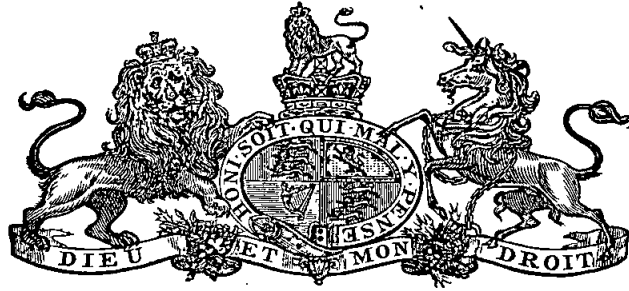


[561]



SUPPLEMENT
TO THE
VICTORIA
GOVERNMENT GAZETTE

OF FRIDAY, JANUARY 31, 1896.

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MONDAY, FEBRUARY 3.

[1896.

PUBLIC SERVICE ACTS.

REGULATIONS

THE Public Service Board, pursuant to the provisions of the *Public Service Act* 1890, hereby repeal all Regulations heretofore made by the Board under such Act or under any Act thereby repealed, and hereby make the following Regulations:—

CHAPTER I.

APPOINTMENT OF POLICE MAGISTRATES.

[Section 40.]

1. Candidates for appointment to the Office of Police Magistrate, under the provisions of Clause 2 (*a*) of Section 39 of the *Public Service Act* 1890, will be examined in the following subjects:—

(*a*) The Acts in force for the time being relating to—

Acts Interpretation,	Licensing,
Coroners,	Marine Law,
Crimes,	Marriage,
Employers and Employés,	Married Women's Property,
Evidence,	Master and Apprentice,
Fugitive Offenders,	Mines (with Mining Regulations),
Justices of the Peace,	Police Offences,
Lands Compensation,	Water.

(*b*) Also the following Text-books—

Contracts—Broom's Maxims,
 Criminal Law—Fitzjames Stephen, or Stephen's Commentaries,
 Gold Mining—Armstrong.
 Evidence—Broom's Maxims ; Taylor and Best.
 Interpretation of Written Instruments—Broom's Maxims.
 Justices of the Peace—Irvine.

2. The full number of marks for any such examination in Statute Law shall be 1,000, and in the Text-books shall be 500.

3. To qualify in such examinations a candidate must obtain at least three-fifths of each full number of marks, equal to a total of 900 marks.

4. No officer of any grade or standing lower than the fourth class shall be a candidate.

CHAPTER II.**SUBDIVISION 1.**

(Applies to officers appointed, transferred, or promoted prior to the 22nd October, 1894, but only so long as such officers occupy the positions held by them on the said date.)

CLASSIFICATION OF PROFESSIONAL DIVISION.

[Section 59 (1.)]

1. The Professional Division shall be divided into seven classes, namely, Legal, Medical, Scientific and Literary, Educational, Architectural and Engineering, Survey, and General.
2. The Legal Class shall consist of the Parliamentary Draftsman, the Crown Solicitor and all other officers in the service who, in the opinion of the Board, should possess for the proper performance of their duties a knowledge of law such as is required for the profession of Barrister or Solicitor; the Medical Class, of the Inspector of Lunatic Asylums and all other officers who, in carrying out their duties, have to exercise the skill of a Surgeon or a Physician; the Scientific and Literary Class, of the Government Astronomer, the Government Botanist, and all other officers who require, in order to perform the proper functions of their offices, the possession of special scientific or literary knowledge; the Educational Class, of the Inspector-General of the Education Department, the Examiner, the Assistant Examiner and the Inspectors of Schools; the Architectural and Engineering Class, of the Inspector-General of Public Works and all Architects, Engineers, and other officers employed in designing and carrying out public works; the Survey Class, of the Surveyor-General, all Surveyors and Assistant-Surveyors, and all other officers employed in the Public Service upon work requiring knowledge of Land Surveying, theoretical and practical; and the General Class, of other officers where work is determined by the Public Service Board to be Professional, but does not come under any of previously-named classes.
3. The amount of salary to be paid to each of the persons in each of the classes shall be in accordance with the fixed amount or scale entered opposite the name of his office in the Schedule hereto, and as may be provided in the annual Appropriation Act.
4. In cases where both the minimum and the maximum rates of pay are entered opposite the name of his office, and no additions are provided in the said Schedule, every officer shall be entitled to receive salary at a rate within the minimum and maximum limits, to be fixed by the Governor in Council on the recommendation of the Board, without addition thereto.
5. If any officer in the Professional Division, holding an office for which periodical additions to salary are provided in the Schedule hereto, shall have been receiving, prior to the passing of these Regulations, a salary between the minimum and maximum limits, the date of the first addition thereto shall be determined by the length of his service in the said office, on the supposition that he commenced at the minimum yearly salary.

SCHEDULE ABOVE REFERRED TO.

PROFESSIONAL DIVISION.

Office.	Minimum Yearly Salary.	Scale of Additions.			Maximum Yearly Salary.	Remarks.
		Amount.	At Intervals of—	Number.		
	£	£			£	

LEGAL CLASS.

Crown Solicitor	900	25	Two years	1,000	
Parliamentary Draftsman	1,000	50	One year ...	6	1,300	
Police Magistrate, Metropolitan (1)	950	
Police Magistrates, 1st grade	675	25	One year ...	3	750	} Not fewer than one-half of the whole number of Police Magistrates to be in the 2nd grade
Police Magistrates, 2nd grade	500	30	One year ...	5	650	
Assistant in Attorney-General's Office	185	Nil	285	
Examiners of Titles, 1st grade	675	25	One year ...	5	800	
Examiners of Titles, 2nd grade	500	30	One year ...	5	650	

MEDICAL CLASS.

Inspector of Lunatic Asylums and Medical Superintendent, Kew	700	Nil	850	} With quarters when required to reside on the premises and usual allowances
Medical Superintendent, Yarra Bend	700	25	One year ...	6	850	
Medical Superintendents, 2nd grade, Ararat and Beechworth	550	20	One year ...	7	690	
Medical Superintendent, Sunbury	510	20	One year ...	7	650	
Medical Officers, Senior, Kew and Yarra Bend	400	20	One year ...	5	500	
Medical Officers, Junior	300	10	One year ...	5	350	
Assistant Medical Inspector	500	

SCIENTIFIC AND LITERARY CLASS.

1st Assistant, Observatory	300	10	One year ...	10	400
2nd Assistant, Observatory	255	15	One year ...	3	300
3rd Assistant, Observatory	210	10	One year ...	4	250
4th Assistant, Observatory	100	15	One year ...	6	190
1st Principal Assistant, Public Library	405	15	One year ...	13	600
Entomologist	260	15	One year ...	6	350
Government Botanist	610	20	One year ...	7	750
Curator Botanical Gardens	510	20	One year ...	7	650
Government Geologist	610	20	One year ...	7	750
Assistant Geological Surveyor	270	15	One year ...	6	360
Chief Electrician	600	20	One year ...	5	700
Electrician	360	15	One year ...	6	450
Chemist—Agriculture and Mines and Water Supply Departments	850
Assistant Chemist	150	20	One year ...	5	250
Do. Junior	80	15	One year ...	4	140
Analyst—Mines and Water Supply and Agriculture Departments	175	15	One year ...	5	250

February 3, 1896.

PROFESSIONAL DIVISION—continued.

Office.	Minimum Yearly Salary.	Scale of Additions.			Maximum Yearly Salary.	Remarks.
		Amount.	At Intervals of—	Number.		
		£	£			

EDUCATIONAL CLASS.

Senior Inspector	610	20	Two years	2	650	Not more than one-third of the Inspectors (excluding Lecturers, Training Institution) to be in the 1st grade. Any Inspector acting as Examiner to receive an addition to his salary of £50 a year while so acting.
Inspectors, 1st grade (including Inspectors acting as Examiners)	510	15	One year	6	600	
Inspectors, 2nd grade	320	15	One year	12	500	
Lecturers, Training Institution, ranking as Inspectors, 2nd grade	320	15	One year	4	380	
Teacher, Asylum for Idiots	162	Nil			198	

ARCHITECTURAL AND ENGINEERING CLASS.

Inspector-General	1,000	One quarter but not more of the whole number to be in the 1st grade, and not less than one-half to be in the 3rd grade
Chief Engineer, Victorian Water Supply	610	20	One year	7	1,200	
Engineer, Ports and Harbors	300	10	One year	10	750	
Assistant Engineer, Ports and Harbors	300	10	One year	10	400	
Architects, 1st grade	510	15	One year	6	600	
Architects, 2nd grade	410	15	One year	6	500	
Assistant Architects	240	15	One year	8	360	
Engineer Surveyor, Marine Board	405	15	One year	13	600	
Assistant Engineer Surveyor, Marine Board	270	15	One year	6	360	
Assistant Engineers—Water Supply	240	Nil			360	
Assistant Engineers—Harbor Works	240	Nil			360	
Draughtsmen (Senior) Public Works and Victorian Water Supply—						
1st grade	300	
2nd grade	270	
3rd grade	240	
Draughtsmen (Junior) Public Works and Victorian Water Supply	140	20	One year	3	200	
District Inspectors of Works	350	10	One year	5	400	
Inspector and Engineer, Board of Health	400	20	One year	5	500	
Assistant Engineering Inspector	240	15	One year	8	360	
Inspectors of Machinery and Mines	260	15	One year	6	350	
Engineers—Defences	405	15	One year	13	600	
Engineers—Roads, Bridges, and Harbor Works	405	15	One year	13	600	
Assistant Engineers—Roads and Bridges	240	Nil			360	

SURVEY CLASS.

Surveyor-General	600	Nil			700	One quarter but not more of the whole number to be in the 1st grade, and not less than one-half to be in the 3rd grade
Assistant Surveyors, Senior	385	
Assistant Surveyors (including Draughtsmen in charge of Adjusting and Computing Branches)	270	Nil			360	
Surveyor and Chief Draughtsman (Titles Office)	510	15	One year	6	600	
Superintending Draughtsmen, Law and Lands	360	15	One year	6	450	
Draughtsmen, Senior, Law, Lands, and Mines—						
1st grade	300	
2nd grade	270	
3rd grade	240	
Draughtsmen, Junior, Law, Lands, and Mines	140	Nil			200	

PROFESSIONAL DIVISION—*continued.*

Office.	Minimum Yearly Salary.	Scale of Additions.			Maximum Yearly Salary.	Remarks]
		Amount.	At Intervals of—	Number.		
	£	£			£	
GENERAL CLASS.						
Pilots and Harbor-masters	156	Nil	300	
Inspector to Marine Board	360	15	One year ...	6	450	
Conservator of State Forests	650	20	One year ...	5	750	
Inspector of State Forests	300	10	One year ...	10	400	
Assistant Inspectors of State Forests	220	10	One year ...	7	290	
Inspector of Explosives	800	
Chemical Assistant—Explosives	200	Nil	250	
Examiners of Patents... ..	300	10	One year ...	10	400	
Shipwright Surveyor	360	

The above salaries are subject to a fair and reasonable deduction for rent in all cases where officers are occupying Government buildings for the purpose of residence.

If any officer is in receipt of a greater salary than the maximum above fixed, he shall continue to receive such greater salary until he can be employed upon work equivalent to the amount of his salary (see Sections 30 and 31, Act No. 1133).

SUBDIVISION II.

(Applies to officers appointed, transferred, or promoted after the 22nd October, 1894.)

CLASSIFICATION OF PROFESSIONAL DIVISION.

[Section 59 (I.)]

1. The Professional Division shall be divided into seven classes, namely, Architectural and Engineering, Educational, General, Legal, Medical, Scientific and Literary, and Survey.

2. When any office in the Professional Division becomes vacant, it shall, unless it be found absolutely necessary to appoint to such vacancy a duly qualified person from outside the Service, be filled by the promotion thereto of the officer who, in the opinion of the Board, possesses the particular professional qualifications required for the vacant office, and is next entitled by merit, good and diligent conduct, length of service, and relative seniority of such officer, and the nature of the work performed by him.

3. In the case of all appointments, transfers, or promotions made after the 22nd October, 1894, to such position or office, the scale or amount of emoluments, salary, and allowances attached to the several positions or offices, or class

of position or office mentioned in the Schedule hereto, shall be that respectively entered opposite the name of the position or office in such Schedule.

4. When a minimum rate and a maximum rate of pay is attached to any office, the person holding such office shall be paid such amount, being not less than the minimum nor more than the maximum rate, as shall be from time to time fixed by the Governor in Council on the recommendation of the Board.

5. Every person newly appointed to the Professional Division shall commence at the minimum rate of pay of the office to which he is appointed.

6. Any officer transferred or promoted to any Professional office shall thereupon, so far as regards seniority for promotion, be considered the junior officer in the office or grade to which he is transferred or promoted, but, notwithstanding anything in the Schedule hereto, he shall be paid a salary not less than that which he was receiving immediately before such transfer or promotion.

PROFESSIONAL DIVISION.

NOTE.—In column "Class" the letters "L," "M," "S. & L.," "Ed.," "A. & E.," "S.," or "G." denote respectively the Legal, Medical, Scientific and Literary, Educational, Architectural and Engineering, Survey, or General Class.

Department and Office.	Class.	Yearly Rate of Pay.		Remarks.
		Minimum.	Maximum.	
		£	£	
DEPARTMENT OF CHIEF SECRETARY.				
Government Botanist	S. & L.	500	600	
Hospitals for Insane—				
Inspector and Medical Superintendent, Kew	M.	750	850	} With quarters when required to reside on the premises
Medical Superintendent, Yarra Bend	"	525	625	
Medical Superintendents, Ararat, Beechworth, and Sunbury ...	"	400	520	
Medical Superintendent, Ballarat ...	"	260	360	
Medical Officers, Senior, Kew and Yarra Bend	"	260	340	
Medical Officers, Junior	"	175	225	
Medical Officer, Junior—Sunbury ...	"	190	240	
Observatory—				
Government Astronomer	S. & L.	525	725	With quarters when re- quired to reside on the premises
1st Assistant	"	250	350	
2nd Do.	"	210	240	
3rd Do.	"	175	200	
4th Do.	"	90	165	
Public Library—				
Librarian	"	455	610	With quarters when re- quired to reside on the premises
1st Principal Assistant	"	325	475	
2nd do.	"	250	300	
DEPARTMENT OF TREASURER.				
Commissioner of Taxes	L.	...	300	In conjunction with offices of Master-in- Equity and Lunacy

PROFESSIONAL DIVISION—continued.

Department and Office.	Class.	Yearly Rate of Pay.		Remarks.
		Minimum.	Maximum.	
		£	£	
DEPARTMENT OF EDUCATION.				
Inspector-General	Ed.	Salary as Secretary
Examiner	"	...	650	
Inspector, 1st Grade	"	425	500	
Do. 2nd Grade (including Inspector acting as Assistant Examiner)	"	335	410	
Do. 3rd Grade	"	250	325	} Not more than one-third of the total number to be in the first and second grades respectively.
DEPARTMENT OF LAW.				
Crown Solicitor	L.	800	1,000	} Also in Lands' and Mines Departments
Draughtsman, Senior—				
1st Grade	S.	...	250	
2nd Grade	"	...	225	
3rd Grade	"	...	200	
Draughtsman, Junior	"	125	175	
Examiner of Patents	G.	250	350	
Examiner of Titles	L.	575	650	
Parliamentary Draftsman	"	800	1,000	
Police Magistrate (Metropolitan)	"	675	750	
Do. 1st Grade	"	575	650	
Do. 2nd Grade	"	500	550	
Surveyor and Chief Draughtsman, Titles	S.	420	500	
DEPARTMENT OF LANDS.				
Curator, Botanic Gardens	S. & L.	300	400	} With quarters when required to reside on the premises
Draughtsman, Chief	S.	420	500	
Do. Superintending	"	250	350	
Draughtsman, Senior—				} Also in Law and Mines Departments
1st Grade	"	...	250	
2nd Grade	"	...	225	
3rd Grade	"	...	200	
Draughtsman, Junior	"	125	175	
State Forests—				
Conservator	S. & L.	400	500	
Inspector	G.	250	350	
Do. Assistant	"	180	204	
Surveyor-General	S.	600	700	
Surveyor, District, 1st Grade	"	420	500	
Do. do. 2nd Grade	"	350	400	
Do. Assistant	"	250	300	
DEPARTMENT OF PUBLIC WORKS.				
Inspector-General	A. & E.	750	800	} Also in Law and Mines Departments
Architect	"	350	500	
Do. Assistant	"	200	300	
Draughtsman, Junior	"	125	175	
Engineer, Defences	"	350	500	
Do. Roads, Bridges, and Harbor Works	"	200	300	
Do. Roads, Bridges, and Harbor Works, Assistant	"	200	300	
Do. Dredging	"	312	400	

PROFESSIONAL DIVISION--continued.

Department and Office.	Class.	Yearly Rate of Pay.		Remarks.
		Minimum.	Maximum.	
DEPARTMENT OF TRADE AND CUSTOMS.				
Engineer, Ports and Harbors	A. & E.	520	600	
Do. Surveyor, Marine Board	"	350	500	
Do. do. do. Assistant	"	230	300	
Inspector of Explosives	S. & L.	500	600	
Do. to Marine Board	G.	300	400	
Pilot and Harbor-master	"	144	200	
DEPARTMENT OF POST AND TELEGRAPH.				
Chief Electrician	S. & L.	520	600	
Electrician	"	310	400	
DEPARTMENT OF MINES.				
Assistant Geological Surveyor	S. & L.	250	300	
Draughtsman, Senior—				} Also in Law and Lands Departments
1st Grade	S.	...	250	
2nd Grade	"	...	225	
3rd Grade	"	...	200	
Draughtsman, Junior	"	125	175	
Government Geologist	S. & L.	500	600	
Inspector of Machinery and Mines, Senior	A. & E.	300	350	
Do. do. do.	"	220	300	
DEPARTMENT OF VICTORIAN WATER SUPPLY.				
Analyst	S. & L.	150	210	
Chemist	"	} See Department of Agri- culture
Chief Engineer	A. & E.	750	800	
Draughtsman, Junior	"	125	175	
Engineer	"	350	500	
Do. Assistant	"	200	300	
DEPARTMENT OF PUBLIC HEALTH.				
Assistant Medical Inspector	M.	...	450	
Inspector and Engineer	A. & E.	340	420	
Do. do. Assistant	"	200	300	
DEPARTMENT OF AGRICULTURE.				
Chemist	S. & L.	350	450	
Do. Assistant	"	180	210	
Do. do. Junior	"	70	120	
Entomologist	"	250	350	

CHAPTER III

APPOINTMENT TO THE CLERICAL DIVISION.

[Section 59 (II.) and 59 (III.)]

EXAMINATIONS AND TESTS.—LOWER CLASSES.

1. Candidates for employment in the Clerical Division will be examined in the following subjects:—

	Full Mark Value.
1. Handwriting : to be valued for clearness, regularity, simplicity, moderate size, and rapidity	200
2. Arithmetic : the First Four Rules (simple and compound), Reduction, Practice, Vulgar, and Decimal Fractions ...	500
3. English : Spelling ; to be tested by writing from dictation, and the correction of mis-spelt passages	200
4. English : Simple Composition, and the correction of grammatical errors	200
5. English : Parsing, Analysis and Derivation of Words ...	300
6. Geography : Outlines of Physical and Political Geography, and the Geography of the Australasian Colonies (particularly Victoria) in moderate detail	400

2. Any candidate who fails to obtain half marks for any one of the first four subjects will be rejected.

To qualify for appointment, a candidate must obtain at least 1,000 marks in all.

3. Candidates for employment in the Clerical Division in the under-named offices must, prior to registration for examination, comply with the following conditions to the satisfaction of the Board, namely:—

- (a) *Telegraph Operator*.—The production of a certificate of competency from the Secretary or an Inspector of the Post and Telegraph Department, or from any officer duly authorized by the Secretary for the Post and Telegraph Department to sign the same:*
- (b) *Compositor*.—The production of evidence of having served apprenticeship as a compositor, and a certificate of competency from the Government Printer, the Superintendent, or the Printing Overseer at the Government Printing Office:
- (c) *Assistant in Public Library*.—The production of evidence of having passed the Ordinary Matriculation Examination of the University of Melbourne (or some examination which the Board may judge equivalent) in Greek, in Latin, and in French or German:
- (d) *Architectural and Engineering Draughtsman*.—The production of a certificate of competency from the Secretary or Inspector-General of the Public Works Department; or in the case of Architectural

* NOTE.—The following officers have been authorized by the Secretary for the Post and Telegraph Department to sign certificates of competency in Telegraphy:—H. W. Jenvey, electrician; and P. R. Challen,

Draughtsman, from the President of the Victorian Institute of Architects or the President of the Architectural and Engineering Association, Melbourne; or for Engineering Draughtsman, from W. C. Kernot, Esq., M.A., C.E., Professor of Engineering, Melbourne University, or the President of the Victorian Engineers' Association, the Chairman of the Municipal Engineers' Board, or the Chairman of the Board of Examiners for Engineers of Water Supply:

- (e) *Inspector of Stock*.—The production of a certificate of competency from the Chief Inspector or Acting Chief Inspector of Stock.
- (f) *Survey Draughtsman*.—The production of a certificate of competency from the Secretary for Lands or Surveyor-General, or Chief Draughtsman of the Lands Department, or from the Secretary for Mines, or from the Chief Engineer for Victorian Water Supply, or from the Chief Draughtsman, Titles Office, Law Department, or from the President of the Victorian Institute of Surveyors.

EXAMINATION AND REGISTRATION.

4. Every candidate for appointment in the Clerical Division must be between the ages of sixteen and thirty-one years, and must forward to the Board an application, in his own handwriting, stating his full name and address.
5. Every candidate must forward with his application—(a) a properly certified extract from some official register of births, or other satisfactory evidence of age; (b) certificate of good moral character and industrious habits; (c) certificate of sound bodily health and freedom from physical defects, from some registered medical practitioner.
6. The names of all candidates who, in the opinion of the Board, have complied with the requirements of the above regulations shall be entered in a book, to be called the "Register of Candidates."
7. All applications must be lodged with the Board at least thirty clear days before the date fixed for the commencement of any examination.
8. Immediately after an examination has been held, all the entries in the "Register of Candidates" shall be cancelled, and a new series of entries shall be commenced.
9. The Board shall give, in the *Government Gazette*, six weeks' clear notice of the date of every examination, and shall in such notice name the number of candidates to be selected for appointment thereat.
10. If the number of names on the "Register of Candidates" thirty days before the date of any examination be more than four (4) times the number to be selected for appointment, the Board shall reduce them to that proportion by ballot publicly conducted.
11. The Board shall publish in the *Government Gazette*, at least twenty-one clear days before the date of any examination, the list of candidates entitled to present themselves thereat, and a statement of the places where the examination will be held.

12. Every candidate named in the list must, within ten days from the publication thereof, forward to the Board a postal note payable to the Secretary Public Service Board, Melbourne, for five shillings, being fee for the examination, and must say at which of the named places he desires to be examined. If a candidate fail to comply with this regulation, he will not be allowed to present himself for examination.

13. The Board may appoint officers in charge, for the purpose of presiding at local examinations, and may award them such remuneration as may appear to be reasonable.

14. After any examination has been held, the examiners shall, as soon as practicable, forward to the Board a return of the marks obtained by every candidate in every subject, and the total of his marks.

15. The Board shall cause the names of all candidates, up to but not beyond the published number, who have qualified for appointment by passing the required standard of examination to be entered in a book, to be called the "Register of Qualified Candidates," in the order of their merit. If two or more candidates obtain the same number of marks, the order of their merit shall be determined by the number of marks severally obtained for Arithmetic; and, if this number be also the same, then by lot.

16. If any candidate, whose name is entered on the register, refuse to accept the appointment to which he is in due course entitled, his name shall be removed from the register. The name of a candidate may also be removed from the Register if he fail to reply within fourteen days to any communication from the Public Service Board respecting his nomination to the Public Service, addressed to him at his last place of residence known to the Board.

CHAPTER IV.

PROMOTION IN THE CLERICAL DIVISION.

[Section 59 (iv.)]

1. In determining the claims of officers who may appear to be entitled to promotion to a superior class in the Clerical Division, the Board will in respect of seniority give precedence to the claims of officers in accordance with the seniority list arranged by it; and, in respect of merit or fitness, the Board will give consideration to the following qualifications of officers, as shown by previous service:—

- (a) Ability to fulfil the duties of the superior office; and, when those duties require the supervision and direction of work, possession of the necessary tact and judgment:
- (b) Legibility of handwriting, including signature:
- (c) Industrious habits and careful performance of work:

- (d) Good conduct, regular attendance, and prompt and cheerful service on urgent occasions :
- (e) Mental vigour and sound bodily health :
- (f) Performance of valuable services of a special nature.

2. If two or more officers be found to possess meritorious qualifications of about an equal order, precedence will be given to the senior officer.

3. The Board will not certify to the promotion of any officer unless the Permanent Head of his Department, in accordance with sub-section (iv.) of Section 59 of the Act, state in writing that in his opinion the person proposed to be promoted is fully qualified to perform the duties which will be required of him in the superior class. The refusal of the Permanent Head of the Department to recommend the promotion of any officer shall be notified to such officer by the Board; and such officer may, within one week from the receipt of such notification, appeal to the Board. If the Board shall be of opinion that the grounds of the refusal are insufficient, the necessity for such recommendation will be waived.

4. The Board will not certify to the promotion of any officer of the Fifth Class to any of the undermentioned offices in the Fourth Class unless he shall have produced evidence satisfactory to the Board that he possesses the requisite knowledge of the subjects set forth under such office, viz. :—

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

The Statutes in force for the time being relating to—

Acts Interpretation,
 Audit,
 County Courts,
 Crimes,
 Employers and Employés,
 Evidence,
 Factories and Shops,
 Justices of the Peace,
 Licensing,
 Marriage,
 Mines,
 Neglected Children,
 Police Offences,
 Public Moneys,
 Stamps.

Also the following Text-books :—

Broom's Legal Maxims, chapters 8, 9, and 10.
 Irvine's Justices of the Peace.

- (b) *Engineering Draughtsman*.—Competency as a draughtsman, and ability to draft specifications, to measure quantities, to estimate cost of engineering works, and to design engineering works, including iron work and the details of construction.

- (c) *Architectural Draughtsman*.—Competency as a draughtsman, and ability to draft specifications, to measure quantities, to estimate the cost of buildings, and to design architectural works, including the details of construction.
- (d) *Survey Draughtsman*.—Competency as a draughtsman, and ability to reduce traverses, to plot from field-notes, to test mathematically the closing of plane figures and to calculate their contents.
- (e) *Inspector of Distilleries*.—Service for at least five years in the Fifth Class, of which six months shall be as Assistant Inspector.
- (f) *Assistant in the Public Library*.—Completion of the first year of the course for the degree of B.A. or B.Sc. in the University of Melbourne, or some other University examination, which the Board, on the recommendation of the Trustees, may accept as equivalent thereto.

[After an Assistant of the Fifth Class has served one year at the maximum of his class, he may, on the recommendation of the Trustees, be promoted to the Fourth Class. Provided always that the number of Fourth Class Assistants shall not exceed one-third of the Fifth Class Assistants.]

- (g) *Telegraph Operators*.—Competency as an operator and as an electrician, capability of administering or managing a sub-branch of the Telegraph Office.

5. Any transfer of an officer from one Department to another for the purpose of promotion may be temporary for a period not exceeding three months, and the officer transferred shall not receive promotion to the superior class unless he satisfy the Board of his ability to perform the work. If it shall appear to the Board that such officer is not fitted to perform the duties required of him, he shall return to the position previously occupied by him in the Department from which he was transferred.

CHAPTER V.

APPOINTMENT TO THE NON-CLERICAL DIVISION.

[Section 59 (v.), (vi.), and (vii.)]

REGISTRATION AND EXAMINATION OF APPLICANTS.

1. Every person applying to be recorded for appointment in the Non-clerical Division of the Public Service must, except in the case of telegraph messengers, be between the ages of sixteen and forty-one (or in cases of special duties forty-six) years, and must forward to the Board an application in his own handwriting, stating

his full name and address and the particular appointment or the class of appointment which he desires to obtain. Provided always that persons applying to be recorded for appointment to the undermentioned offices must be between the ages specified opposite the description of the office :—

Branch.	Office.	Age of Applicant.	
		Minimum.	Maximum.
Public Library, Museums, and National Gallery	Attendant	30 years ...	40 years
	Watchman	30 years ...	40 years
Penal and Gaols	Warder—Male	25 years ...	35 years
	Do. Female	25 years ...	35 years
Hospitals for the Insane	Attendant—Male	21 years ...	40 years
	Do. Female	21 years ...	40 years
Reformatory and Probationary Schools, and Receiving Depôts	Instructor	25 years ...	40 years
	Driver	25 years ...	40 years
Education Department	Attendant—Female	25 years ...	40 years
	Truant Officer	30 years ...	45 years
Post and Telegraph Department	Telegraph Messenger	13 years ...	16 years
Agriculture	Inspector of Stock	45 years
All branches	Junior Messenger	16 years ...	18 years

2. Every applicant must forward to the Board with his application a properly certified extract from some official register of births, showing the place and date of his birth, or such other evidence thereof as the Board may consider to be satisfactory, and he must satisfy the Board, by the production of certificates or otherwise, that he is of good moral character and industrious habits, of sound bodily health, and free from physical defects, and possesses the necessary physical strength for the performance of the duties of the office which he seeks.

3. Every applicant to be recorded for appointment to any office requiring the exercise of skill usually acquired in some mechanical trade or other occupation must satisfy the Board, by the production of certificates, or otherwise, that he possesses the handicraft and experience necessary for the work of the office.

4. The name of every applicant who, in the opinion of the Board, shall have complied with the requirements of the above regulations shall be entered in a book, to be called the "Register of Applicants," together with the date of such compliance.

5. Competitive examinations will be held at such times and places as the Board may consider necessary and desirable, but no examination shall be held until at least six weeks' notice shall have been given in the *Government Gazette*, calling upon applicants to present themselves for examination. The public notice aforesaid shall specifically state the times when, and the places where, the examination will be held, as well as the appointments or classes of appointment the selection for which is to be determined by the results of the examination.

6. The subjects of examination shall be those specified in the Schedule hereto, and all applicants to whom the examiners award one-half of the maximum number of marks therein set forth shall be declared qualified for appointment.

7. The Board shall publish in the *Government Gazette* at least twenty-one clear days before the date of any examination the list of candidates entitled to present themselves thereat, and a statement of the places where an examination will be held; and every candidate named in the list must, within ten days of the publication thereof, forward to the Board a postal note payable to the Secretary Public Service Board, Melbourne, for Five shillings, being fee for the examination, and must say at which of the named places he desires to be examined. If a candidate fail to comply with this regulation he shall not be allowed to present himself at examination.

8. No person shall be allowed to compete at any examination unless his name is entered in the "Register of Applicants" as an applicant for one of the appointments included in the public notice, and unless he be at the time under the age of forty-one (or in special cases forty-six) years.

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

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

REGISTRATION OF PERSONS QUALIFIED FOR APPOINTMENT.

11. After any examination has been held, the examiners shall, as soon as practicable, forward to the Board a return of all persons declared qualified for appointment. Opposite the name of every person on the return the examiners shall enter the total number of marks awarded to him at the examination, and the return shall be signed by every one of the examiners.

12. The names of all persons included in the return of the examiners, the appointment or class of appointment applied for by every such person, the date of the examination, and the number of marks obtained thereat shall be registered in the order of merit in a book to be called the "Register of Persons Qualified for Appointment," the name of the person who obtained the highest number of marks being first registered, the name of the person who obtained the next highest number of marks being registered second, and so on in succession, the name of the person who obtained the lowest number of marks being registered last; provided that the name of any person who obtained less than one-half of the maximum number of marks specified in the Schedule hereto shall not be registered. Provided further that no name of any person shall remain on the Register as that of a person qualified for appointment after he shall have attained the age of forty-one (or in special cases forty-six) years, or for a longer period than two years, except as hereinafter provided.

13. The names of qualified candidates exempt from examination under the provisions of Section 58 of the *Public Service Act* 1890 may be retained in their original positions on the Register for a further period of one year upon such candidates renewing their applications before the expiry of the first period of two years.

APPOINTMENTS.

14. New appointments shall be made from among those persons whose names are registered in the "Register of Persons Qualified for Appointment," according to priority of registration for vacant offices, combined with fitness in each case for the particular office to be filled.

15. If any person decline to accept an appointment which is offered to him, his name shall thereupon be removed from the Register. The name of a candidate may also be removed from the Register if he fail to reply within fourteen days to any communication from the Public Service Board respecting his nomination to the Public Service addressed to him at his last place of residence known to the Board.

SCHEDULE ABOVE REFERRED TO.

NON-CLERICAL DIVISION.—SUBJECTS FOR EXAMINATION.

<i>General.</i>			Full Mark Value.
(a) Handwriting;	{ To be tested by copying out at least 200 words from } { a passage of simple English }		100
(b) Reading Print;			100
(c) Spelling; to be tested by writing from dictation an extract from a newspaper containing not less than 100 words			100
(d) Arithmetic; first four rules, simple and money			200
Total			500

Special.

In addition to passing in the above, persons applying to be registered for appointment as Clerks of Works must pass in—

	Full Mark Value.
(a) Knowledge of materials commonly used in engineering and architectural works	200
(b) Designing simple buildings, making specifications and estimates, and working-drawings of carpenters' and masons' work	200
(c) Taking out quantities, measuring and valuing work. (The questions set will be such as to test the applicant's skill and correctness in arithmetical calculation)	200
Total	
	600

CHAPTER VI.

SUBDIVISION I.

(Applies to officers appointed, transferred, or promoted prior to the 22nd October, 1894, but only so long as such officers occupy the positions held by them on the said date.)

SALARIES—NON-CLERICAL DIVISION.

[Section 59 (VIII.)]

1. Every officer in the Non-clerical Division shall be entitled to receive pay monthly, according to the scale or amount entered opposite the name of the office which he holds in the Schedule hereto, and as may be provided in the annual Appropriation Act.

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

3. In cases where both the minimum and the maximum rates of pay are entered opposite the name of his office, and no additions are provided in the said Schedule, every officer shall be entitled to receive pay monthly at a rate within the minimum and maximum limits, to be fixed by the Governor in Council on the recommendation of the Board, without addition thereto.

4. Every person appointed in the Non-clerical Division to an office for which additions are provided in the Schedule hereto shall commence at the minimum rate of pay.

5. If any officer in the Non-clerical Division be transferred at his own request to some other office or branch of that division, he shall be paid the minimum rate of wage provided for the office to which he is transferred, and his seniority in the new office or branch shall be reckoned from the date of such transfer.

SCHEDULE ABOVE REFERRED TO.
NON-CLERICAL DIVISION.

Department and Office.	Minimum Rate of Pay Monthly.	Scale of Additions.			Maximum Rate of Pay Monthly.	Remarks.
		Amount.	At Intervals of—	Number.		
	£ s.	Shillings.			£ s.	
DEPARTMENT OF CHIEF SECRETARY.						
Dispensers	14 0	10	Two years ...	4	15 0	
Housekeeper, Female	4 0	
Labourers	6 10	Nil	10 0	
Matrons, Kew, Yarra Bend, and Melbourne Gaol	13 0	10	One year ...	6	16 0	
Matrons, elsewhere	10 0	Nil	13 0	
Do. (Sub)	8 0	10	One year ...	4	10 0	
Messengers	6 10	10	One year ...	7	10 0	
Do. Senior	10 10	10	One year ...	5	13 0	
Do. Junior	3 10	10	One year ...	5	6 0	
Typewriters (female)	4 10	Nil	6 10	

NON-CLERICAL DIVISION—continued.

Department and Office.	Minimum Rate of Pay Monthly.	Scale of Additions.			Maximum Rate of Pay Monthly.	Remarks.
		Amount.	At Intervals of—	Number.		
	£ s.	Shillings.			£ s.	
DEPARTMENT OF CHIEF SECRETARY—						
<i>continued.</i>						
Aboriginal Station—						
Matron	7 0	10	One year ...	3	8 10	
Government Botanist—						
Herbarium { 1st Assistant ...	18 0	10	One year ...	6	21 0	
{ 2nd Assistant ...	9 10	10	One year ...	3	11 0	
{ 3rd Assistant ...	5 0	10	One year ...	6	8 0	
Factories—						
Inspectors of Factories, Work-rooms, and Shops ...	17 0	Nil	20 0	
Do. Female	11 0	Nil	12 10	
Neglected Children and Reformatory Schools—						
Instructors	10 0	Nil	12 0	
Female Attendant	6 10	5	One year ...	4	7 10	
Waggonette Driver	11 0	10	One year ...	4	13 0	
Observatory—						
Mechanical Attendant ...	9 0	Nil	11 0	
Public Library—						
Attendants	8 10	Nil	10 0	
Do. (Senior)	10 10	10	One year ...	5	13 0	Not to exceed one-fourth of the whole number of attendants
Bookbinder and Attendant ...	13 6/8	16/8	One year ...	2	15 0	
Carpenter and Model Maker ...	14 0	Nil	18 0	
Do. Attendant	10 0	Nil	13 0	
Taxidermists	15 0	Nil	21 0	
Do. Assistant	9 0	Nil	14 0	
Penal and Gaols—						
Governors of Gaols—						
Ballarat	25 0	
Castlemaine	
Sandhurst	
Beachworth	
Maryborough	24 0	
Sale	
Portland	21 6/8	
Overseers of Works and of Woollen Manufactures, Pentridge ...	17 10	Nil	21 0	
Overseers of other labour ...	15 10	10	One year ...	4	17 10	
Photographer	17 0	20	One year ...	5	22 0	
Sub-Matron and Overseer, Melbourne Gaol	10 0	Nil	13 0	
Warders—						
Senior Chief Warder	25 0	
Chief Warders	19 10	
Storekeeper Melbourne Gaol ...	14 0	10	One year ...	8	18 0	
Senior Warders acting as Storekeepers	15 0	
Senior Warders	14 10	
Ordinary Warders* { 1st grade	12 15	Four grades; one-fourth of the whole number to be in every grade. If the whole number be not a multiple of 4, any excess to be in the 4th grade
{ 2nd grade	12 5	
{ 3rd grade	11 15	
{ 4th grade	11 5	
Ordinary Warders { 1st grade	10 16/8	Not more than one-fourth of the total number to be in each of the first three grades, with quarters, when warders are required to reside in the gaols
{ 2nd grade	10 6/8	
{ 3rd grade	9 16/8	
{ 4th grade	9 6/8	
Warder, Printer	14 0	10	One year ...	2	15 0	
Female Penitentiary—						
Governor (Female)	16 0	
Sub-Matron	8 6/8	With quarters and usual allowances, if required to reside in the prison
Warder and Nurse (Female) ...	5 10	Nil	8 0	
Female Warders*	6 0	10	Three years ...	5	8 10	
Female Warders	5 0	Nil	6 10	With quarters, when warders are required to reside in the gaols
Nurse and Warder	7 0	Nil	10 0	
Hospitals for Insane—						
Warders—Head Warders	17 0	Nil	21 0	

* Applies to officers appointed to the position of Ordinary Warder or of Female Warder before 15th January, 1894.

NON-CLERICAL DIVISION—continued.

Department and Office.	Minimum Rate of Pay Monthly.	Scale of Additions.			Maximum Rate of Pay Monthly.	Remarks.
		Amount.	At intervals of—	Number.		
DEPARTMENT OF CHIEF SECRETARY—						
<i>continued.</i>						
Hospitals for Insane—						
Engineer Mechanics, Kew and Yarra Bend ...	17 10	10	One year ...	3	19 0	
Engineer Mechanics, elsewhere ...	16 0	10	One year ...	3	17 10	
Farm Bailiffs, Kew and Yarra Bend* ...	18 0	10	One year ...	6	21 0	Wives to assist in dairies
Do. elsewhere* ...	15 0	10	One year ...	6	18 0	
Farm Bailiffs, Kew and Yarra Bend ...	12 0	Nil	13 0	With quarters when required to reside at the Asylum, but subject to a deduction of £16 a year for rations when supplied
Do. elsewhere	11 0	
Female Teacher, Asylum for Idiots	9 15	
Warders—Male† ...	1st grade	1	13 10	One-sixth but not more of the whole number to be in the 1st grade, and not fewer than one-half to be in the 3rd grade
	2nd grade	3	12 0	
	3rd grade ...	7 10	20	One year (1st) ...	11 0	
Do. Male ...	1st grade ...	10 3/4	Nil	...	10 13/4	With quarters when required to reside at the Asylum, but subject to a deduction of £16 a year for rations when supplied
	2nd grade ...	8 3/4	Nil	...	9 13/4	
	3rd grade ...	5 16/8	Nil	...	7 16/8	
Do. Hospital—Male	13 10	
Female	8 0	
Do. Female† ...	1st grade	8 0	One-sixth but not more of the whole number to be in the 1st grade, and not fewer than one-half to be in the 3rd grade
	2nd grade	7 5	
	3rd grade ...	5 5	10	One year ...	6 15	
Do. Female ...	1st grade	4 11/8	With quarters and rations
	2nd grade	4 1/8	
	3rd grade ...	2 1/8	Nil	...	3 11/8	
Artisan Warders—						
Blacksmiths ...	9 0	Nil	11 0	
Carters* ...	7 0	Nil	9 0	
Carters ...	5 10	Nil	7 10	With quarters when required to reside on the premises, but subject to a deduction of £16 a year for rations when supplied
Carpenters (5) ...	10 0	Nil	12 0	
Cooks (Males) ...	10 0	Nil	12 0	
Do. (Females) ...	6 0	Nil	7 10	
Cooks' Assistants (Males)	7 10	
Do. Assistants (Females)	6 0	
Firemen ...	7 0	Nil	9 0	
Gardeners ...	11 0	Nil	13 0	
Laundresses § ...	6 0	Nil	7 10	With quarters when required to reside on the premises, and rations
Do. (Assistant) ...	2 10	Nil	4 0	
Painters (5) ...	9 0	Nil	11 0	
Shoemakers ...	10 0	Nil	12 0	
Shoemen (Yarra Bend and Kew) ...	12 10	10	One year ...	2	13 10	
Do. (other Asylums) ...	11 0	10	One year ...	2	12 0	
Tailoresses (10) ...	6 0	Nil	7 0	
Tailoresses' Assistants ...	5 0	Nil	5 10	
Tailors ...	10 0	Nil	12 0	
DEPARTMENT OF TREASURER.						
Messengers ...	6 10	10	One year ...	7	10 0	
Do. Senior ...	10 10	10	One year ...	5	13 0	
Do. Junior ...	3 10	10	One year ...	5	6 0	
<i>Government Printing Office.</i>						
Bookbinders—Overseer ...	23 0	20	One year ...	7	30 0	
Do. Sub-Overseer ...	18 0	20	One year ...	6	24 0	

* Applies to officers who were appointed to the position of Farm Bailiff or of Carter before 6th March, 1894.
 † Applies to officers who were appointed to the position of Male Warder before 15th January, 1894.
 ‡ Applies to officers who were appointed to the position of Female Warder before 21st November, 1893.
 § Applies to officers who were appointed to the position of Laundress before 31st May, 1894.

NON-CLERICAL DIVISION—*continued.*

Department and Office.	Minimum Rate of Pay Monthly.	Scale of Additions.			Maximum Rate of Pay Monthly.	Remarks.
		Amount.	At Intervals of—	Number.		
	£ s.	Shillings.			£ s.	
DEPARTMENT OF TREASURER—<i>continued.</i>						
Bookbinders and Paper Rulers	{ 17 0 15 10 14 0 }	Three grades; not less than one-half to be in the 3rd grade, and not more than one-quarter to be in the 1st grade
Do. Assistants ...	8 0	10	One year	8	12 0	
Book Folders and Sewers, Females (including Stamp Perforators)	{ 6 0 5 10 5 0 4 10 }	Four grades; one-fourth of the whole number to be in every grade. If the whole number be not a multiple of 4, any excess to be in the 4th grade
Carpenters and Joiners ...	11 0	10	One year	4	13 0	
Compositors, Foremen of	18 6/8	
Compositors (including those in the Clerical division)—						
1st grade	16 13/4	{ Not more than one-fourth of the whole number
2nd grade	15 5	{ Not less than one-fourth of the whole number
3rd grade	14 0	{ Not less than one-half of the whole number
Engineer ...	19 0	10	One year	8	23 0	
Engineer's Assistant ...	12 0	10	One year	8	16 0	
Foreman Labourer	11 0	
Labourers ...	6 10	Nil	10 0	
Lithographic Foreman ...	20 0	10	One year	8	24 0	
Do. Printer's Assistant and Stone Grinder ...	9 0	10	One year	4	11 0	
Machine Foreman ...	22 0	10	One year	6	25 0	
Do. Foreman's Assistant ...	18 0	10	One year	4	20 0	
Machinemen	{ 17 0 15 10 14 0 }	Three grades; not less than one-half to be in the 3rd grade, and not more than one-quarter to be in the 1st grade
Machine Assistant, Senior	11 0	
Do. Assistants ...	6 0	10	One year	6	9 0	
Paper Wetter ...	10 0	10	One year	2	11 0	
Roller Caster ...	8 0	10	One year	8	12 0	
Stereotypers ...	13 0	Nil	19 10	
Ticket Printer's Assistant	14 0	
Type Storeman	19 0	
Warehouseman's Assistant ...	9 0	Nil	12 10	
DEPARTMENT OF PUBLIC INSTRUCTION.						
Messengers ...	6 10	10	One year	7	10 0	
Do. Senior ...	10 10	10	One year	5	13 0	
Do. Junior ...	3 10	10	One year	5	6 0	
Truant Officers ...	{ 1st grade ... 2nd grade ... 3rd grade	{ 15 0 14 0 13 0 }	Three grades; one-third of the whole number to be in every grade. If the whole number be not a multiple of 3, any excess to be in the 3rd grade
DEPARTMENT OF LAW.						
Court Keepers and Criers, Melbourne	13 0	
Do. do. Country	14 0	
Courtkeeper, Crier, and Messenger ...	7 10	Nil	11 0	{ With quarters when required to reside on the premises
Labourers ...	6 10	Nil	10 0	
Messengers ...	6 10	10	One year	7	10 0	
Do. Senior ...	10 10	10	One year	5	13 0	
Do. Junior ...	3 10	10	One year	5	6 0	
Messengers and Criers ...	8 10	10	One year	3	10 0	
Sheriff's Bailiffs, Melbourne ...	13 0	20	One year	4	17 0	
Typewriters (Male) ...	8 0	Nil	12 0	

NON-CLERICAL DIVISION—continued.

Department and Office.	Minimum Rate of Pay Monthly.	Scale of Additions.			Maximum Rate of Pay Monthly.	Remarks.
		Amount.	At Intervals of—	Number.		
	£ s.	Shillings.			£ s.	
DEPARTMENT OF LANDS AND SURVEY.						
Assistant Label Writer	6 10	10	One year ...	4	8 10	
Bailiffs of Crown Lands	12 10	Nil	17 0	
Carpenter	11 0	10	One year ...	4	13 0	
Do. Assistant	8 0	10	One year ...	4	10 0	
Carters	9 0	10	One year ...	3	10 10	
Engineers	14 0	Nil	18 0	
Engraver	25 0	20	One year ...	5	30 0	
Foresters	9 0	Nil	17 0	
Gardeners*	8 10	10	One year ...	5	11 0	
Gardeners	7 10	Nil	9 10	
Do. Foremen	11 0	10	One year ...	6	14 0	
Do. Junior	4 0	10	One year ...	6	7 0	
Housekeeper, Female	4 0	
Labourers*	6 10	Nil	10 0	
Labourers	6 0	Nil	8 13/4	
Do. Boys	3 0	20	One year ...	1	4 0	
Mechanics, including Painters	10 0	10	One year ...	4	12 0	
Messengers	6 10	10	One year ...	7	10 0	
Do. Junior	3 10	10	One year ...	5	6 0	
Night Watchman	8 10	10	One year ...	2	9 10	
Painter and Writer	11 0	10	One year ...	3	12 10	
Photographic Printer, Assistant	14 0	Nil	18 0	
Plan Moulder's Assistant	10 0	Nil	12 10	
Printers—						
Lithographic Foreman (senior)	17 0	Nil	20 0	
Ordinary	12 0	Nil	16 0	
Assistants	6 0	10	One year ...	8	10 0	
Stone Grinder, Lithographic	9 0	10	One year ...	4	11 0	
DEPARTMENT OF PUBLIC WORKS.						
Cabinetmaker	12 0	10	One year ...	4	14 0	
Caretaker in charge of New Public Offices	18 0	10	One year ...	4	20 0	
Carpenters	11 0	10	One year ...	4	13 0	
Cooks and Stewards	7 10	Nil	9 10	
Deck Hands (Dredges)	9 0	10	Two years ...	2	10 0	
Divers' Attendants	9 0	10	Two years ...	3	10 10	
Do. Attendants, Acting as Divers	11 10	6s. a day extra when diving
Engineer Mechanics	16 0	10	One year ...	3	17 10	
Engineers	14 0	Nil	19 0	
Firemen	10 0	10	Two years ...	3	11 10	
Foreman Dredging Works	14 0	Nil	16 0	
Foreman Labourer	11 0	
Hall Porter, New Public Offices	9 0	10	One year ...	3	10 10	
Inspectors and Clerks of { 1st grade	25 0	One-third but not more of the whole number to be in the 1st grade
Works { 2nd grade	18 0	10	One year ...	10	23 0	
Labourers	6 10	Nil	10 0	
Master of Dredge <i>John Nimmo</i>	22 0	20	One year ...	3	25 0	
Do. Mariners	14 0	Nil	21 0	
Mates	10 0	Nil	15 0	
Messengers	6 10	10	One year ...	7	10 0	
Do. Junior	3 10	10	One year ...	5	6 0	
Typewriters (Male)	8 0	Nil	12 0	
Watchman, Night	10 10	

* Applies to officers appointed to the position of Gardener or of Labourer before 18th March, 1894.

NON-CLERICAL DIVISION—continued.

Department and Office.	Minimum Rate of Pay Monthly.	Scale of Additions.			Maximum Rate of Pay Monthly.	Remarks.
		Amount.	At Intervals of—	Number.		
	£ s.	Shillings.			£ s.	
DEPARTMENT OF TRADE AND CUSTOMS.						
Boatmen*	10 10	15	Five years ...	2	12 0	
Boatmen	8 0	10	Five years ...	5	10 10	
Boys employed on ships and launches	2 0	20	One year ...	3	5 0	
Caretaker, Custom House	17 0	10	One year ...	4	19 0	
Carpenters	11 0	10	One year ...	4	13 0	
Do. Assistants	8 0	10	One year ...	4	10 0	
Do. Junior	4 0	20	One year ...	4	8 0	
Cook (Senior) and Steward	10 0	10	One year ...	4	12 0	
Cooks on board <i>Lady Loch</i>	8 0	10	One year ...	4	10 0	
Coxswains*	13 0	20	Five years ...	2	15 0	Including Senior Boatman and Pilot at Port Fairy, Portland, and Warrnambool
Coxswains	11 0	Nil	12 0	
Dockyard Foreman	22 0	Nil	26 0	
Do. Smith's Assistant	10 10	10	One year ...	5	13 0	
Engineer of <i>Lady Loch</i>	20 0	Nil	24 0	
Engineers elsewhere	14 0	Nil	19 0	
Engine-driver	11 0	10	One year ...	4	13 0	
Firemen of <i>Lady Loch</i>	8 0	Nil	10 0	
Do. Steam Launches	10 0	Nil	12 0	
Foreman Dock Labourers	12 10	10	One year ...	4	14 10	
Inspectors of Liquors and Excise	13 0	20	One year ...	4	17 0	
Labourers	6 10	Nil	10 0	
Lighthouse-keepers	16 10	20	Five years ...	2	18 10	
Do. Senior Assistants (3)	14 10	20	Five years ...	1	15 10	Port Fairy, Portland, and Warrnambool
Do. Assistants	12 10	10	Five years ...	2	13 10	Including Seamen on board Lightships
Lighthouse Mechanic	17 0	10	One year ...	6	20 0	
Lockers	21 0	One-sixth and not more of the whole number of Lockers to be in the 1st grade, and not fewer than one-half to be in the 3rd grade
Sub-lockers (classified with Weighers).	18 15	
Mate of <i>Lady Loch</i>	16 10	
Master of <i>Lady Loch</i>	22 0	Nil	30 0	
Mate of <i>Lady Loch</i>	15 10	Nil	18 10	
Do. (Second) and Carpenter of <i>Lady Loch</i>	12 0	Nil	15 0	
Messengers	6 10	10	One year ...	7	10 0	
Do. Senior	10 10	10	One year ...	5	13 0	
Do. Junior	3 10	10	One year ...	5	6 0	
Overseer of Seamen	20 10	10	One year ...	2	21 10	
Powder Magazine Keeper	13 0	Nil	21 0	
Do. Sandhurst	11 0	Nil	12 10	
Do. Sub-keepers	10 0	10	One year ...	4	12 0	
Do. Cooper	12 0	10	One year ...	6	15 0	
Revenue Detective Inspector and Senior Inspector of Excise	22 0	
Seamen—Ordinary	6 0	10	One year ...	3	7 10	
Senior Inspector of Excise	20 16/8	
Smiths' Strikers	10 0	10	One year ...	2	11 0	
Tea Experts	19 0	10	One year ...	4	21 0	
Weighers and Sub-lockers { 1st grade	12 10	10	One year ...	3	14 0	Including Coast Waiter at Queenscliff. Two grades; not fewer than one-half of the whole number to be in the 2nd grade
{ 2nd grade	10 10	10	One year ...	3	12 0	
Watchmen†	10 0	10	One year ...	2	11 0	
Do. Melbourne	Classed with Weighers
DEPARTMENT OF POST AND TELEGRAPH.						
Battery-room Foreman	11 0	10	One year ...	4	13 0	
Do. Assistants	8 0	10	One year ...	4	10 0	
Boatmen	10 10	15	Five years ...	2	12 0	
Cable Jointers	14 0	
Caretaker, General Post Office	17 0	20	One year ...	4	19 0	
Carpenters	11 0	10	One year ...	4	13 0	
Do. Assistants	8 0	10	One year ...	4	10 0	
Do. Ship	11 0	10	One year ...	4	13 0	
Do. Foreman	14 0	10	One year ...	2	15 0	

* Applies to officers appointed to the position of Coxswain or of Boatman before 16th June, 1893.

† Applies to officers appointed to the position of Watchman between 14th August, 1891, and 22nd October, 1894.

NON-CLERICAL DIVISION—continued.

Department and Office.	Minimum Rate of Pay Monthly.	Scale of Additions.			Maximum Rate of Pay Monthly.	Remarks.
		Amount.	At intervals of—	Number.		
DEPARTMENT OF POST AND TELEGRAPH—continued.						
Chief Storeman and Foreman Maintenance Staff	£ 15 0	Nil	22 0	
Electric Foreman and Instrument Fitter	30 0	20	One year	4	34 0	
Engine-driver, Senior	15 10	Nil	16 10	
Engine-driver	11 0	10	One year	4	13 0	
Firemen	10 0	
Frenchpolisher	11 0	10	One year	4	13 0	
Gatekeepers, General Post Office	10 0	10	One year	4	12 0	
Instrument Fitters { Senior Assistants	16 10	20	One year	4	20 10	Not more than four
{ Assistants	13 10	10	One year	2	14 10	
{ Junior	10 0	10	One year	6	13 0	
Inspector and Foreman Carpenter, General Post Office	6 0	10	One year	6	9 0	
Labourers	18 0	20	One year	5	23 0	
Letter Carriers and Stampers	6 10	Nil	10 0	
Letter Sorters, Senior { 1st grade	6 0	10	One year	10	11 0	Not more than six Senior Sorters in every grade
{ 2nd grade	17 10	
{ 3rd grade	16 10	
Letter Sorters { 1st grade	15 10	One-fourth and not more of the whole number to be in the 1st grade, and not fewer than one-half to be in the 3rd grade
{ 2nd grade	14 10	
{ 3rd grade	11 10	10	One year	2	13 10	
Letter Sorters, Female Assistant	4 10	10	One year	4	6 10	
Machinemen	To be graded with and paid at the same rates as those under the Department of Treasurer
Mail Officers { 1st grade	25 0	Not more than one-sixth of the whole number to be in the 1st grade; not more than one-sixth of the whole number to be in the 2nd grade; and not less than one-third of the whole number to be in the 4th grade
{ 2nd grade	22 10	
{ 3rd grade	20 10	
{ 4th grade	18 10	
Mail Drivers Do. Foreman	9 0	10	One year	3	10 10	
Messenger, Senior	12 0	10	One year	8	16 0	
Night Watchmen	10 10	Nil	13 0	
Painters	10 0	Nil	15 0	
Parcel Sorters { 1st grade	9 0	10	One year	6	12 0	Not more than one-third to be in 1st grade
{ 2nd grade	11 10	10	One year	4	13 10	
Plumber and Gas-fitter	7 0	10	One year	8	11 0	
Porters and Pillar Clearers	12 0	10	One year	4	14 0	
Saddlers and Sailmakers	7 0	10	One year	8	11 0	
Stamp Printer and Embosser	9 0	Nil	13 0	
Stamp Embosser (Female)	14 0	
Storemen and Packers	9 0	10	One year	5	6 13/4	
Telegraph Works, Inspector of	22 0	10	One year	6	11 10	
Do. Overseers	17 0	10	One year	8	25 0	
Telegraph Line Repairers	10 10	10	One year	5	21 0	
Do. Line Repairers' Assistants	8 0	10	One year	4	13 0	
Do. Messengers—Operating	6 0	10	One year	2	10 0	
Do. Messengers*	2 0	20	One year	3	7 0	
Do. Messengers	2 0	Nil	5 0	
Telephone—Switch Operators†	4 10	Nil	4 3/4	
Do. Switch Operators	4 0	Nil	6 10	
Do. Switch—Officer in charge of	6 0	
Typewriters (Female)	4 10	Nil	7 10	
					6 10	
DEPARTMENT OF MINES AND WATER SUPPLY.						
Channel Keepers	9 0	Nil	11 10	
Inspector of Waterworks	22 0	Nil	25 0	
Messengers	6 10	10	One year	7	10 0	
Do. Junior	3 10	10	One year	5	6 0	
Printers, Lithographic Ordinary	12 0	Nil	16 0	
Rate Collectors { 1st grade	21 0	
{ 2nd grade	18 15	
{ 3rd grade	16 10	
Reservoir Keepers	12 10	10	One year	3	14 0	
Turncock	10 0	Nil	13 0	

* Applies to officers who were appointed to the position of Telegraph Messenger before 20th April, 1894.

† Applies to officers who were appointed to the position of Telephone Switch Operator before 6th March, 1894.

NON-CLERICAL DIVISION—continued.

Department and Office.	Minimum Rate of Pay Monthly.	Scale of Additions.			Maximum Rate of Pay Monthly.	Remarks.
		Amount.	At intervals of—	Number.		
DEPARTMENT OF DEFENCE.						
Armourer	£ s. 14 0	Shillings. 10	One year ...	9	18 10	
Do. Assistant	10 10	10	One year ...	4	12 10	
Blacksmith	10 10	10	One year ...	4	12 10	
Caretaker Langwarrin Military Reserve	13 0	
Foreman of Stores	11 0	With quarters, fuel, and light, if required to reside at the Barracks
Labourers	6 10	Nil	10 0	
Messengers, Junior	3 10	10	One year ...	5	6 0	
Saddle and Harness Maker	9 0	Nil	13 0	
Store Assistants	9 0	Nil	11 10	
Wheeler and Carpenter	14 0	10	One year ...	7	17 10	
DEPARTMENT OF PUBLIC HEALTH.						
Boatmen	10 10	15	Five years ...	2	12 0	
Caretaker, Wyndham (Cut-Paw-Paw) Sanatorium	8 0	10	One year ...	2	9 0	
Coxswain	13 0	10	Two years ...	4	15 0	
Caretaker, Calf Lymph Depot	6 10	Nil	10 0	
DEPARTMENT OF AGRICULTURE.						
Inspector of Stock	13 6/8	Nil	16 13/4	
Messenger, Junior	3 10	10 0	One year ...	5	6 0	

The above rates of pay are subject to a fair and reasonable deduction for rent in all cases where officers are occupying Government buildings for the purpose of residence. When such officers are supplied with rations, the value thereof will also be deducted from their pay.

If any officer is in receipt of pay greater than the maximum above fixed, he shall continue to receive such greater pay until he can be employed upon work equivalent to his rate of pay (see sections 30 and 31, Act No. 1133).

SUBDIVISION II.

(Applies to persons appointed, transferred, or promoted after the 22nd October, 1894.)

CLASSIFICATION OF NON-CLERICAL DIVISION.

[Section 59 (VIII.)]

1. In the case of all appointments made after the 22nd day of October, 1894, to or in the Non-clerical Division, the scale or amount of emoluments, salary allowances, and wages attached to the several positions or offices, or class of positions or offices, mentioned in the Schedule hereto shall be that respectively entered opposite the name of the position or office in such Schedule.

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

3. Every officer shall be entitled to receive pay at a rate within the minimum and maximum limits, to be fixed by the Governor in Council on the recommendation of the Board, without addition thereto; provided that an officer on his first appointment to the Service shall be paid at the minimum rate of his office.

4. Seniority as regards promotion, and salaries of officers transferred or promoted, will be regulated in accordance with the provisions of Section 10 of the *Public Service Act 1893* so far as such provisions are applicable.

5. In cases where officers are graded promotion from grade to grade shall be regulated in accordance with clause 6, chapter XI, of the Regulations relating to "Promotion of Officers in the Non-clerical Division."

SCHEDULE ABOVE REFERRED TO.

NON-CLERICAL DIVISION.

Department and Office.	Yearly Rate of Pay.		Remarks.
	Minimum.	Maximum.	
	£	£	
GENERAL.			
Boatman	92	104	
Cabinetmaker	126	144	
Do., Assistant	66	108	
Carpenter, Foreman	144	168	
Do.	120	132	
Do., Assistant	90	108	
Coxswain	132	144	
Engine-driver	120	144	
Engineer, not otherwise provided for	150	186	
Fireman	102	120	
Labourer, Foreman	108	120	
Do.	74	104	
Do. Garden	74	104	
Do. Boy	24	42	
Messenger, Senior	108	132	
Do.	72	96	
Do. Junior	36	66	
Painter	108	126	
Do. and Writer	114	132	
Printer—			
Lithographic Foreman	204	230	
Do. Senior	164	176	
Do.	128	156	
Do. Assistant	72	104	
Do. Do. and Stone Grinder	96	114	
Typewriter (Male)	84	132	
Do. (Female)	48	72	
Watchman	84	120	

NON-CLERICAL DIVISION—continued.

Department and Office.	Yearly Rate of Pay.		Remarks.
	Minimum.	Maximum.	
	£	£	
DEPARTMENT OF CHIEF SECRETARY. Caretaker— Government Offices, Spring-street ...	126	150	With quarters, when required to reside on the premises
ABORIGINES— Matron, Coranderrk	50	68	With quarters and rations, when required to reside on the premises
FACTORIES— Inspector of Factories, Work-rooms, and Shops	180	204	
Female Inspector Factories, Work- rooms, and Shops	132	150	
GOVERNMENT BOTANIST— Herbarium Assistant	180	204	
NEGLECTED CHILDREN, Probationary and Reformatory Schools— Attendant, Female	48	60	} With quarters, when required to reside on the premises
Instructor	102	120	
Matron	80	104	
Waggonette Driver	96	114	
OBSERVATORY— Mechanical Attendant	96	112	
PUBLIC LIBRARY— Attendant	85	100	
Do. Senior	106	132	
Bookbinder and Attendant	136	154	
Carpenter and Attendant	102	126	
Modelmaker and Carpenter	144	168	
Taxidermist	156	204	
Do. Assistant	96	144	
PENAL AND GAOLS— Governor— Ballarat	}	225	} With quarters, when required to reside on the premises
Beechworth			
Bendigo			
Castlemaine			
Maryborough			
Sale	210		
Deputy Governor, Pentridge	275		
Overseer of Works and of Woollen Manufactures, Pentridge	180	204	
Overseer of other labour	160	178	
Photographer	144	162	
Sub-matron (Melbourne Gaol)	84	102	} With quarters, when required to reside on the premises. Senior warders acting as storekeepers to be paid at the rate of £6 a year in addition
Warder—Senior Chief	225		
Do. Chief	165		
Do. Senior	144		
Do. Printer	144	160	
Do. (Male)— Grade I.	130		} With quarters, when required to reside on the premises
Grade II.	124		
Grade III.	118		
Grade IV.	112		
Do. (Female)	60	78	
Do. Do. and Nurse	72	100	
Storekeeper (Melbourne Gaol)	144	168	

NON-CLERICAL DIVISION—continued.

Department and Office:	Yearly Rate of Pay.		Remarks.	
	Minimum.	Maximum.		
DEPARTMENT OF CHIEF SECRETARY— <i>continued.</i>	£	£		
HOSPITALS FOR THE INSANE—				
Farm Balliff, Kew and Yarra Bend...	144	156	} With quarters, when required to reside on the premises	
Do. elsewhere	132		
Engineer Mechanic, Kew and Yarra Bend ...	138	150		
Engineer Mechanic, elsewhere ...	120	132		
Matron, Kew and Yarra Bend ...	96	132		
Do. elsewhere ...	72	96		
Attendant—Head, Kew and Yarra Bend	144	156		
Do. Do. elsewhere	132		
Do. Hospital (Male)	120		
Do. Do. (Female)	60		
Attendant—Artisan—(Male)		112	} With quarters, when required to reside on the premises	
Blacksmith	74		
Carter ...	50	...		
Carpenter	120		
Cook ...	80	108		
Fireman	68		
Painter	108		
Shoemaker	120		
Storeman (Yarra Bend and Kew)	140		
Storeman (other asylums)	126		
Tailor	120	} With quarters and rations, when required to reside on the premises	
Attendant—Artisan—(Female)—				
Laundress ...	42	48		
Do. Assistant ...	30	36		
Tailoress	60		
Do. Assistant	54		
Attendant (Male)—				
Grade I. ...	108	114		
Grade II. ...	84	102		
Grade III. ...	54	78		
Do. (Female)—			} With quarters and rations, when required to reside on the premises	
Grade I.	55		
Grade II.	49		
Grade III. ...	25	43		
Asylum for Idiots—				
Instructor ...	126	144		
Female Teacher ...	60	72		
Attendant (Female) Senior	60		
DEPARTMENT OF TREASURER:				
Government Printing Office—				
Bookbinder—Overseer ...	240	300	} With quarters and rations, when required to reside on the premises	
Do. Sub-Overseer ...	186	234		
Do. and Paper Ruler—				
Grade I.	170		
Grade II.	158		
Grade III.	146		
Do. Assistant ...	84	126		
Book Folder and Sewer (including Stamp Perforator)—				
Grade I.	66		
Grade II.	60		
Grade III.	54		
Grade IV.	48		

NON-CLERICAL DIVISION—continued.

Department and Office.	Yearly Rate of Pay.		Remarks.
	Minimum.	Maximum.	
DEPARTMENT OF TREASURER—continued.	£	£	
Government Printing Office—			
Compositor—Foreman	186	
Do. (including those in the Clerical Division)—			
Grade I.	160	
Grade II.	154	
Grade III.	148	
Electrotypist ...	148	196	
Engineer ...	194	230	
Do. Assistant ...	132	168	
Machineman Foreman ...	226	250	
Do. Grade I.	170	
Grade II.	158	
Grade III.	146	
Do. Assistant, Senior ...	102	108	
Do. Assistant ...	66	96	
Paper Wetter ...	102	114	
Roller Caster ...	102	114	
Stereotypist ...	148	186	
Type Storeman	186	
Warehouseman's Assistant ...	96	126	
Income Tax Office—			
Assistant ...	120	156	
Do. Junior ...	60	72	
DEPARTMENT OF EDUCATION.			
Truant Officer—			
Grade I. ...	148	160	
Grade II. ...	132	144	
DEPARTMENT OF LAW.			
Caretaker and Senior Messenger, Crown Law Offices	130	
Caretaker and Messenger, City Police Court	100	With quarters, when required to reside on the premises
Caretaker and Messenger, Patents Office	120	
Caretaker, Registrar-General's Office ...	126	150	
Court Keeper, Crier, and Messenger ...	90	132	
Crier and Messenger—Senior ...	66	120	
Do. Junior ...	36	54	
Sheriff's Bailiff, Melbourne ...	132	180	
Superintendent, Law Courts ...	150	174	With quarters, when required to reside on the premises
DEPARTMENT OF LANDS AND SURVEY.			
Bailiff of Crown Lands ...	128	170	
Engraver ...	252	300	
Forester—			
Grade I. ...	158	170	
Grade II. ...	134	152	
Grade III. ...	98	128	
Photographer ...	204	240	
Do. Assistant ...	144	180	
Plan Moulder ...	130	166	
BOTANIC GARDENS—			
Assistant Label Writer ...	72	96	
Carter ...	90	108	
Gardener, Foreman ...	118	142	
Do. ...	90	114	
Do. Junior ...	42	78	
Mechanic ...	102	126	

NON-CLERICAL DIVISION—continued.

Department and Office.	Yearly Rate of Pay.		Remarks.
	Minimum.	Maximum.	
DEPARTMENT OF PUBLIC WORKS.			
Caretaker, Public Offices, Treasury Gardens	156	186	
Deckhand	96	108	
Engineer in charge of Dredges and <i>George Rennie</i>	194	230	
Do. Mechanic	164	176	
Hall Porter, Public Offices	96	108	
Inspector of Works—			
Grade I.	...	250	
Grade II.	184	232	
Master of Dredge	180	210	
Mate Do.	114	150	
DEPARTMENT OF TRADE AND CUSTOMS.			
Boatman (Senior) and Pilot	120	144	
Boys employed on Ships or Launches	24	48	
Caretaker, Custom House, Melbourne	126	150	With quarters, when required to reside on the premises
Dockyard Foreman	222	240	
Do. Smith's Assistant	114	126	
Do. Smith's Striker	102	114	
Government Steamer— <i>Lady Loch</i> —			
Master	228	264	
Engineer	222	252	
Chief Mate	168	192	
Second Mate and Carpenter	144	162	
Cook (Senior) and Steward	102	120	With rations
Do.	90	108	
Seaman	60	78	
Boys	24	48	
Inspector of Liquor and Excise—Senior	...	210	
Do.	148	184	
Lighthouse Mechanic	168	192	
Lighthouse-keeper	138	156	
Do. Senior Assistant	114	132	With quarters, when required to reside on the premises
Do. Assistant	96	108	
Locker—			
Grade I.	...	180	
Grade II.	...	160	
Powder Magazine Keeper	184	212	
Do. Sub-keeper	108	126	
Do. Cooper	124	150	
Revenue Detective Inspector and Senior Inspector of Excise	154	220	
Tea Expert	150	210	
Weigher and Sub-locker—			
Grade I.	128	140	
Grade II.	108	120	
DEPARTMENT OF POST AND TELEGRAPH.			
Batteryman	72	84	
Battery-room Foreman	114	132	
Electrical Foreman and Instrument Fitter	300	336	
Engine-driver—Senior	...	162	
Female Assistant Letter Sorter	...	48	72
French Polisher	108	132	
Gatekeeper	84	108	

NON-CLERICAL DIVISION—continued.

Department and Office.	Yearly Rate of Pay.		Remarks.
	Minimum.	Maximum.	
	£	£	
DEPARTMENT OF POST AND TELEGRAPH— continued.			
Instrument Fitter, Foreman	180	216	
Do. Do. Senior Assistant	144	156	
Do. Do. Assistant	108	132	
Do. Do. Junior	60	84	
Letter-carrier, Pillar Clearer, Porter, and Stamper	72	108	
Letter Sorter, Senior—			
Grade I.	180	
Grade II.	168	
Grade III.	156	
Letter Sorter—			
Grade I.	144	
Grade II.	132	
Grade III.	114	120	
Mail Driver	72	96	
Mail Officer—			
Grade I.	240	
Grade II.	222	
Grade III.	204	
Grade IV.	186	
Plumber and Gasfitter	108	132	
Saddler and Sailmaker	96	132	
Stamp Printer and Embosser	140	
Do. Embosser (Female)	48	72	
Storeman and Packer	96	126	
Telegraph Inspector	226	250	
Do. Overseer	180	216	
Do. Cable Jointer	140	156	
Do. Line Repairer	114	132	
Do. Do. Assistant	84	108	
Do. Messenger, Operating	66	78	
Do. Messenger	24	50	
Telephone Switch Operator	48	60	
Do. Do. (Female in Charge)	84	
DEPARTMENT OF MINES AND WATER SUPPLY.			
Inspector of Waterworks	224	284	
Rate Collector	166	208	
Turncock	102	132	
Bailiff of Crown Lands	128	170	
DEPARTMENT OF DEFENCE.			
Armourer	152	200	
Do. Assistant	108	132	
Blacksmith	114	132	
Caretaker, Langwarrin Military Reserve	112	124	With quarters, when required to reside on the Reserve
Saddler and Harness Maker	114	132	
Store Assistant	96	120	
Wheeler and Carpenter	114	150	
DEPARTMENT OF PUBLIC HEALTH.			
Caretaker—Calf Lymph Depôt	96	114	} With quarters, when required to reside on the premises
Do. Sanatorium, Wyndham	90	102	
DEPARTMENT OF AGRICULTURE.			
Inspector of Stock	136	178	
Assistant to the Entomologist	125	150	

CHAPTER VII.

INSURANCES TO BE EFFECTED BY OFFICERS.

[Section 59 (ix.)]

1. Every person entering the Public Service of Victoria, shall, as a condition precedent to the confirmation of his appointment, lodge in the office of the Board a policy or policies on his life effected with some life assurance company carrying on business in Victoria. Such policy or policies shall provide for the payment to the person assured on his attaining the age of sixty years, or to his personal representatives within three (3) months after his death if the person assured should die under the age of sixty years, of a sum or sums of money at least equal in the aggregate to the amount of the maximum annual salary as set forth in the Act No. 1133 or any regulations framed thereunder for the class or grade in the Public Service to which the person assured has been appointed; provided that in lieu of the payment of the sum or sums of money on his attaining the age of sixty years such policy or policies may provide for an annuity or annuities payable to the person assured, quarterly during the remainder of his life, after he attains the age of sixty years, but the annual amount of such annuity or annuities must be in the aggregate at least equal to one-tenth of the maximum annual salary as set forth in the Act No. 1133 or any regulations framed thereunder for the class or grade in the Public Service to which the person assured has been appointed.

2. The premiums on any policy or policies lodged as aforesaid shall be of such amount and be payable at such times as may be agreed upon between the person assured and the company or companies, all which shall be clearly expressed in the body of the policy or policies; and the Treasurer of the colony may pay such premiums at or about the dates when they respectively fall due, and may deduct the same from the salary payable to the person assured, and the receipts for premiums paid by the Treasurer shall be forthwith lodged in the office of the Board. The policy or policies shall remain in the custody of the Board so long as the person assured shall continue in the Public Service.

3. Every policy to be lodged with the Board as aforesaid shall contain a condition to the effect that so long as the person assured remains in the Public Service the policy shall not be made void for non-payment of premiums till one month after notice of such non-payment shall have been served on the Board, and that the company will within one month after the service of such notice receive the overdue premiums without interest, and a further condition, in accordance with the provisions of sections 37 and 89 of the Act, to the effect that such policy shall not, so long as the person assured remains in the Public Service, be assignable either at law or in equity.

4. If the person assured under any policy or policies lodged with the Board shall retire or be removed from the Public Service before the sum assured becomes payable, such policy or policies shall be delivered to such person or to his order, and shall thereafter cease to be subject to these regulations.

5. If the person assured under any policy or policies lodged as hereinbefore provided shall die, such policy or policies shall be delivered up to the executors or administrators of the estate of such deceased person, or in the case of minors the policy or policies may be delivered to the father or to the mother of deceased person, and shall thereafter cease to be subject to these regulations.

6. If the person assured under any policy providing for the payment of a sum of money elect or be required under the provisions of Sections 143 or 145 of the Act to remain in the Public Service after he has attained the age of sixty years, or if he shall remain in such service beyond the age at which any sum shall become payable under such policy as hereinafter provided, the said sum of money shall be held by the company in which such officer is assured until he retire or be removed from the Public Service or depart this life, and such company shall pay the officer so assured interest half-yearly at the rate then allowed by the Government Savings Bank for deposits on the sum accrued on such policy from the date of its maturing and until the time the officer so assured retire from the Public Service or depart this life: Provided that when any person shall have obtained a policy before his entrance into the service, payable at an earlier age than sixty years, such policy may be accepted by the Board if it be in conformity in all other respects with these regulations.

7. From and after the passing of these regulations any officer who may have lodged in the office of the Board a policy of insurance on his life, in accordance with the regulations previously in force, may agree with the company which issued such policy to reduce the sum assured under the same to an amount at least equal to the maximum annual salary of the class or grade in which such officer is classified, and such policy may be indorsed with a condition setting forth the terms of the agreement entered into between the company and the officer upon whose life such policy was issued.

8. The term "sixty years" expressed in any sentence or part of the foregoing regulations shall be read as "fifty years" whenever and so far only as such regulations shall apply to the insurance to be effected by female teachers.

CHAPTER VIII.

TEMPORARY EMPLOYMENT.

[Section 59 (x.)]

1. Every person applying to be recorded for employment in any temporary work in any Department must forward to the Board an application in his own handwriting, giving his full name and address, his age, and a full description of the kind of work desired by him.

2. Every applicant must forward with his application documentary evidence that he is of good moral character and industrious habits, of sound bodily health, and possesses the physical strength necessary for the performance of the work which he desires.

3. Every applicant for employment in any temporary work requiring the exercise of skill usually acquired in some profession, mechanical trade, or other occupation must satisfy the Board that he possesses the skill and experience necessary for the work which he desires.

4. Every applicant who, in the opinion of the Board, shall have complied with the above regulations shall be deemed to be a fit and proper person to be employed in temporary employment, and his full name and address and his age, together with the date of entry and a full description of the kind of temporary work which he desires, shall forthwith be entered in a book to be called the "Temporary Employment Register." Provided always that, if the work desired be clerical, the Board must first be satisfied with the applicant's handwriting.

5. Whenever any person whose name is recorded in the "Temporary Employment Register" is nominated for employment under the provisions of Section 38 of the Act, an entry shall be made in the register of such nomination.

6. Any person having been employed under the provisions of Section 38 of the Act shall have his name removed from the register.

7. Whenever any person whose name is recorded in the "Temporary Employment Register" is proposed for appointment to perform temporary work of the kind desired by him, and he is not available or not willing to be so appointed, his name may be removed from the register.

8. If any person shall omit to cause a reply to be delivered at the office of the Board within seven days to any letter from the Board requesting him to state whether he is prepared to accept such temporary employment, his name may be removed from the register.

9. Every name which shall have remained on the "Temporary Employment Register" for the space of two years from the date of entry shall be removed from the register.

CHAPTER IX.

(Applies to officers appointed, transferred, or promoted after the 20th October, 1894.)

TRAVELLING ALLOWANCES.

[Act No. 1133, Section 59 (XI.), and Act No. 1324, Section 27.]

All personal allowances fixed by these Regulations shall be in addition to the cost of travelling by the most economical means of conveyance.

PART I.—GENERAL ALLOWANCES.

The following shall be the scale for the First, the Professional, the Clerical, and the Non-clerical Divisions:—

FIRST, PROFESSIONAL, AND CLERICAL DIVISIONS.

1.—		Daily Rate under one week.	Daily Rate if one week or over at same place.
First Division	...	17s. 6d.	15s.
Clerical Division, 1st Class	...	14s.	10s. 6d.
"	2nd "	12s.	9s. 6d.
"	3rd "	10s. 6d.	8s. 6d.
"	4th "	10s.	7s. 6d.
"	5th "	10s.	6s.

2. Professional and clerical officers (unless otherwise provided for in these Regulations) whose salaries exceed £750 a year to draw the allowances fixed for the First Division. Other professional officers to draw allowances in accordance with the rates to which their salaries would entitle them if in the Clerical Division as defined by the Third Schedule to the *Public Service Act* 1890. When the salary is above the maximum amount of one class and below the minimum amount of the next class, professional officers to draw at the higher rate.

NON-CLERICAL DIVISION.

3. Non-clerical officers to draw such travelling allowances within the limits of the following scale as the Minister, on the recommendation of the Permanent Head, may determine:—

	Daily Rate under one week.	Rate if one week or over at same place.
Officers receiving salaries exceeding £100 a year...	7s. to 7s. 6d. ...	30s. to 42s. a week.
Officers receiving salaries of £100 a year or less ...	5s. to 6s. 6d. ...	25s. to 35s. a week.

PART II.—ALLOWANCES TO CERTAIN OFFICERS.

In all cases commuted allowances are in lieu of daily or weekly allowances. The following shall be the scale for the undermentioned officers of the several Departments named:—

DEPARTMENT OF CHIEF SECRETARY.

4.—

Factories and Shops Branch.

Chief Inspector	12s. ...	9s. 6d.
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Inspectors under Audit Act.

	Daily Rate under one week.	Reduced Rate if one week or over at same place.
Inspecting Officers under section 4 of the <i>Audit Act</i> 1893 not entitled to higher rates under Part I.	12s. ...	9s. 6d.

EDUCATION DEPARTMENT.

5.—

COMMUTED ALLOWANCES TO INSPECTORS.

District.	Yearly Rate.	District.	Yearly Rate.
Ballarat	£80	Metropolitan, No. 1	£80
Beechworth	180	" No. 2	90
Benalla	180	" No. 3	30
Bendigo	110	" No. 4	80
Castlemaine	140	" No. 5	90
Charlton	200	Sale	200
Geelong	140	Shepparton	170
Hamilton	170	Stawell	170
Horsham	200	Warragul	190
Maryborough	140	Warrnambool	180

LAW DEPARTMENT

Police Magistrates.

6. Police Magistrates to draw the following allowances for personal expenses and livery of horses :—

	£	s.	d.
(a) For every day on which a Police Magistrate necessarily travels on duty a journey of 15 and less than 30 miles, by road, and returns the same day to his head-quarters	0	6	0
(b) The like, 30 miles and over	0	10	0
(c) For every day on which a Police Magistrate is necessarily absent on duty at any place other than his head-quarters, and does not return to his head-quarters the same day	0	7	6
(d) For every night on which, travelling on duty, a Police Magistrate necessarily stays at an hotel	0	10	0
(e) And actually and necessarily puts up his horse or horses at a livery-stable, or purchases forage for the night ;	} The amount actually paid.		
(f) Or necessarily baits his horse or horses during the day-time			

NOTE.—Claims for travelling on licensing duty to an adjourned court, or other meeting of the members of the court, held at a place not being the place at which such court usually assembles, to be supported by a report from the chairman, informing the Minister of the special circumstances rendering such adjournment or meeting necessary.

Crown Solicitor's Branch.

7. Officers, when travelling on circuit duty in connexion with the Supreme Court, to draw the following allowances :—

	Daily Rate under one week.	Daily Rate if one week or over at same place.
2nd and 3rd class officers	14s.	10s. 6d.
4th and 5th class officers	12s.	9s. 6d.

DEPARTMENT OF LANDS AND SURVEY.

	Daily Rate under one week.	Daily Rate if one week or over at same place.
8.— Surveyor-General	17s. 6d.	15s.
Bailiff of Crown lands	Not exceeding £80 yearly.	
Forester	" "	50 "

DEPARTMENT OF TRADE AND CUSTOMS.

	Daily Rate under one week.	Daily Rate if one week or over at same place.
9.— Assistant Chief Inspector of Distilleries and Excise	} when travelling on duty as prosecuting officer {	
Other prosecuting officer		
Inspector of liquor and excise		
	14s.	10s. 6d.
	12s.	9s. 6d.
	10s.	7s. 6d.

POST AND TELEGRAPH DEPARTMENT.

	Daily Rate under one week.	Daily Rate if one week or over at same place.
10.— Relieving postmasters and postmistresses and other officers on regular relieving staff	6s.	} 30s. male officers a week. 25s. female officers a week.
Officers relieving in the suburbs	1s. 6d.	1s. 6d.
Letter-carriers relieving in suburbs	1s.	1s.
Line repairers' assistants, when living in tents	2s.	2s.
Railway mail-sorters, on short-distance lines	2s. 6d.	2s. 6d.

POST AND TELEGRAPH DEPARTMENT--*continued.*

	Daily Rate under one week.	Daily Rate if one week or over at same place.
Early morning sorters on Ballarat line	2s. 6d. ...	2s. 6d., or 7s. 6d. a week.
" " Port Fairy line (Port Fairy end) ...	} 3s. 9d. ...	} 3s. 9d.
" " Great Southern line (Alberton end) ...		
" " Port Fairy line (Melbourne end) ...		
" " Great Southern line (Melbourne end) ...	5s. ...	5s.
Relieving railway mail-sorters	5s. ...	30s. a week.
Sergeant of Police	12s.	
Plain-clothes constables	10s.	
Sorters travelling with mails after performing early duty ...	10s. each trip.	
Sorters travelling with mails between Serviceton and Dimboola and Melbourne	20s. each trip.	

DEPARTMENT OF MINES AND WATER SUPPLY.

Inspectors of Machinery and Mines.

District.	Yearly Rate.	District.	Yearly Rate.
Central	£210	North-Eastern	£150
Eastern	200	South-Western	160
Gippsland	250	Western	200
Northern	200		
E. Checchi, Engineer			12s. daily rate.
Jas. Stirling, Assistant Geological Surveyor			12s. daily rate.
W. J. Rodda, 5th class officer			£40 yearly.
R. Stanlake, Rate Collector, Geelong			£10 "

DEPARTMENT OF PUBLIC HEALTH.

	Daily Rate under one week.	Reduced Rate if one week or over at same place.
Assistant Medical Inspector	14s. ...	10s. 6d.
Inspector and Engineer	12s. ...	9s. 6d.

DEPARTMENT OF AGRICULTURE.

District Inspectors of Stock.

	Yearly Rate.		Yearly Rate.
W. Haines	£100	G. Pentland	£100
H. R. Mackenzie	100	J. R. Weir	100

Border Inspectors.

	Yearly Rate.		Yearly Rate.
C. E. Coruoy	£25	W. T. Porter	£25
A. W. Curlewis	25	G. Stokes	25
T. R. Dewing	25	F. R. Temple	25
G. T. Maddison	25	J. M. Temple	25
J. Mathieson	35		
A. A. Brown, Inspector of Stock			£50 yearly.

PART III.—MISCELLANEOUS.

SPECIAL ALLOWANCES.

11. When the actual and necessary expense incurred by officers when travelling on specially important duties exceeds the rates allowed by these regulations such increase may be granted as the Board, on the recommendation of the Permanent Head, shall determine.

12. In any case where an officer receiving an allowance whilst absent from his station, has to visit an out-station, he may be permitted by the Permanent Head of his Department to draw an additional allowance for such visit, as fixed by these Regulations.

13. In a mountainous district, where horses cannot be easily hired, the Minister, on the recommendation of the Permanent Head, may authorize a commuted allowance for the keep of horses.

14. Officers in receipt of commuted allowances when absent from duty, either on leave or through illness, for any period over a fortnight, shall be paid such portion only of their commuted allowances as the Minister may direct.

15. When the distance travelled or the state of the roads necessitates the use of two horses, a special report shall accompany the account.

16. When officers travel by steamer or other vessel in which the fare paid by the Department includes maintenance, such smaller allowance may be granted as the Head of the Department shall deem reasonable, provided, however, that such allowance shall not exceed one-quarter of the ordinary rates to which such officers would otherwise be entitled.

MODE OF TRAVELLING.

17. Officers shall travel by railway whenever practicable.

18. Whenever travelling by railway is not practicable, officers shall be repaid the actual cost of the necessary means of conveyance upon furnishing receipts for such payments.

TRANSFERS AND EXCHANGES.

19. Travelling expenses of officers, their wives and children, and reasonable cost of removing furniture, shall be allowed when such officers are transferred from one station to another without promotion or increase of pay, and not by way of punishment. Furniture shall, when practicable, be removed by railway.

20. Except as hereinafter provided, when an officer obtains promotion by such transfer, travelling expenses shall not be allowed.

21. In any case where an officer is transferred on promotion, and the increase of salary for the first year is less than the cost of removal to his new station, he may be granted such reasonable sum for expenses as the Public Service Board, on the recommendation of the Permanent Head, shall approve.

22. Travelling expenses in connexion with exchanges of officers at their own request shall be borne by the officers themselves.

MILEAGE.

23. Where allowances depend upon the distance travelled, 3 miles by railway shall be taken as the equivalent of 1 mile by road.

REDUCTION OF RATES.

24. The rates set forth in these Regulations, excepting those relating to Police Magistrates, are fixed for a whole day of 24 hours, but when the service does not occupy a whole day in its performance only such smaller allowance shall be paid as the Permanent Head may consider sufficient.

CHAPTER X.

PROMOTION AND RETENTION OF OFFICERS OF THE CLERICAL DIVISION IN THE PUBLIC LIBRARY.

[Section 60.]

1. No officer shall be transferred, except on the recommendation of the Trustees, to any other Department until he shall have served five years in his class.

2. No Fifth Class Assistant shall be eligible for promotion to the Fourth Class until he shall have completed the first year of the course for the Degree of B.A. or B.Sc. in the University of Melbourne, or some other University Examination which the Board, on the recommendation of the Trustees, may accept as equivalent thereto.

3. After an Assistant of the Fifth Class has served one year at the maximum of his class, he may, on the recommendation of the Trustees, be promoted to the Fourth Class. Provided always that the number of Fourth Class Assistants shall not exceed one-third of the Fifth Class Assistants.

CHAPTER XI.

APPOINTMENT, PROMOTION, ETC., OF OFFICERS OF THE NON-CLERICAL DIVISION

IN THE PUBLIC LIBRARY, MUSEUMS AND NATIONAL GALLERY, PENAL ESTABLISHMENTS AND GAOLS, AND REFORMATORY SCHOOLS, PROBATIONARY SCHOOLS, RECEIVING DEPÔTS, AND LUNATIC ASYLUMS.

[Section 60.]

1. Candidates for appointment to any of the undermentioned offices must be between the ages specified opposite the description of the office :—

Branch.	Office.	Age at Entry.	
		Minimum.	Maximum.
(a) Public Library, Museums, and National Gallery	Attendant	30 years ...	40 years
	Watchman	30 years ...	40 years
(b) Penal and Gaols	Warder—Male	25 years ...	35 years
	Do. Female	25 years ...	35 years
(c) Hospitals for the Insane	Attendant—Male	21 years ...	40 years
	Do. Female	21 years ...	40 years
(d) Reformatory and Probationary Schools, and Receiving Depôts	Instructor	25 years ...	40 years
	Driver	25 years ...	40 years
	Attendant—Female	25 years ...	40 years

2. Every such candidate must forward with his application to the Public Service Board an expression of opinion from the Trustees of the Public Library, Museums, and National Gallery, or from the officer in charge of any other of the above-mentioned branches in which he may desire to be employed, as to his fitness for the duties of the office.

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

4. Officers appointed to any of the above-named offices shall not until they shall have served for a period of five years in one of such offices be transferred to any other Department or branch, except in the interests of the Public Service, or as hereinafter provided.

5. If it shall be shown to the satisfaction of the Public Service Board that any officer in the Non-clerical Division of any of the above-mentioned branches is from some cause beyond his own control unfit for the performance of his official duties, the Board may transfer such officer to an office in some other branch of the Non-clerical Division of the Public Service for which he may be considered to be fit, provided that the maximum rate of pay of such office shall not exceed the maximum rate of pay of the office from which he is to be transferred, and that the officer so transferred shall commence to receive such rate of pay between the minimum and maximum rates provided for the office to which he is transferred as the Board shall direct; but no such rate shall be in excess of the wage received by such officer immediately prior to transfer; and if any such officer shall be inefficient or incompetent in the proper discharge of his duties, and such inefficiency or incompetency appear to be due to causes which should be within his own control, the Public Service Board may, with the consent of the Governor in Council, dispense with the services of such officer.

6. In determining the claims of officers to promotion, the Board will, in respect of merit, give consideration to the following qualifications of officers as shown by previous service :—

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

If two or more officers be found to possess meritorious qualifications of about an equal order precedence will be given to the senior officer.

The Board will not certify to the promotion of any officer unless he appears to possess the above-described qualifications (a) to (e) inclusive.

7. When any ordinary attendant in the Public Library has served five years in all, and for one year at least at the maximum rate of pay provided, he may on the recommendation of the Trustees be promoted to the grade of Senior Attendant. Provided always that the number of Senior Attendants shall not exceed one-fourth of the whole number of Attendants.

CHAPTER XII.

APPOINTMENT

OF SUPERNUMERARIES AND APPRENTICES IN THE GOVERNMENT PRINTING OFFICE, AND OF PUPIL DRAUGHTSMEN.

[Section 61.]

1. Any person continuously employed for a period of twelve months as a supernumerary in the Government Printing Office who is between the ages of sixteen and thirty-one years, and any apprentice in such office at the termination of the last year of his apprenticeship, and any pupil draughtsman at the termination of the last year of his pupilage being then over the age of sixteen years, who can furnish the Board with satisfactory evidence of his good moral character, industrious habits, sound bodily health, and fitness for the performance of the departmental duties in which he is and has been engaged, and who has fulfilled all the requirements of the Department in which he has been employed in respect to apprenticeship, pupilage, and examinations or other tests of competency, shall be eligible for appointment to any vacant office in the Clerical Division in which the duties required to be performed are of the same character as those upon which he has been previously employed, on passing the required standard at the examination prescribed for that division of the Public Service; and any such person who is between the ages of sixteen and forty-one years shall be eligible for appointment to any vacant office in the Non-clerical Division in which the duties required to be performed are of the same character as those upon which he has been previously employed without passing the examination prescribed for appointment to that division in the regulations made under Section 59 of the *Public Service Act* 1890; but the appointment of any such person shall be subject to the provisions of Section 32 of the same Act.

2. At the termination of his apprenticeship, every person who has served as an apprentice in the Government Printing Office, and at the termination of his pupilage, every pupil draughtsman who can furnish the Board with satisfactory evidence of his good moral character, industrious habits, bodily health, and fitness for the performance of the departmental duties in which he was engaged during the period of his apprenticeship or pupilage, shall, on application, be eligible for temporary employment in similar duties in the Department in which he has been employed, in preference to any other applicant; and every such person during such temporary employment shall be eligible for appointment to any vacant permanent office in such Department in which the duties are of the same character as those in which he is temporarily employed, on complying with the conditions as to character, fitness, examination, and tests prescribed in the next preceding clause of these regulations.

CHAPTER XIII.

APPOINTMENT OF TRUANT OFFICERS.

[Section 62.]

In the selection of applicants for appointment as Truant Officers the Board will nominate from officers already in the Public Service, or from candidates who have passed the Non-clerical examination, and who have obtained priority of registration, if it can be shown that they possess the necessary qualifications of fitness for the performance of the duties of the office.

The regulations under Chapter V. shall apply to the appointment of Truant Officers, so far as they are not inconsistent with these Regulations.

CHAPTER XIV.

REGULATIONS FOR THE GUIDANCE OF OFFICERS OF
THE PUBLIC SERVICE.

[Section 123.]

ABSENCE FROM DUTY, ETC.

1. *Absence from duty.*—Any officer who shall be absent from duty without authorized leave shall, unless reasonable cause be shown, be liable to be deemed guilty of a breach of these Regulations.

2. *Time allowed for luncheon.*—Between twelve noon and two p.m. half-an-hour will be allowed daily to every officer for luncheon at such time as the officer in charge or sub-charge may arrange, so as to prevent any interference with the transaction of public business.

3. *Absence from office or district.*—Except in cases of sudden illness or other emergency, which shall be immediately reported to the responsible Minister, by or through the Permanent Head, no officer shall be absent without leave from his office or place of business, or from the district to which he is appointed. If an officer be prevented by illness from attending to duty, he shall furnish such evidence of his illness as the Head of his Department may consider necessary. Unavoidable absence from duty on account of any other pressing emergency shall be supported by reasonable proof of the existence of such emergency. The duties of any absent officer shall be performed by his brother officers, without additional salary or remuneration, in such manner as the responsible officer may authorize or direct.

4. *Applications for leave of absence.*—Every application for leave of absence shall be made to the Minister through the officer in charge or sub-charge and the Head of the Department, and shall contain a statement of the time the applicant has been absent from duty during the previous part of the same year. The officer in charge or sub-charge shall report as to the conduct of the applicant and as to his compliance with these Regulations, and whether the application can be granted without detriment to the work of the branch in which the applicant is employed.

5. *Leave of absence for recreation.*—Leave of absence for recreation shall be granted only when the work of the office or Department will fairly admit of the absence of the officer, and, furthermore, shall be dependent upon the applicant's good conduct and regular attention to duty.

6. *Leave of absence on the ground of illness.*—Applications for leave of absence on the ground of illness shall be supported by medical testimony; and, by direction of the Minister, the applicant may be subjected to examination by the Government Medical Officer.

ATTENDANCE OF OFFICERS.

7. *Hours of business.*—The hours of attendance to be observed by officers shall, unless otherwise ordered, be from nine o'clock a.m. to half-past four o'clock p.m., except on Saturdays, when the ordinary hours of attendance shall be from nine o'clock a.m. to twelve o'clock noon.

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

9. *Attendance books, when accessible.*—Attendance books shall be accessible for record and signature by officers before and up to 9.5 a.m. every day, when such books shall be withdrawn, and shall not be produced for recording departures until the proper time for ceasing work.

10. *Officers arriving late at their offices.*—Any officer arriving at his office after 9.5 a.m. shall report himself to the officer in charge or sub-charge, who shall record the time of his arrival in the attendance book.

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

12. *Irregularity of attendance.*—Every officer in charge or sub-charge shall, as soon as possible after the end of every month, report to the Permanent Head of the Department any irregularity of attendance during the preceding month on the part of officers under him. If any officer shall be found to have been frequently irregular in his attendance, he shall be deemed guilty of a breach of these Regulations.

DUTIES OF OFFICERS.

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

14. *Attention and devotion to business.*—All officers shall during the hours of business devote themselves exclusively to the discharge of their public duties. Officers having to undertake duty at more than one place of business shall, as far as possible, attend at regular periods, and shall post a notice to the public at each office, showing the days and hours at which they will be present. Officers are not during the hours of business to receive private visitors, or otherwise allow their attention to be engaged in private affairs.

15. *Organization and discipline.*—The Permanent Head of a Department shall be responsible for the organization and discipline of the Department over which he presides.

16. *Treatment of subordinates.*—As it is desirable to keep up in all branches and grades of the service a proper feeling and high sense of honour, by which the correct and willing discharge of duty will be best insured, officers of every grade should be impressed with the advantage which they individually, their own Department, and the Service at large will derive from the adoption towards the officers of the lower grades of a system of direction, control, language, and demeanour which shall insure respect to superiors.

17. *Subordination of officers.*—Every officer shall obey promptly all instructions that may be given to him by the officer under whose immediate control or supervision he is placed. If any officer should think that he has ground of complaint, arising out of such instructions, or from any other cause whatsoever, he may at all times report the same, through his immediate superior, to the Permanent Head of the Department, who shall, if he think proper, report to the Minister.

18. *Civility and courtesy.*—Any officer guilty of any incivility or discourtesy in his official intercourse with the public, or of not paying proper deference and respect to his superior officers, shall be guilty of a breach of these Regulations.

19. *Duty of senior officers.*—Officers in charge shall be at all times accountable for the observance of the Regulations of the Public Service, and shall afford in all respects the utmost aid and support to the Permanent Head of the Department. All monetary transactions between officers should be avoided—but senior officers are strictly forbidden to borrow money from, or to come under any pecuniary obligation to, any junior officer.

20. *Accounts and public moneys.*—In the matter of accounts and the collection and payment of public moneys, officers are enjoined to conform strictly to the provisions of the *Audit Act*, 1890 and to such regulations and directions as may from time to time be issued by order of the Honorable the Treasurer.

21. *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.

22. *Requisitions.*—Requisitions for stores, stationery, furniture, fittings, and repairs to buildings are to be made in strict accordance with the regulations in that behalf.

23. *Public property in care of officers.*—All officers will be held responsible for the careful use and preservation of all Government property in their possession, custody, or care. Officers in charge of public buildings shall, in the event of repairs being required, make a requisition for the same, and shall not allow the buildings to fall into decay, or to become permanently injured, for the want of timely requisition for such repairs.

24. *Security to be given in certain cases.*—Every officer intrusted with the collection or expenditure of public moneys, or placed in any position of special responsibility, shall furnish the Treasurer with a guarantee policy of some assurance society carrying on business in Victoria, or other satisfactory security for the proper discharge of his duties, in such amount as shall be determined by the Treasurer.

25. *Information not to be given.*—Except in the course of official duty, no information concerning public business shall be given, directly or indirectly, by any officer without the express direction or permission of the responsible Minister.

26. *Communications not to be made to the public.*—No officer shall make any communication, directly or indirectly, to any person 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, or upon any political subject or question whatsoever, without the express permission or authority of the responsible Minister.

27. *Applications of officers, how to be made.*—The application of any officer for promotion, leave of absence, change of quarters, or upon any other matter affecting his position in the service, shall be made by the applicant himself, through the head of his branch, to the Permanent Head of the Department; and if it be made through any other person, it will be treated as irregular.

28. *Officers in the Public Service not to take part in politics.*—In order that officers of all ranks may be enabled to render loyal and efficient service to Government, they are expressly forbidden to take any part in political affairs otherwise than by recording their votes for the election of Members of Parliament.

29. *Teachers, Education Department.*—Teachers under the Education Department must not engage, even indirectly, in any business which would have the effect of impairing their moral influence with their school children or with the community generally, and they must not even out of school hours be guilty of actions unbecoming persons holding the position of teacher.

30. *Insurance Premiums.*—Any officer failing to pay the premium on his life assurance policy in the custody of the Board before default is notified by the society to the Board, will render himself liable to be charged under the provisions of Section 124 of the Act with a breach of these Regulations.

31. *Conduct of officers.*—As soon as possible after the months of March, June, September, and December in every year, the Head of every Department shall report to the Board the names of any officers under his control whose attendance or conduct during the preceding quarter has been unsatisfactory; and any such officer may be removed to any other place or district, or otherwise dealt with as for a breach of these Regulations.

32. *Insobriety.*—If an officer in charge or sub-charge shall observe at any time that any one under his direction or supervision is unfit to perform his duties properly by reason of over-indulgence in intoxicating liquor he shall temporarily suspend him from duty, and immediately report the matter to the Head of the Department.

33. *Fines.*—All fines imposed under the *Public Service Act* 1890 shall be reported to the Board and to the Treasurer.

OVERTIME, ETC.

34. *Overtime.*—Officers will be required to perform public duty beyond the usual hours whenever it may be necessary to bring up arrears of work, or in any temporary pressure of business.

35. *Overtime to be recorded.*—Overtime work performed by officers shall be recorded in the monthly report of the officer in charge or sub-charge.

36. *Officers may be detained.*—Any officer in charge of a subdivision or branch may order any officer under his direction to remain after the usual office hours to complete work which he considers should have been performed by such officer during the same day, and such detention shall not be recorded as overtime work.

MISCELLANEOUS.

37. *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 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.

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

39. *Departments overmanned.*—Whenever the Head of any Department shall find that the number of officers under his control is greater than is reasonably necessary to perform the current work of the Department, he shall report the circumstance to the Board.

40. *Breaches of Regulations to be reported.*—Every officer in charge or sub-charge shall promptly report in writing to the Permanent Head of the Department, through the proper channel, any officer under his control who is guilty of a breach of these Regulations, and in his report he shall specifically describe such breach of Regulations.

41. *Compliance with Instructions.*—Every officer shall in due course and at proper times comply with and give effect to all regulations and authoritative instructions issued for his guidance in the performance of any public duty which may be intrusted to him.

42. *Officers to be acquainted with these Regulations.*—All officers are required to acquaint themselves with these Regulations. Officers at the head of the various branches of each Department are directed to send in requisitions for copies of these Regulations for the use of the officers under their control; and they are hereby required and enjoined to post, and to keep posted, a copy of these Regulations in all rooms to which officers of the Public Service commonly have access.

OFFICE OF GOVERNMENT SHORTHAND WRITER.

1. When there is no shorthand in the office awaiting transcription, or when the amount thereof is so small that the whole staff is not, in the Government Shorthand Writer's opinion, required to transcribe it, leave of absence may be granted to the officers in turn.

2. Such leave shall be subject to be terminated at any moment by telegraphic or other message, and during his absence the officer shall remain easily accessible by such communication.

3. At such times there shall always be in attendance at the office at least one shorthand writer and one clerk.

4. Officers shall keep a record of the time occupied upon official work, and shall also record the character of the work, and where performed.

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

I. PUBLIC LIBRARY.

	From	To
Clerical—Morning Staff	9 a.m.	3.45 p.m.
Evening Staff	3.45 p.m.	10 p.m.
Non-clerical—Morning Staff	8 a.m.	3.45 p.m.
Evening Staff	3.45 p.m.	10 p.m.
Library Clerk	9 a.m.	4.30 p.m.
Saturdays	9 a.m.	12 noon
Messenger	8 a.m.	5 p.m.
<i>Newspaper Room.</i>		
Alternate Saturdays	9 a.m.	5 p.m.
	9 a.m.	1 p.m.

II. INDUSTRIAL AND TECHNOLOGICAL MUSEUM.

Attendants	From 8 a.m.	...	To 5 p.m.
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III. NATIONAL MUSEUM.

Clerk, Taxidermists, and Assistant Taxidermists	9 a.m.	...	4.30 p.m.
Saturdays	9 a.m.	...	12 noon
Attendants	8 a.m.	...	5 p.m.

IV. NATIONAL GALLERY.

Attendants	8 a.m.	...	5 p.m.
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V. GENERAL STAFF.

Morning Staff--Attendant	8 a.m.	...	3 p.m.
Messenger	8 a.m.	...	5 p.m.
Evening Staff	3 p.m.	...	10 p.m.
Night Watchman	10 p.m.	...	6 a.m.

GOVERNMENT PRINTING OFFICE.

The hours of attendance of all officers in the Government Printing Office, excepting officers in the Clerical Division engaged in connexion with accounts, advertising, correspondence, and stores, shall be from 8 a.m. to 1 p.m., and from 2 p.m. to 5.30 p.m.; and on Saturdays from 8 a.m. to 1 p.m.

CHAPTER XV.

LEAVE OF ABSENCE.

[Section 133.]

1. Any officer who shall have obtained extended leave of absence on account of illness or other pressing necessity shall not be entitled as a matter of right to receive any pay during his absence from duty. Nevertheless, the responsible Minister may, subject to the Regulations following, make an order directing that the absent officer shall receive pay.

2. If the responsible Minister shall make an order, in writing, directing that an officer shall receive pay during his absence, such order shall state specifically the period during which payment is to be made, and whether it shall be full pay, half-pay or one-third pay; and on the expiry of the period specified in such order the Minister may make a new order for any further period or periods; provided always that no such period or periods shall in the aggregate extend beyond twelve months from the date of the first order, and that full pay shall be granted only for a period or periods in the aggregate not exceeding four months, and that half-pay shall not be granted beyond the end of the eighth month of absence; and provided further that no officer shall receive pay during absence from duty for a longer aggregate period than one month for every year of his service previous to such absence.

3. If any officer be absent from duty on account of illness, and such absence shall have extended beyond three months, he shall not be permitted to return to duty unless and until the Government Medical Officer, or some other Medical Practitioner previously approved by the Public Service Board, shall have certified that he is fit to resume work.*

4. If any officer shall have been permitted to return to duty after an absence of twelve months on account of illness, and if he shall again be absent from duty on account of illness within twelve months thereafter, he shall not be allowed to receive pay during his absence.

5. Notwithstanding anything contained in the preceding regulations, if any officer in the discharge of his duty sustains bodily injury of such a nature as to incapacitate him for all duty, the responsible Minister may, order full pay to be allowed for a period not exceeding twelve months.

CHAPTER XVI.

STORES AND TRANSPORT REGULATIONS.

[Section 139.]

EXCEPTIONS.

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

Department.	Extent of exception.
All Departments	...		Contracts entered into by the Agent-General.
Chief Secretary	...		Contracts and agreements made by the Aborigines Board.
Post and Telegraph	...		Contracts for the supply of telegraph and tele- phone instruments and material, trans- port of mails, and telegraph material.
Mines	Contracts for connexions and fittings of diamond drills.
Defence	Stores required for troops encamped or on active service.

If transport be required for any stores included in the above exceptions, it may be obtained according to the Regulations.

* The following Medical Officers have been approved by the Board :—

(a) The Medical Officers for the time being at Lunatic Asylums.

(b) The Medical Officers for the time being for Penal Establishments.

(c) The Medical Officers for the time being for "Neglected Children."

And (d) at the following places the medical practitioners whose names are set opposite thereto :—

Benalla ... Dr. John Nicholson,	Malmsbury ... Dr. H. F. Main,
Casterton ... " Chas. Smith,	Rushworth ... " J. V. Heily,
Daylesford ... " T. R. Willis,	St. Arnaud ... " J. D. Collier,
Eaglehawk ... " J. J. Thom,	Stawell ... " W. H. Syme,
Heathcote ... " Chas. Robinson,	Talbot ... " P. A. Cunningham,
Horsham ... " W. J. Cross,	Terang ... " C. S. Sutton,
Kilmore ... " W. H. Semple,	Warrnambool ... " T. Scott.
Kyneton ... " W. Langford,	

TENDER BOARD.

1. There shall be a Tender Board, consisting of the following officers :—

Secretary for Lands,
 Secretary for Public Works,
 Chief Commissioner of Police,
 Inspector-General, Penal Establishments,
 Government Printer,
 Secretary for Neglected Children and Reformatory
 Schools,
 Controller, Naval and Military Stores,

Inspector-General, Public Works,
 Surveyor-General,
 Inspector, Hospitals for the Insane,
 Inspector-General, Education Department,
 Chief Engineer, Victorian Water Supply,
 Engineer in Charge, Ports and Harbors,
 Chief Electrician, Post and Telegraph Department,
 Chief Clerk, Department of Trade and Customs.

2. The members of the Tender Board shall, at the commencement of every financial year, elect from among their number a Chairman and a Deputy Chairman, who shall hold office until the end of the financial year in which they are elected. If any vacancies in such offices occur during the currency of any financial year, they shall be filled by similar proceeding. The Chairman, or in his absence the Deputy Chairman, shall preside at all meetings of the Tender Board; but if both be absent, the Board may at any meeting elect from among the number then present a Chairman, who shall preside at such meeting.

3. The Tender Board shall meet at least once a fortnight, and whenever specially summoned by direction of the Chairman or Deputy Chairman; but no business shall be transacted unless three members be present.

4. The Tender Board shall ascertain from the annual estimates, to be furnished as hereinafter mentioned, the quantity and description of stores likely to be required for the service of the ensuing year, and shall report to the Treasurer as to the manner in which the said stores should be procured, whether by annual contract or otherwise, and shall generally advise thereon. If in the course of the year demands for goods not included in the annual contracts be submitted from any Department and approved by the Minister, the Tender Board shall give directions as to the mode of obtaining them.

5. The Tender Board shall take action as soon as the decision of the Government is notified to it by the Treasurer, by advertising for tenders or otherwise. The list of stores required for the service of any year shall be classified and divided into so many schedules as may appear to be necessary to admit of fair competition among manufacturers, merchants, and others in a position to supply, and separate tenders shall be invited for the stores described in each and every of such schedules. All advertisements calling for supplies shall contain the particulars of the supply, the period for and within which it is to be furnished, the amount of security required, with all other necessary information; and due notice shall be given of the day and hour on or before which tenders will be received. Any tender received after the advertised time shall not be entertained, and no tender shall be considered unless it be securely enclosed in an envelope, on the outside of which is clearly stated the supply for which it is a tender.

6. All tenders for supplies under these Regulations shall be opened and examined by the Tender Board, and numbered consecutively, and initialed, by the Chairman of the meeting. After consideration of the tenders the Board shall forward them, through the Treasurer, to the Government, with a recommendation as to their acceptance

or rejection, and with such explanation as may be necessary. Should the rates named in the tenders be excessive, or should no tenders be received, the Board shall advise the Government as to the best course to be taken to obtain the supplies.

SECRETARY TO THE TENDER BOARD.

7. There shall be an officer of the Public Service appointed as Secretary to the Tender Board, who shall keep the minutes of the proceedings of the Board and perform such duties as he may be from time to time directed to do by order of the Tender Board.

8. The Secretary to the Tender Board shall obtain on or before the 30th November in every year from every Permanent Head of a Department an estimate of the probable requirements of his Department for the year commencing on the 1st July following, which shall specify whether in his opinion the various articles should be obtained by means of annual or special contract, and whether locally or in Melbourne. Such estimate shall contain an accurate description of the various articles, and every care shall be taken by the Department to insure that the expressed quantities shall be as near actual quantities as possible. With the estimate shall be forwarded samples of any new stores not in contract which it is desired to procure as per sample; also new samples if it is desired to change those already in use.

9. On or before the 1st February in every year the Secretary to the Tender Board shall prepare for the Board classified schedules of all supplies likely to be required for the ensuing financial year.

10. 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. Among the conditions of contract the following shall be included, viz. :—

- (a) That the goods shall be delivered as may be directed by the officer ordering the supply.
- (b) That at the time of delivering the supplies, the contractor shall produce the order for the same to the officer authorized to accept delivery, and such officer shall acknowledge thereon the receipt of the stores accepted and shall return the order to the contractor.
- (c) That the acceptance of the supplies shall be subject to the approval of the officer authorized to take delivery of the stores, or such other officer as shall be named in the conditions.
- (d) That if after the delivery of the supplies has been taken, any deficiency or defect is discovered therein, such stores may be returned to the contractor.
- (e) That in case of the rejection or return of any supplies the contractor shall bear the whole cost of replacing the supplies rejected or returned.

11. The Secretary to the Tender Board shall advertise in the *Government Gazette* the particulars of all accepted tenders, and shall be responsible that the particulars gazetted correspond with the tenders.

12. The following documents are to be retained in the office of the Secretary to the Tender Board :—

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

13. The Secretary to the Tender Board shall receive all preliminary deposits and securities in connexion with tenders and contracts, and shall deal with them as the Under-Treasurer shall direct.

14. The transmission of stores or parcels (other than those ordered to be delivered direct by the contractor) to country stations or to foreign ports shall be undertaken by the Secretary to the Tender Board, on receipt of a requisition (Form No. 1) from the Head of the Department or sub-department requiring the service. When transport is required for stores beyond the limit within which the contractor is liable to make delivery, the order for such stores shall be forwarded through the Secretary to the Tender Board.

15. The Secretary to the Tender Board shall, on receipt of a transport requisition, obtain the requisite transport and forward the supplies to their destination, and shall also as soon as possible send a way-bill (Form No. 2) for the same to the officer to whom the stores are to be delivered.

16. All transport for bulky stores, other than transport by railway, shall be performed under a written contract. When the weight of the goods shall be such as to render it advisable, tenders for transport shall be called for by public advertisement, and the tenders received shall be submitted to the Tender Board for consideration. In all other cases the Secretary to the Tender Board shall make contracts or agreements with individual carriers at the most advantageous rates.

17. The Secretary to the Tender Board shall superintend the landing of all stores (except naval and military stores and stores for the Department of Trade and Customs) received on behalf of the Government of Victoria, and shall obtain such transport as may be required for conveying them to their destination.

18. The Secretary to the Tender Board shall whenever required to do so by the Treasurer effect or superintend the sale of any condemned or other stores and shall collect the proceeds of such sale, or shall otherwise arrange for the disposal of such stores.

19. All annual contracts for forage shall be from the 1st March to the end of the following February. All annual contracts for other supplies shall be from the 1st July to the end of June next following. Under special circumstances, contracts may be entered into for the unexpired portion of a year.

20. The Secretary to the Tender Board shall afford every facility and assistance to the Inspector of Officers in Charge of Stores and Material in obtaining any information he may require in the performance of his duties.

21. The Secretary to the Tender Board shall publish in the *Government Gazette* notification of the cancellation of any contract determined before the date expressed in such contract.

22. The Secretary to the Tender Board shall keep the following books, viz. :—

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

MODE OF OBTAINING SUPPLIES.

23. Every Permanent Head shall from time to time submit, for the approval of the Minister, requisitions setting forth the particulars of all supplies required by the several sub-departments or branches of the Department under his charge. (Forms Nos. 3 and 4.)

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

25. Requisitions shall be for such stores only as may be necessary for the proper conduct of the Public Service, and shall, if possible, be for stores of the kind specified in the contract. In all cases the weight, measurement, or quantity, and a correct description of the stores required, shall be given.

26. Permanent Heads of Departments in submitting requisitions for the approval of the Minister shall number them consecutively for every year and shall specify therein the contract price, and set forth the particulars in the same order as they appear in the gazetted schedule of contracts; if the articles applied for are not in contract, a requisition must be prepared (Form No. 4), and (if approved by the Minister) forwarded to the Tender Board, to be further dealt with as hereinbefore directed (Clause 4).

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

28. All orders for paper, parchment, and envelopes issued under the preceding clause shall be made upon the Government Printer.

29. If the articles ordered be not duly received, notice thereof shall be sent to the Permanent Head of the Department concerned, who may direct the issue of a duplicate order, or take such other action as he may consider necessary.

SUPPLIES FOR COUNTRY DISTRICTS.

30. If the supplies be required for country districts, the contractor shall be directed to deliver at the place where the supplies are required or at some office in Melbourne or at some railway station or carrier's office for transmission by the Secretary to the Tender Board.

31. In case of the non-arrival of the goods within a reasonable time after the receipt of the way-bill (see Clause 15), the officer in charge at the station shall communicate at once to the Secretary to the Tender Board the circumstances of the case, in order that such steps as may be necessary may be promptly taken.

32. If at any time the weight or quantity of the supplies received be deficient, or exceed that stated in the way-bill, the officer in charge shall point out the discrepancy to the carrier, and ascertain whether such discrepancy has arisen from carelessness, dishonesty, or other causes while the goods were in transit. Should the supplies be damaged, he shall also ascertain in what manner the damage occurred.

33. In no such case shall the weight or quantity stated in the way-bill be altered ; but the officer shall attach his signature, and shall minute the particulars of the excess, loss, or damage on the face of the bill, and state the approximate value of the excess or loss as the case may be, and such way-bill shall then be returned to the Secretary to the Tender Board.

34. The quantities stated in the way-bill shall in all cases be entered in the books of the officer in charge. The quantities deficient or in excess shall be entered separately.

35. Officers giving receipts for supplies will be held responsible for any discrepancy or loss which may be afterwards discovered.

36. Any officer of the Public Service and any officer of the Police Force may be required to take temporary charge of stores in transit and to forward them to their destination. While such stores are in his custody he must exercise care to protect them from exposure to the weather, from depredations, and from damage or loss of any kind.

FUEL AND WATER FOR COUNTRY DISTRICTS.

37. All annual contracts for the supply of fuel and water to Government offices in country towns shall be from the 1st October to the 30th September. Country towns shall mean all towns where officers of three or more Departments are stationed.

38. These contracts shall be entered into on behalf of the Government by the Tender Board at Melbourne.

39. In places where officers of three or more Departments are not stationed supplies shall be procured in the most economical manner by the respective officers in charge, who shall certify to the accounts and forward them to the Heads of their respective Departments.

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

40. It shall be the duty of the officers named hereunder to take delivery and charge of stores and material for the use of the Departments described in the following list:—

Department.	Designation of Officer.	Stores of which the Officers are to be placed in charge.
Chief Secretary ...	Storekeeper in head office ... " office of Government Statist All Secretaries Hospitals for Insane Storekeeper at every Establishment in Penal and Gaols Branch	All stores required for use in the offices or institutions at which the respective officers are stationed.

OFFICERS AUTHORIZED TO TAKE DELIVERY OF STORES—*continued.*

Department.	Designation of Officer.	Stores of which the Officers are to be placed in charge.
Chief Secretary— <i>continued</i>	Storekeeper at every Reformatory and Probationary School and Receiving Depot Storekeeper at Observatory " Public Library and Museum " Police Depot, St. Kilda-road...	All stores intrusted to him for the service of the Police.
Treasury	Storekeeper in Printing Office	All stores required for use in the Government Printing Office or received there for general distribution.
	" Income Tax Office	All stores required for use in the Income Tax Office.
Treasury, Lands, Agriculture, Public Works, and Mines and Water Supply	Storekeeper in Public Buildings, Treasury Gardens ...	All stores required for use in the Public Buildings, Treasury Gardens, by the several Departments named; and also all stores, except fuel, required for use in the branch offices of the same Departments.
Public Instruction ...	Storekeeper in head office	All stores required for use in State schools and at head office.
Law	Storekeeper in head office	All stores required for use in the Law Department excepting the Offices of the Registrar-General and Commissioner of Titles.
	" Office of Registrar-General and Office of Titles	All stores required for use in the office.
Lands	Officers in charge of State Forest Nurseries Storekeeper at Botanical Gardens	All stores intrusted to them for the service of the Department of Lands
Public Works ...	Officers in charge of dredges and snagging boats ...	All stores intrusted to them for the service of the Public Works Department.
Trade and Customs ...	Storekeeper in head office " Alfred Graving Dock Officer in charge of stores, <i>Lady Loch</i>	All stores intrusted to them for the service of the Department of Trade and Customs.
Post and Telegraph ...	Storekeeper at General Post Office	All stores intrusted to him for the service of the Post and Telegraph Department.
Mines and Water Supply	Superintendent of Diamond Drills Inspectors of Waterworks at Bendigo, Geelong, and Castlemaine	All stores intrusted to him for use in connexion with boring. All stores intrusted to them for the service of the Mines and Water Supply Department.
Defence	Controller of Naval and Military Stores	All stores intrusted to him for the service of the Defence Department.
Public Health	Storekeeper in head office " Quarantine Station " Sanatorium, Cut-Paw-Paw " Calf Lymph Depot	All stores intrusted to them for the Department of Public Health.

41. Every officer authorized to take delivery of stores shall obtain samples of the material contracted for and shall retain such samples, and before taking delivery from any contractor shall compare the stores supplied with the order and with the sample or quality contracted for by the contractor tendering delivery. The production of the order shall be his authority for inspecting and receiving.

42. If, on inspection, he be satisfied, he shall give his receipt upon the order for the stores supplied; if he be not satisfied as to the quantity or quality of the supply he shall refuse delivery of the stores, and shall at once report the circumstances to the Head of his Department and to the Tender Board.

43. If after taking delivery of any stores or material he shall discover any deficiency or defect therein, he may return such deficient or defective stores or material, and report the same to the Head of his Department and to the Tender Board.

44. Every officer authorized to take delivery in Melbourne of stores for country districts shall, after inspection (if satisfactory), see that the necessary requisition for transport is forwarded to the Secretary to the Tender Board.

45. Every officer in charge of stores shall keep the following books, viz. :—

1. Receipt book.
2. Store Ledger.
3. Sub-Ledger, in which to enter material issued for manufacture and stores returned to stock.
4. Record of condemned stores.

CUSTODY OF STORES.

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

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

48. Every officer in charge of stores shall from time to time inspect his stores, and take stock thereof at least once in every year, or whenever called upon to do so by the Commissioners of Audit, or by the Inspector of Officers in Charge of Stores and Material. If any deficiency be discovered, the value of any stores not reasonably accounted for shall be deducted from the salary of such officer.

49. Prior to the removal of an officer in charge of stores from any station, he shall balance his accounts, and shall hand over the stock and the samples to his successor. The officer taking charge shall ascertain that the stock on hand agrees with the accounts.

50. Every officer shall be held responsible for the proper application of all stores intrusted to him for use or consumption, and for the proper care and preservation of all articles in use, and when considered necessary by the Permanent Head of his Department shall keep a book containing a statement or inventory of all articles and also of all live stock in his charge. At least once a year every officer in charge or sub-charge shall forward to the Permanent Head of his Department a return of the stores in use under his supervision, and shall report as to their state and as to any loss of such stores or any damage thereto which in his opinion may have been due to want of care, but the Permanent Head of the Department, under the authority of the

Minister, may in any special case exempt an officer from making such return. Officers shall also comply with any departmental instruction for the time being in force for the checking of stores in their custody.

51. At every stock-taking the officer in charge of stores shall make a return showing what stores (if any) in his custody he considers to be unserviceable, and shall apply to the Permanent Head of his Department for the appointment of a Board of Survey to deal with them.

52. No articles shall be dealt with as unserviceable until they shall have been inspected and condemned by a Board of Survey, appointed under the authority of the Minister.

53. Boards of Survey shall carefully examine the stores condemned, and shall report to the Permanent Head of the Department concerned, for the information of the Minister, if they can be utilized in the manufacturing branch of any Department of the Public Service, and, if not, as to the best method to be adopted for the disposing of them.

DUTIES OF THE INSPECTOR OF OFFICERS IN CHARGE OF STORES AND MATERIAL.

54. The Inspector of Officers in Charge of Stores and Material shall at least once in every year inspect the books and accounts of every officer whose duty it is to receive stores and material, and also all stores and material in stock and under the control of such officer, and shall take stock thereof and shall investigate and examine all contracts, accounts, invoices, requisitions, books, bills of parcels, and vouchers in anywise relating to or concerning the same, and shall ascertain whether the stores and material received by such officer have been duly accounted for, and also whether the stores and material in stock are in quality and description in accordance with the contract for the supply.

55. The Inspector shall forthwith after such investigation and examination in regard to each officer in charge, report the result thereof to the Minister administering the Department.

56. The Inspector shall report to the Minister, through the Permanent Head of the Department concerned, and to the Tender Board if any stores in stock are inferior to sample.

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

MISCELLANEOUS.

58. All contracts entered into by the Secretary to the Tender Board on behalf of the Government shall bind the Departments for whose service they were taken.

59. 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. If by any mischance 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, and within six months from the date of such receipt, to apply to the officer who issued the order for a duplicate of the original order, and upon receiving it to sign and forward it to the contractor; but a short statement shall be written upon the face of such duplicate, showing the circumstances under which it was furnished. As a rule, a contractor should render but one account monthly against each Department, but in cases where the amount is large an interim account may be rendered.

60. 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 of Officers in Charge of Stores and Material.

61. In special cases in which loss or inconvenience would be caused to any Department in procuring supplies, &c., under the general provisions of these regulations, articles of small value, repairs, transport of parcels, and minor services may be obtained or effected and paid for by the head of the branch concerned, who will be held responsible for any improper expenditure. All such transactions shall be registered in a book kept for the purpose, and such book may at any time be examined by the Inspector of Officers in Charge of Stores and Material. The cost of goods or services furnished under this clause upon any one requisition shall not be in excess of Ten pounds.

62. If the Permanent Head of any Department shall consider it advisable, under exceptional circumstances, to obtain supplies from a contractor of a quality inferior to that provided for in the contract, he shall report the circumstances to the Tender Board; and the Board, if it thinks fit, may recommend to the Treasurer the acceptance of the supplies at such reduced prices as may be deemed sufficient, and as may be agreed upon with the contractor. If the Treasurer approve, the Board shall notify the Permanent Head and the contractor accordingly, and the supplies may thereupon be obtained at the approved prices.

(FORM No. 1.)

VICTORIA.

No.

189 .

REQUISITION FOR THE UNDERMENTIONED TRANSPORT FOR THE DEPARTMENT OF

Description and Number of Parcels or Goods for which conveyance is required.	Weight.			To whom Consigned.
	Cwt.	qrs.	lbs.	

To the Secretary to the Tender Board.

(Signature of the Head of the Department.)

(Signature of the Officer requiring the Transport.)

(FORM No. 2.)

WAY-BILL

Department No. Stores and Transport Office,
Contractors Melbourne, 189 .

PLEASE RECEIVE from the Stores and Transport Department, per , in good condition, to be delivered as addressed, free of cost:--

No. of Packages and Description.	Weight.			Address.
	Cwt.	qrs.	lbs.	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> To be returned receipted to the Secretary to the Tender Board. Stores and Transport Office, Melbourne. </div>				

Freight will be paid by the Stores and Transport Department.

Received the above-mentioned Goods in good order and condition.

189 .

Signature.

Please Note :--

1. If the goods described in this Way-Bill be not received within reasonable time, the Consignee after making due local inquiry, should at once communicate the circumstance to the Secretary to the Tender Board, in order that any necessary action may be promptly taken.
2. Should the goods be sent by train or boat, it will be the duty of the Consignee (in the absence of a special contract with the Stores and Transport Department for their transit) to arrange for their delivery from the station or wharf, and to forward the account to the Secretary to the Tender Board for the cartage incurred.
3. Should the goods described in this Way-Bill be received from a contractor to replace a supply previously rejected, the Way-Bill should not be receipted, but the facts should be explained on the face of the Way-Bill for the information of the Secretary to the Tender Board.
4. Where convenient, the weights should be inserted in the column for that purpose, or if already inserted the weights should be checked.

(FORM No. 3.)

REQUISITION FOR ARTICLES INCLUDED IN THE ANNUAL CONTRACTS REQUIRED FOR DEPARTMENT OF

No. 189 .

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

Approval of }
Minister. }

Head of Department.
/ / 189 .

/ / 189

February 3, 1896.

620

(FORM No. 4.)

REQUISITION FOR ARTICLES NOT INCLUDED IN THE ANNUAL CONTRACTS REQUIRED FOR THE DEPARTMENT OF

No. 189

Quantity Required.	Articles (give full description, &c.).	If to Sample or Specification, state so.	State when delivery is required.	State where delivery is to be made.	Probable Cost.			Approval of Minister.
					£	s.	d.	

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

Head of Department,
Date, 189 .

(FORM No. 5.)

VICTORIA.

No.

189 .

REQUISITION

No. 189 .

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.	Estimated Cost.	Approval of the Board of Land and Works.
				No. / / 189 . Noted fol. Vote
		Recommended— / / 189 .	Approved—	Commissioner of Public Works. / / 189 .

To the Hon. the Commissioner
of Public Works.

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

(FORM No. 6.)

VICTORIA.

Requisition Nos.*

ORDER No.

M Please supply the undermentioned Articles in accordance with Contract No. 189 .
Department. for the

Delivery to be made on the at

Quantity.	Schedule Number.	Article.	Rate, as per Contract.			Amount.			Receipt of Officer in Charge of Stores and Material.
			@ per	s.	d.	£	s.	d.	

OFFICER AUTHORIZED TO ORDER.

N.B.—This Order is to be produced at the time of delivery, and after being receipted must be attached to the account rendered for payment.

* To be inserted by Officer ordering supply.

JOHN W. FOSBERY.
A. MORRAH.

Public Service Board,
Melbourne, 31st December, 1895.

Approved by the Governor in Council,
the 28th January, 1896.

THOS. BRISBANE,
Acting Clerk of the Executive Council.

By Authority: ROBT. S. BRAIN, Government Printer, Melbourne.