who from negligence or culpability allowed the same to take place is to be held personally liable for it.

XXVIII.

At out-stations at which no sufficient storage accommodation has been provided, the police, wherever the necessary materials can be obtained in the immediate neighbourhood, must construct huts of bark or timber, for the protection of the forage;

and wherever the stores are kept in a tent or insecure building of any kind, they are to erect a strong fence round the same to prevent damage from cattle, &c. At all stations minor repairs to the forage stores are to be executed by the police.

XXX.

No goats, pigs, poultry, &c., are allowed to be kept in the neighbourhood of a forage store by any person in the employment of Government.

XXXI.

Proper precautions against loss by fire are in all cases to be taken.

XXXII.

At every station where there is grass in the neighbourhood, officers in charge of police will, when it is advisable, turn out duty horses to graze, issuing to them only half rations, or such other allowance as may be deemed necessary, due regard being had to their being kept in servicable condition.

If possible, where there is good grass, the horses should be kept altogether without the usual rations of oats, bran and hay.

XXXIII.

On the 1st July and 1st January in each year, and oftener if considered necessary, the stock on hand, whether of stores or forage, is to be ascertained by the officer in charge by actual tally and inspection, and is to be reconciled with the balances as shewn in the stock account.

XXXIV.

When an officer in charge or his subordinate is removed from any station, he is to balance his accounts, and to take care that the stock handed over to his successor is correct. In like manner the person taking charge is to ascertain that the stock on hand is in all respects the same as that shewn by the accounts, and should any discrepancies be afterwards discovered he will be held responsible.

Wherever practicable, the person retiring and the person relieving him should go through the stock at the same time, and certify conjointly to the correctness of the books.

SUPPLIES FURNISHED TO DEPARTMENTS BY CONTRACTORS.

XXXV.

To prevent misunderstanding between a department and a contractor, the Government Storekeeper is to furnish to each department a copy of the conditions of any contract specially affecting it, which may now be in existence or which may hereafter be accepted; and it will be the duty of every officer to make himself acquainted with the conditions of any contract under which he may receive supplies direct from a contractor. In case of improper supplies the Department must immediately report the matter to the Government Storekeeper.

XXXVI.

All contracts entered into by the Tender Board are to be considered as binding upon the department for which they were intended.

XXXVII.

Timely notice is, in all cases, to be given to the contractor, when supplies are required.

XXXVIII.

The conditions of all annual contracts hereafter entered into for ordinary supplies, such as rations, forage, &c., are to be so framed that the head of a department or officer in charge of a station, where boards of officers can be assembled, shall be empowered to form Boards of Survey for the purpose of deciding upon the quality of the supplies in all cases where doubts or disputes may arise as to their sufficiency or fitness; and the decision of such board is to be final.

XXXIX.

The strictest injunctions are to be given to the Board of Survey to conform, in all respects, to the conditions of the contract, as it will be impossible to charge upon the contractor the losses which may result unless the prescribed forms are adhered to.

XL.

In all cases where a board of a sufficient number of officers cannot conveniently be formed, the contract must provide for the rejection, by the officer in charge, of articles of inferior quality, he being responsible to His Excellency the Governor for so doing.

XLI.

The inspection and approval by a competent officer of all supplies, previously to receiving delivery, is to be deemed essential, and is never, in any case, to be dispensed with.

XLII.

No person in the employment of the Government is to be permitted to act as agent for a contractor, in the supply of articles for the public service; and any person so employed, receiving from a contractor any fee, remuneration or reward, will subject himself to immediate dismissal.

SERVICABLE STORES NO LONGER REQUIRED.

XLIII.

In the case of servicable stores which may no longer be required by a particular department, an inventory is to be prepared and forwarded to the Government Storekeeper, who is to take measures to receive them into store, or to dispose of them as may be best for the interest of the service.

SURVEYS ON UNSERVICEABLE STORES.

XLIV.

No articles which may be issued to any department are to be considered as unserviceable until they shall have been inspected by a Board of Survey, and have been condemned.

XLV.

The head of each department is authorised at fitting times, to convene a board for the purpose of inspecting such stores as in his opinion may have become unserviceable. In Melbourne, and elsewhere if practicable, an officer of the Government Storekeeper's department is to be a member of each Board of Survey, but in other places it is to consist of such officers as may conveniently be assembled.

XLVI.

Articles considered by the board to be unserviceable are not to be returned into store, but are to be divided by the board into three classes (the 2nd class, however, only relates to surveys held in the Melbourne district): 1st, articles which would probably realize more than the expenses of sale by public auction; 2nd, articles which could be made use of with advantage at the manufacturing branch of the penal establishments or by other departments of the service; 3rd, articles which are worthless. Upon the recommendation of the board, as regards the 1st and 2nd class, being obtained, the duty of carrying the same into effect will devolve upon the Government Storekeeper, but the articles comprised in the 3rd class are to be at once defaced or destroyed in the presence of the board (unless they desire to have their recommendation approved beforehand, in which case it will be necessary, should the destruction be determined on, for the board, or a member thereof, to witness the same, and furnish the Government Storekeeper with the usual certificate), to the end that they may not be fraudulently substituted for servicable supplies.

In the case of stores sold by auction, the account sales, together with the proceeds, are to be remitted to the Government Storekeeper, who will pay the amount to the Receiver to the Treasury, Melbourne.

XLVII.

The report of survey is to distinguish such articles as are to be or have been (as the case may be) defaced or destroyed from those which are to be sold, in order that the accuracy of the account sale may be checked, and a copy of the report is in all cases to be forwarded through the Government Storekeeper to the Treasury for His Excellency's information.

XLVIII.

Full publicity by advertisement is to be given to all sales of stores, and when the total estimated value exceeds £50, the notice of sale is to be published in the *Government Gazette*.

PETTY CASH.

XLIX.

Articles of small value, which cannot conveniently be described or inserted in the quarterly requisition, or which can be purchased at a smaller cost than by the system of tender prescribed in these regulations, repairs to stores, the transport of parcels, and minor services generally, may be paid for by the several heads of department, who will be held responsible for the expenditure, and will not be required to apply by requisition or otherwise for His Excellency's special sanction.

SCALE OF ALLOWANCES.

L.

No requisition may exceed the authorised scale of allowances; any quantity which may be demanded in excess of the scale laid down will be disallowed, or, if supplied, will be charged to the person making requisition.

LI.

The scale of forage is as follows:—

Hay	14 lbs.
Oats or maize	10 lbs.
Bran	1 lb.
Bedding	{ Straw	4 lbs.
	{ or hay	2 lbs.

The substitution of 2 lbs. hay for 4 lbs. straw is to be enforced wherever it may be more economical, or wherever straw may be difficult to procure.

DAILY RATIONS OF PROVISIONS.

LII.

No. 1.—Immigrants. For each statute adult:—

Wheaten bread	1 lb.
Fresh meat	1 lb.
Potatoes	8 oz.
Sugar	2 "
Tea	2 "
Salt	2 "
Soap	2 "

Children exceeding one year in age, and under fourteen years, one half the above.

No. 2.—Officers and Men in the Government Service to whom rations are allowed, also Witnesses, and persons awaiting bail.

Best wheaten bread	24 oz.
Fresh meat	1 lb.
Potatoes	8 oz.
Sugar	4 "
Tea	2 "
Salt	2 "
Soap	2 "

No. 3.—Prisoners confined in Gaol.

Wheaten bread	12 oz.
Maize meal	12 "
Fresh beef	4 "
Potatoes	8 "
Salt	1 "
Soap	1 "

No. 4.—To Prisoners in separate confinement on board Penal Hulks.

Wheaten bread	16 oz.
Maize meal	8 "
Fresh meat	8 "
Potatoes	8 "
Sugar	1 "
Salt	1 "
Soap	1 "

No. 4 A.—For Prisoners in solitary confinement on board Penal Hulks and at Stockades.

Bread	16 oz.
Soap	1 "

No. 5.—To Prisoners at hard labor in Gaol, or on board Hulks and at Stockades.

Wheaten bread	16 oz.
Maize meal	8 "
Fresh meat	16 "
Potatoes	16 "
Sugar	1 "
Salt	1 "
Soap	2 "

No. 6.

Wheaten bread	8 oz.
Maize meal	8 "
Potatoes	8 "
Sugar	1 "
Salt	1 "
Soap	2 "

No. 7.

Wheaten bread	12 oz.
Maize meal	8 "
Potatoes	12 "
Sugar	1 "
Salt	1 "
Soap	2 "

$\frac{1}{2}$ lb. onions or 2 lbs. of other vegetables to be considered equivalent to 1 lb. potatoes in all cases.

No. 8.—Children, under six years, of Female Prisoners confined in Gaol.

Wheaten bread	8 oz.
Fresh beef	4 "
Milk	1 pint
Soap	1 oz.

No. 9.—Prisoners confined in Lock-up or Watch-houses.

Wheaten bread	24 oz.
Soap	1 "

No. 10.—Prisoners at hard labor in Lock-up.

Wheaten bread	24 oz.
Fresh meat	16 "
Salt	1 "
Soap	1 "

SUPPLY OF FUEL, LIGHT AND WATER FOR OFFICE PURPOSES.

LII.

Fires will be allowed in Government Offices in Melbourne, Suburban Municipalities, Geelong, and Williamstown, from the 1st of May to 30th September. The maximum quantity will be as follows:—

- (1) Wood—two tons (measurement) or } per fire per
Coal—half-a-ton (weight) } month.

Housekeepers will be allowed one fire during the whole year at the same scale.

(2.) Water being supplied to the various departments by the Sewerage and Water Commission, the Government Storekeeper is authorised to pass the accounts on the certificate of the head of the department.

(3.) Gas accounts will be passed in a similar manner, it being, however, distinctly understood that the head of the department supplied will be held responsible that due care is taken to ensure accuracy in the meter, as well as economy in the consumption of the gas.

(4.) Where service pipes have not been laid on, the department requiring water will obtain their supplies from the contractor, the accounts, certified as to quantity, being rendered to the Government Storekeeper.

(5.) In the country districts fuel and water must be procured, in the manner most economical, by the departments requiring the same, and the accounts, certified by the head of department, are to be rendered to the Government Storekeeper for payment at the Pay Office of the district, or as may be indicated by the claimant.

(6.) The scale for wood, and the period of its allowance, will be the same as in town; but the substitution of coal will not be permitted except under special circumstances.

Water is allowed only for office use, and for cleansing the offices. The consumption, however, is not to exceed, for all purposes, the rate of sixty gallons per man per month.

ALLOWANCES TO THE POLICE.

LIII.

The following allowances will be given wherever necessary to members of the police force, it being understood that the scale is in all cases to be considered as the maximum, and is never to be exceeded; but that when a less quantity is sufficient the issue is to be limited accordingly:—

(1.) FUEL AND WATER.—Fatigue parties are to be told off whenever practicable to obtain such quantities as may be required for the use of the force.

In isolated cases, where, by reason of the scarcity of the supply, the purchase of fuel or water at the public expense is indispensable, the weekly consumption is to be limited to the following scale:—

Wood.—In winter, six cubic feet per man per week; in summer, four cubic feet per man per week; or an equivalent in coal according to value.

Water.—Two gallons per man per diem.

(2.) LIGHT.—One tallow candle per night, or an equivalent in oil, for every four men, to be used only in the barrack rooms.

(3.) PRISONERS' MEALS.—When prisoners are in transit, and there is no lock-up or contract for the supply, the guard will be allowed one shilling per meal.

(4.) WEIGHING MACHINES AND STEELYARDS.—Where six horses or more are stationed, one Avery's machine is to be supplied for the purpose of weighing forage; where the number is on the average less than six, steelyards are to be furnished.

TRANSPORT.

LIV.

The transport of supplies placed in requisition upon the Government Storekeeper is to be undertaken by that officer, or by the contractor under his orders.

LV.

All supplies are to be delivered at the place mentioned upon the face of the requisition.

LVI.

The supplies for the country districts are to be addressed to the principal officer in charge at the station to which they may be forwarded.

Every consignment is to be accompanied by an invoice or way-bill, of which a duplicate is to be transmitted by the next, or if possible, previous post, and on the arrival of the supplies, the officer in charge is to acknowledge the receipt of the articles upon the face of the way-bills, and to return them without delay to the Government Storekeeper.

In case of the non-arrival of the supplies within a reasonable time after the receipt of one way-bill, the officer in charge is to consider it his express duty to communicate to the Government Storekeeper at once the circumstances of the case, in order that such steps as may be necessary may be promptly taken.

LVII.

If at any time the weight or quantity of the supplies received should be deficient, or should exceed that stated in the way-bill, the officer in charge is to point out the discrepancy to the carrier, and to endeavor to ascertain whether such discrepancy arose from carelessness or dishonesty, or whether it may be attributed to natural causes, such as evaporation. Should the supplies be damaged, he is also to ascertain, so far as he is able, in what manner the damage occurred.

LVIII.

In every such case the weight or quantity stated in the way-bill is not to be altered; but the officer is to attach his signature, and to make a remark embracing all essential particulars of the excess, loss, or damage on the face both of the original and duplicate.

LIX.

The quantities stated in the way-bill are in all cases to be entered in the books of the officer in charge as having been received, and he is to take credit on the opposite side of his account for the weight or quantity which may be lost or damaged.

LX.

In Melbourne, and at all the stations to which way-bills cannot be forwarded by the carrier, as at sea ports, the officer in charge is to sign a receipt for the supplies in such form as may be required by the Government Storekeeper, and in all other respects is to conform to the above rules.

LXI.

The principal officer in charge at every station throughout the colony is to be considered as specially entrusted with the receipt of all supplies forwarded by the Government Storekeeper, which he is on no account to refuse, and he is in all cases to take care that the supplies are adequately housed and protected from the weather, from depredations, or from loss of any kind; such stores, however, as can with convenience be forwarded direct to the officer for whose use they are intended, will be despatched accordingly.

LXII.

Should, however, the supplies be of inferior quality, or of an improper description, or should be from any cause be unprovided with adequate storage accommodation, he is to report the circumstances without loss of time to the head of his department, and is to transmit a copy of his report to the Government Storekeeper.

The transport of forage and other supplies from the head to the out stations of the police is to be undertaken by the police carts. If, however, under extraordinary circumstances it should be absolutely necessary to engage transport, the officer in charge is to communicate in writing with the Chief Commissioner, and the Government Storekeeper is enjoined not to pass any such transport accounts until he shall have satisfied himself that the expense was necessarily incurred.

LXIV

All transport for bulky supplies, whether in Melbourne or the country, is to be performed under written contract. When the season of the year, the demand for cartage, and the weight of the goods are such as to render it advisable, tenders are to be called for by public advertisement as in the case of supplies, and are to be submitted to the Tender Board for consideration. In all other cases contracts with individual carriers are to be made at the most advantageous rates.

LXV

LXV.
 All persons who may be at any time employed in entering into contracts for carriage are to encourage the fullest competition, and to endeavor by every legitimate means to lessen the heavy charges of this important branch of the public expenditure.

LXXI

- LXVI.
- (1.) Officers holding commissions, and clerks, on first entering the service, are required to bear the whole expense of transport to the stations to which they may be ordered.
 - (2.) Officers and clerks removed from station to station by order of Government will be allowed transport for their baggage to the extent of 2 cwt. each.
 - (3.) Full particulars of the name and rank of the officer, and the circumstances of removal, must be stated on the face of the account, which is to be transmitted by the head of the department to the Government Storekeeper for payment.
 - (4.) Before passing such transport accounts, the Government Storekeeper will ascertain that the current rates and the most economic routes have been observed.

LXXII

All bills or vouchers are to be prepared in accordance with the regulations for the time being having reference to public accounts.

LVIII.

The duty of making out the accounts will devolve upon the contractor or supplier, but the head of department is distinctly enjoined to furnish to such persons every information and assistance which they may in any way require.

LXIX

The prompt discharge of all liabilities has a material effect in producing competition, and in diminishing the rates at which supplies may be obtained. The Government Storekeeper will therefore report for the information of His Excellency the Governor upon any delays or detentions in other departments in the passing of store accounts, and in the case of ascertained neglect the 50th clause of the General Regulations will be enforced.

LXX.

For the purpose of enabling the head of every department to know at all times the position of the vote for his department.

LXXI.

The certificate which the head of department will be required to give upon each account will be as to the supply only, and the Government Storekeeper will be responsible for the price and the quality of the goods. The certificate is therefore to be given, if the supplies, whether of good quality or otherwise, have been delivered, and the account is in no instance to be detained.

LXXI.

The certificate which the head of department will be required to give upon each account will be as to the supply only, and the Government Storekeeper will be responsible for the price and the quality of the goods. The certificate is therefore to be given, if the supplies, whether of good quality or otherwise, have been delivered, and the account is in no instance to be detained.

LXXV

The head of department may, however, attach a memorandum on a separate paper to the account (which is never to be defaced or altered), stating his reasons for considering the price to be high, or the quality to be bad; and may, if necessary, report the circumstances of the case for His Excellency's information.

LXXIII.

When supplies are purchased in Melbourne for transmission to the country districts, a similar certificate will be required from the head of the department, and the account is not to be detained until the stores have reached their destination, but the certificate is to be affixed so soon as the head of department shall have been informed by the Government Storekeeper that the articles have been supplied to the store in Melbourne. The supply to a department is therefore to be considered as having in all cases been taken in Melbourne, the transmission to the country stations being performed by the Government Storekeeper, as the agent for the department.

LXXIV

Should the Government Storekeeper fail to deliver any articles with which he may have been thus entrusted for transport, the matter is to be brought under his notice by the head of department, and, if necessary, the circumstances are to be reported for the information of His Excellency the Governor.

LXXV

In the case of forage accounts the Government has determined that a commutation is to be given wherever practicable in the country districts, and the issue is to be confined to those persons only who are specially authorised to draw their allowance in kind.

The supply out of Melbourne will therefore be almost solely for the police.

LXXVI

When supplies shall have been delivered under these regulations by contractors or from the Government Stores to an officer of another department of the public service, the Government Storekeeper will be exonerated from personal responsibility as to their safe custody and appropriation. Once in each year the officers in charge of stores are, on application being made to them by a Commissioner of Audit, to render every assistance to such commissioner in the discharge of his duty of inspecting the stores in accordance with the 30th clause of the Audit Act.

VICTORIA.

[illegible]

(Signature of the Head of the Department.)

A report of the quantity and condition of articles on hand of a similar kind is to be made at the back of this Requisition.

(Form No. 2.)

DISTRICT. FORAGE DRAWN AT

STATION, WEEK ENDING

DAY OF

185 .

	No. of Rations of Forage drawn for Horses belonging to Station.	No. of $\frac{1}{2}$ do. do.	No. of Rations drawn for Police Horses belonging to other Stations.	No. of $\frac{1}{2}$ do. do.	By whom ridden.	On what duty.	No. of Rations issued for other than the Police Service*.	No. of $\frac{1}{2}$ do. do.*	By whom ridden.	On what service.	Total.	Oats.	Bran.	Hay.	Straw.	REMARKS.
Sunday ...												lbs.	lbs.	lbs.	lbs.	
Monday ...																
Tuesday ...																
Wednesday...																
Thursday ...																
Friday ...																
Saturday ...																
TOTALS ...																

* Regulations must be attached for any Forage issued under this head signed by the party drawing it, or a note made of the sum reimbursed for the supply.

(Indorsement on Form No. 2.)

District.
Station.

FORAGE STORE ACCOUNT.

	Oats.	Bran.	Hay.	Straw.	From whom received.	Remarks.
Stock in hand from previous week	lbs.	lbs.	lbs.	lbs.		
Stock received for use ...						
Total						
Week's expenditure						
Balance on hand						

FORAGE RETURN.

Week ending day of 185 .

I hereby certify the above to be a correct return,

In charge of Station.

Officer in charge of District.