VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

[*Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.*]

No. 85.] FRIDAY, JULY 2. [1909.

REGULATIONS

UNDER THE

PUBLIC SERVICE ACTS,

AND

APPENDIX.

1ST JULY, 1909.

No. 85.—JULY 2, 1909.—7880.—1.

INDEX TO REGULATIONS UNDER THE PUBLIC SERVICE ACTS.

PUBLIC SERVICE ACTS.—REGULATIONS.

THE Public Service Commissioner, pursuant to the provisions of the Public Service Acts, hereby repeals all Regulations heretofore made under such Acts, and makes the following Regulations, to take effect from the 1st July, 1909 :—

In these Regulations "Commissioner" means the Public Service Commissioner appointed under the provisions of the *Public Service Act* 1901.

These Regulations are divided into the following Chapters, viz. :—

CHAPTER I.

APPOINTMENT OF POLICE MAGISTRATES.

[*Act No.* 1133, *Section* 40.]

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

(*a*) The Commonwealth of Australia Constitution Act, 63 and 64 Victoria, Cap. 12.

The Constitution Act of Victoria, the Constitution Act Amendment Acts, and the *Election Expenses Limitation Act* 1903, No. 1891.

(*b*) The undermentioned Acts and Parts of Acts of the Commonwealth, and any amendments thereof for the time being in force :—

Acts Interpretation Acts 1901 and 1904.
Customs Act 1901, Parts XIII. and XIV.
Evidence Act 1905.
Excise Act 1901, Parts X. and XI.
Extradition Act 1903.
Immigration Restriction Acts 1901 and 1905.
Judiciary Act 1903, Parts X. and XI.
Naturalization Act 1903.
Service and Execution of Process Acts 1901 and 1905.
State Laws and Records Recognition Act 1901.

(*c*) The undermentioned Acts and Parts of Acts of the State of Victoria, and any amendments thereof for the time being in force :—

Acts Interpretation.
Auction Sales.
Book Debts.
Carriers and Innkeepers.
Children's Court.
Coroners.
Crimes.
Dog.
Employers and Employés, and Master and Apprentice.
Evidence.
Extradition Act of Victoria 1877.
Fences.
Gaols.
Gold Buyers.
Health Act 1890, Parts III., IV., IX., XII., XIII.
Imprisonment of Fraudulent Debtors.
Inebriates.

Infant Life Protection.
Indeterminate Sentences.
Insolvency Act 1890, Part VII., and *Insolvency Act* 1897, Part X.
Instruments (including *Bills of Sale Amending Act* 1891).
Justices Acts and Rules (including *Default Summonses Act* 1907).
Lands Compensation.
Landlord and Tenant Act 1890, Part V., *Landlord and Tenant Act* 1895.
Licensing.
Livery and Agistment.
Local Government Act 1903, Parts VII., X., XI., XII., XIII., XVIII., XXXVIII.
Lunacy.
Marine.
Marriage Act 1890, Parts IV., V., and VI., and Amendments of Marriage Acts.
Married Women's Property.
Mines (with Mining Regulations).
Money Lenders.
Neglected Children.
Partnership.
Police Offences Acts, and all Acts to be read or construed with same or amending same—including *Unlawful Assemblies and Procession Act* 1890, *Street Betting Suppression Act* 1896, and *Sports Betting Suppression Act* 1901, *Lotteries Betting and Gaming Act* 1906, *Public Meetings Act* 1906.
Pure Food.
Registration of Firms.
Sale of Goods.
Secret Commissions Prohibition.
Servants' Registry Offices.
Stamps.
Wrongs.

(*d*) The undermentioned Acts of the Imperial Parliament :—
Criminal Law (Admiralty Offences), 12 and 13 Victoria, Cap. 96; and 23 and 24 Victoria, Cap. 122.
The Extradition Acts 1870 to 1895, namely, 33 and 34 Victoria, Cap. 52; 36 and 37 Victoria, Cap. 60; and 58 and 59 Victoria, Cap. 33.
Fugitive Offenders Act 1881, 44 and 45 Victoria, Cap. 69.
Territorial Waters Jurisdiction Act 1878, 41 and 42 Victoria, Cap. 73.
Sunday Observance Act 1625, 1 Charles I., Cap. 1, and the other three Sunday Acts in Vol. 7, Victorian Statutes, 1890.
Merchant Shipping Act 1894, 57 and 58 Victoria, Cap. 60, Parts I., II., III., IV., V., VI., XIII., XIV., as amended by *Merchant Shipping Act* 1906, 6 Ed. 7, Cap. 8.

(*e*) Also the following Text-books—

Contracts—Anson.
Broom's Maxims.
Criminal Law—Stephen's Digest.
Evidence—Broom's Maxims, Phipson, Taylor.
Gold Mining—Armstrong.
Interpretation of Written Instruments—Broom's Maxims, Craies Statute Law.
Justices—Irvine.
Local Government—Collins and Meaden, Parts 7, 10, 11, 12, 13, 18, and 38.

2. The full number of marks for examinations in Statute Law shall be 1,500, and in Text-books 500.

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

4. Officers desirous of being examined under the provisions of the aforesaid section shall forward a request in writing to that effect to the Commissioner, who will from time to time arrange for an examination to be held. No officer of any grade or standing lower than the fourth class shall be a candidate.

5. For the purpose of such examinations examiners will be appointed as provided in section 55 of the *Public Service Act* 1890.

6. The examiners shall as soon as practicable after any examination forward to the Commissioner a return signed by each examiner showing the names of the candidates who have passed, the marks obtained by every candidate in each subject and the total of his marks.

CHAPTER II.

CLASSIFICATION OF PROFESSIONAL DIVISION.

[*Act No.* 1133, *Section* 59 (1), *and Act No.* 1721, *Section* 13.]

1. When it is necessary to fill an office in the Professional Division it shall, unles 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 Commissioner, possesses the particular qualifications required for the vacant office, and is next entitled by merit, good and diligent conduct, length of service, relative seniority, and the nature of the work performed by him.

2. In the case of appointments, transfers, or promotions made on or after the 27th December, 1900, to any such office, the scale or amount of salary assigned to the several offices mentioned in the Schedule hereto shall be that respectively entered opposite the name of the office in such Schedule in the "Yearly Rate of Pay (1)." The rates of pay specified in the "Yearly Rate of Pay (2)," shall apply to officers appointed as described in the heading or the footnotes.

3. When a minimum rate and a maximum rate of salary are 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 approved by the Governor in Council on the recommendation of the Commissioner, provided that an officer on his first appointment to the service shall be paid the minimum rate of his office. In cases where no minimum salary is entered opposite the name of his office in the said Schedule, every officer shall be entitled to receive pay at the rate specified, without addition thereto.

4. Any officer transferred or promoted to any office in the Professional Division shall thereupon be the junior officer in such 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 provided that it be not greater than the maximum rate for such office.

5. Increments may be granted to officers appointed to the offices mentioned in the Schedule hereto in accordance with the scale shown hereunder, viz.:—

Three increments each equal to one-third of the difference between the minimum and maximum salary of the office to be payable as follows:—

Where the difference exceeds £45—

1st increment, after an interval of one year from appointment, or, in the case of an officer transferred, from the date upon which he commences duty in his new office;

2nd increment, after a further interval of two years;

3rd increment, after a further interval of three years.

Where the difference does not exceed £45—

1st and 2nd increments as above;

3rd increment after a further interval of two years.

6. In cases where officers are in receipt of salaries between the minimum and maximum assigned to their several offices, increments may be granted on the scale shown hereunder, viz.:—

Three increments, each equal to one-third of the difference between the salary of the officer at the date of his transfer or promotion and the maximum of his office, to be payable as under the preceding clause.

Provided that where the difference between the salary of an officer and the maximum of his office does not exceed the sum of £10, one increment of the amount of such difference or increments of any less amount may be granted after an interval or intervals of one year.

7. Every increment shall be discretionary, and no increment shall be payable except on the certificate of the Permanent Head of the Department that such increment has been earned by good conduct and efficient service, and the recommendation (after independent inquiry) of the Commissioner.

8. The following are the Classes of the Professional Division, which apply to officers appointed, transferred, or promoted on or after the 27th December, 1900—

		SALARY.				SALARY.	
		Minimum.	Maximum.			Minimum.	Maximum.
Class A	...	£625	£1,000	Class F^2	...	£280	£335
Class A^1	...	£600	£700	Class F	...	£255	£300
Class B	...	£537	£600	Class F^1	...	£240	£270
Class B^1	...	£500	£600	Class G	...	£204	£240
Class C	...	£450	£504	Class H^1	...	£180	£200
Class D	...	£378	£432	Class H	...	£156	£192
Class E^1	...	£300	£400	Class I	...	£100	£150
Class E	...	£315	£360	Class J	...	£60	£80

SCHEDULE.

Department and Office.	Class.	Yearly Rate of Pay. (1.) Minimum.	Yearly Rate of Pay. (1.) Maximum.	These rates and classes apply only to Officers who, on the 26th December, 1900, occupied the offices for which salaries are hereunder provided, and who were appointed to such offices prior to the 22nd October, 1894, except where otherwise shown. Class.	Yearly Rate of Pay. (2.) Minimum.	Yearly Rate of Pay. (2.) Maximum.
		£	£		£	£
Department of Chief Secretary.						
Explosives—						
Chief Inspector	A	625	750	Scientific and Literary ...	...	800
Chemical Assistant	F	255	300	... ...	...	...
Factories—						
Chief Inspector of Factories, Workrooms, and Shops	A	700	800	... ...	...	...
Government Medical Officer	A	...	850	... ...	...	...
Government Statist.	B	537	600	... ...	...	...
Editor of the *Victorian Year-Book* ..	B	537	600	... ...	...	..
Assistant Actuary, Friendly Societies ...	E	315	360	... ...	...	...
Marine Board—						
Engineer Surveyor, Senior, and Examiner of Engineers	C	450	504	... .	...	...
Engineer Surveyor	F	255	300	... ...	...	...
Inspector	D	378	432	... ...	...	...
Shipwright Surveyor	F	255	300	... ...	...	...
Mercantile Marine—						
Superintendent	F	255	300	... ...	...	...
Observatory—						
Government Astronomer	A	...	700	... ...	...	...
Assistant, Chief	E	315	360	... ...	...	...
Observer and Computer	F	...	300	... ...	...	...
Meteorological and Photographic Assistant	G	204	240	... ...	...	...
Assistant, Junior	I	100	150	... ...	...	...
Assistant, Junior	J	...	80	... ...	...	...
Assistant Astronomical Computer (Female)	J	60	80	... ...	...	...
Penal and Gaols—						
Inspector-General of Penal Establishments	A	...	800	... ...	...	...
Governor, Pentridge	C	450	504 (*a*)	... ...	...	...
Public Library—						
Chief Librarian and Secretary	A	...	625 (*a*)	... ...	...	...
Sub-Librarian...	C	450	504	... ...	...	...
Assistant, Senior	E	315	360	... ...	...	...
Assistant	F	255	300	... ...	...	...
Assistant	G	204	240	... ...	...	...
Assistant	H	156	192	... ...	...	...
Assistant	I	100	150	... ...	...	...
Curator of the Industrial and Technological Museum; of the Geological and Mineralogical Collection; and of the National Museum	F	...	300	... .	...	...
Curator of the Zoological Collection ...	F	...	300	... .	...	...
Palæontologist	F	...	300	... ...	...	...
Department of Treasurer.						
Government Printer	A	...	800	... ...	...	...
Department of Public Instruction.						
Director of Education	A	850	1,000	... ...	...	...
Inspector—						
Chief	A	625	700	... ...	...	...
Assistant Chief	B	537	600	... ...	...	...
Senior	B	...	537	Educational	610	650
Grade I.	C	...	468			
Grade II.	D	378	432	Educational	320	500

(*a*) With quarters when required to reside on the premises.

Department and Office.	Class.	Yearly Rate of Pay. (1.) Minimum.	Yearly Rate of Pay. (1.) Maximum.	These rates and classes apply only to Officers who, on the 26th December, 1900, occupied the offices for which salaries are hereunder provided, and who were appointed to such offices prior to the 22nd October, 1894, except where otherwise shown. Class.	Yearly Rate of Pay. (2.) Minimum.	Yearly Rate of Pay. (2.) Maximum.
		£	£		£	£
DEPARTMENT OF PUBLIC INSTRUCTION—*continued.*						
Training College—						
Principal	B	...	537 (a)	... ...	...	...
First Lecturer...	E	315	360 (a)	... ...	...	...
Second Lecturer	F[2]	280	335	... ...	...	...
Second Lecturer and Master of Method ...	F[2]	280	335	... ...	...	...
Mistress of Infant School Method ...	G	...	240	... ...	...	...
Mistress of Infant School Method, Assistant	H	182	192	... ...	...	...
Inspector of Drawing	...	...	...	Educational	400	500 (b)
Inspector of Manual Training and Drawing ...	C	...	468	... ...	...	...
Inspector of Registered Teachers and Schools	C	...	468	... ...	...	...
Continuation School, Melbourne—						
Principal	C	450	504	... ...	...	...
Master, Senior	F[1]	240	270	... ...	...	...
Master, Second	G	210	230	... ...	...	...
Master, Third...	H[1]	180	200	... ...	...	...
Master, Fourth	H	156	170	... ...	...	...
Mistress, Head	F	255	300	... ...	...	...
Mistress, Senior	G	204	240	... ...	...	...
Mistress, Second	H[1]	182	200	... ...	...	...
Mistress, Third	I	136	150	... ...	...	...
Mistress, Fourth	I	120	130	... ...	...	...
Supervisor of Cookery	H[1]	182	200	... ...	...	...
Continuation Schools, other than Melbourne—						
Master, Head	E[1]	345	375	... ...	...	...
Master, Senior	F[1]	240	270	... ...	...	...
Master, Second	H[1]	180	200	... ...	...	...
Master, Third	H	156	170	... ...	...	...
Mistress, Senior	G	204	240	... ...	...	...
Mistress, Second	I	136	150	... ...	...	...
Mistress, Third	I	120	130	... ...	...	...
Agricultural High Schools—						
Master, Head (to act also as Head Master of local State School)...	D	378	415	... ...	...	...
Master, Senior (c)	F[1]	240	270	... ...	...	...
Master, Senior (d)	G	210	230	... ...	...	...
Master, Second	H[1]	180	200	... ...	...	...
Master, Third...	H	156	170	... ...	...	...
Mistress, Senior	H	158	176	... ...	...	...
Mistress, Second	I	120	130	... ...	...	...
Superintendent, College of Domestic Economy	G	...	204 (a)	... ...	...	...
DEPARTMENT OF LAW.						
Coroner, Melbourne and Bourke, and Police Magistrate	A	...	750	... ...	...	...
Crown Solicitor	A	...	1,000	... ...	...	...
Chief Clerk	C	450	504	... ...	...	...
Master-in-Equity—						
Chief Clerk and Officer for assessing Duty under Act No. 1060	A	...	800	... ...	...	...
Registrar of Probates and Administrations	A	...	625	... ...	...	...

(a) With quarters.—(b) These rates apply only to officers appointed between the 22nd October, 1894, and the 27th December 1900.—(c) In schools with an average attendance of not less than eighty (80) pupils.—(d) In schools with an average attendance of less than eighty (80) pupils.

Department and Office.	Class.	Yearly Rate of Pay. (1.) Minimum.	Yearly Rate of Pay. (1.) Maximum.	These rates and classes apply only to Officers who, on the 26th December, 1900, occupied the offices for which salaries are hereunder provided, and who were appointed to such offices prior to the 22nd October, 1894, except where otherwise shown. Class.	Yearly Rate of Pay. (2.) Minimum.	Yearly Rate of Pay. (2.) Maximum.
		£	£		£	£
DEPARTMENT OF LAW—*continued.*						
Parliamentary Draftsman	A	...	1,000	Legal	1,000	1,300
Police Magistrate, Melbourne	A	...	750	... ...	...	...
Police Magistrate, to act in more important districts	A	...	650	... ...	...	...
Police Magistrate	B	...	600	Legal (Grade II.) ...	500	650
Titles Office—						
Examiner of Titles	A	...	700	... ...	...	...
Examiner of Titles	A	..	625(*a*)	... ...	...	...
Surveyor and Chief Draughtsman ...	A	...	650	... ...	...	...
Superintending Draughtsman	D	378	432	... ...	...	...
Draughtsman, Grade I....	F	255	300	... ...	...	...
Draughtsman, Grade II.	G	204	240	... ...	...	...
Draughtsman, Grade III.	H	156	192	... ...	...	...
DEPARTMENT OF LANDS AND SURVEY.						
Curator, Botanic Gardens	C	450	504(*b*)	Scientific and Literary ...	510	650 (*c*)
Surveyor-General	A	700	800	... ...	...	...
Surveyor-General, Assistant	B[1]	500	600	... ...	...	...
Surveyor, District	D	378	432	... ...	...	...
Surveyor, Assistant	F	255	300	... ...	..	...
Draughtsman, Chief	C	450	504	... ...	...	...
Draughtsman in Charge	D	378	432	... ...	...	...
Draughtsman, Superintending	E	315	360	... ...	...	...
Draughtsman, Superintending Lithographic	F	255	300	... ...	...	...
Draughtsman, Grade I.	F	255	300	... ...	...	...
Draughtsman, Grade II.	G	204	240	.. ..	...	...
Draughtsman, Grade III.	H	156	192	... ...	...	...
Draughtsman, Grade IV.	I	100	150	... ...	...	...
Draughtsman, Trainee	J	60	80	... ...	...	...
DEPARTMENT OF PUBLIC WORKS.						
Inspector-General	A	...	850	Architectural & Engineering	...	1,000
Architect, Grade I.	...	...	...	" "	510	600
Architect...	C	450	504	... ...	...	...
Architect, Assistant	F	255	300	Architectural & Engineering	240	360
Draughtsman	G	204	240	... ...	...	...
Electrical—						
Electric Inspector and Electrician ...	C	450	504	... ...	...	...
Technical Assistant	G	204	240	... ...	...	...
Engineer, Roads, Bridges, and Harbor Works	C	450	504	Architectural & Engineering	405	600
Engineer, Roads, Bridges, and Harbor Works, Assistant	E	315	360	... ...	...	...
Engineer, Roads, Bridges, and Harbor Works, Assistant	F	255	300	Architectural & Engineering	240	360
Engineer, Dredging	D	378	432	... ...	...	...
Government Valuer of Land and Buildings ...	C	450	504	... ...	...	...
Mechanical Engineer	G	204	240	... ...	...	...
Ports and Harbors—						
Engineer	A	...	650	... ...	...	...
Marine Surveyor	E	315	360	... ...	...	...
Draughtsman, Engineering	H	156	192	.. ..	...	...
Pilot and Harbor-Master, Lakes Entrance	H	156	192 (*b*)	.. ..	...	.
Pilot and Harbor-Master	...	...	...	General (Professional) ...	156	300

(*a*) This rate applies to officers appointed after 1 March 1903.—(*b*) With quarters when required to reside on the premises.—(*c*) Less usual deductions.

Department and Office.	Class.	Yearly Rate of Pay. (1.) Minimum.	Yearly Rate of Pay. (1.) Maximum.	These rates and classes apply only to Officers who, on the 26th December, 1900, occupied the offices for which salaries are hereunder provided, and who were appointed to such offices prior to the 22nd October, 1894, except where otherwise shown. Class.	Yearly Rate of Pay. (2.) Minimum.	Yearly Rate of Pay. (2.) Maximum.
		£	£		£	£
DEPARTMENT OF MINES AND WATER SUPPLY.						
Assistant to the Metallurgist	G	204	240	... ...	...	...
Chief Draughtsman and Chief Mining Surveyor	C	450	504	... ...	...	...
Draughtsman, Superintending	E	315	360	... ...	...	...
Draughtsman, Grade I.	F	255	300	... ...	...	...
Draughtsman, Grade II.	G	204	240	... ...	..	...
Draughtsman, Grade III.	H	156	192	... ...	...	...
Geological—						
Director of Geological Survey	A[1]	600	700	... ...	...	..
Engineer-in-Charge of Boring	E[1]	300	400	... ...	...	...
Senior Field Geologist	E[1]	300	400	... ...	...	...
Draughtsman	D	378	432	... ...	...	...
Draughtsman, Lithographic	G	204	240	... ...	...	...
Inspector, Chief Mining	B[1]	500	600	... ...	...	...
Inspector of Mines and Machinery	...	...	...	Architectural & Engineering	260	350
Victorian Water Supply—						
Chief Engineer	A	...	850	... ...	...	...
Deputy Chief Engineer	B	...	600	... ...	...	...
Engineer	D	378	432	... ...	...	...
DEPARTMENT OF PUBLIC HEALTH.						
Assistant Medical Inspector	B	537	600	... ...	...	...
Second Assistant Medical Inspector	D	378	432	... ...	...	...
Inspector and Engineer	C	...	450	... ...	...	...
Inspector and Engineer, Assistant	E	315	360	... ...	...	...
Veterinary Inspector	D	378	432	... ...	...	...
DEPARTMENT OF AGRICULTURE.						
Analyst, Supervising	E	315	360	... ...	...	...
Analyst	G	204	240	... ...	...	...
Analyst, Junior	H	156	192	... ...	...	...
Chemist, Government Analytical	A	...	700	... ...	...	...
Chemist	B	537	600	... ...	...	...
Chief Inspector of Stock	D	378	432	... ...	...	...
Chief Inspector of Vegetation Diseases ...	F	255	300	... ...	...	...
Chief Veterinary Inspector	A	650	700	... ...	...	...
Engineer for Agriculture	C	450	504	... ...	...	...
Entomologist	E	315	360	... ...	...	...
Entomologist, Assistant	G	204	240	... ...	...	...
Government Botanist and Curator of National Herbarium	E	315	360	... ...	...	...
Herbarium Assistant	H	156	192	... ...	...	...
Herbarium Assistant	I	100	150	... ...	...	...
Inspector of Food for Export	E	315	360	... ...	...	...
Inspector, *Vegetation Diseases Act*	...	...	...	General (Professional) ...	150	210 (*a*)
Principal Viticultural Station and School ...	F	255	300	... ...	...	...
Senior Inspector of Fruit, &c., for Import and Export	F	...	300	... ...	...	...
DEPARTMENT OF STATE FORESTS.						
Conservator	A	700	800	... ...	...	...
Draughtsman, Grade II.	G	204	240	... ...	...	...
Inspector, Assistant	...	...	...	General	220	290

(*a*) These rates apply only to officers appointed between the 22nd October, 1894, and the 18th July, 1901.

CHAPTER III.

APPOINTMENT OR TRANSFER TO THE CLERICAL DIVISION.

[*Act No.* 1133, *Section* 59 (II.) *and* (III.)]

STANDARD OF EXAMINATION.

1. Candidates for appointment or transfer to the Clerical Division will be examined in the following subjects:—

	Full Mark
1. Handwriting: to be valued for clearness, regularity, simplicity, moderate size, and rapidity; and to be judged by the writing shown in the dictation paper	250
2. Spelling; to be tested by writing from dictation	250
3. English: essay writing, *précis* writing, correction of grammatical errors, analysis, syntheses, parsing, derivation	500
4. Arithmetic: full course, such as is usually contained in a standard treatise; and the elements of mensuration ...	400
5. Geography: outlines of physical and political geography, and the geography of Australasia (particularly Victoria) in moderate detail	200
6. English History and Civics— History from the middle of the eighteenth century to the present time, especially with reference to Australia and other British dependencies. Civics: such a knowledge of the subject as may be gained from any standard elementary treatise ...	250
Total	1,850

2. In order to pass the examination a candidate must obtain at least three-fourths of the full marks in handwriting and in spelling, and at least two-thirds of the full marks in English and in arithmetic; and at least one-half of the full marks in geography and in English history and Civics.

3. Candidates for appointment or transfer to either of the under-named offices must, prior to registration for examination, comply with one of the following conditions (as the case may be) to the satisfaction of the Commissioner, namely:—

(*a*) *Assistant in Public Library.*—The production of evidence of having passed the Junior Public (or Senior Public) Examination of the University of Melbourne (or some examination which the Commissioner may judge equivalent) in Greek, in Latin, and in either French or German:

(*b*) *Clerk and Draughtsman, Department of Lands and Survey.*—The production of a certificate of qualification from the Secretary for Lands, the Surveyor-General, or the Chief Draughtsman of the Department of Lands and Survey.

REGISTRATION AND EXAMINATION OF CANDIDATES.

4. The Commissioner shall give, in the *Government Gazette*, six weeks' clear notice of the date of every examination.

5. Every candidate for appointment to the Clerical Division must, prior to the date of examination, be between the ages of sixteen and thirty years, and must forward to the Commissioner an application, in his own handwriting, on the proper form, stating his full name and address, and the date and place of his birth, together with a certificate satisfactory to the Commissioner of his good moral character and industrious habits.

6. Officers of the General Division who are candidates for examination must furnish a certificate by the Permanent Head of their Department of good conduct and health.

7. The names of the candidates who, in the opinion of the Commissioner, have complied with the requirements of the regulations shall be entered in the "Register of Candidates."

8. All applications must be lodged with the Commissioner at least twenty-one clear days before the date fixed for an examination.

9. The Commissioner shall publish in the *Government Gazette*, at least sixteen days before the date of an examination, the list of candidates registered and a statement of the places where the examination will be held.

10. Every candidate named in the list must, within seven days from the publication thereof, forward to the Commissioner a postal note (across which two parallel lines should be drawn) payable to the Secretary to the Commissioner, for Ten shillings, being fee for the examination, and must state 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.

11. The Commissioner may appoint officers in charge, for the purpose of presiding at examinations, and may award them and the examiners appointed by the Governor in Council such remuneration as appears to be reasonable.

12. Candidates shall observe any printed directions or any oral directions of the officer in charge of the examination.

13. Examiners and officers in charge will observe any general directions which may be issued by the Commissioner for the preparation, transmission, and marking of examination papers.

14. After an examination has been held, the examiners shall, as soon as practicable, forward to the Commissioner a return, signed by every examiner, of all persons who have passed the examination, showing also the marks obtained by every candidate in each subject, and the total of his marks.

15. 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.

REGISTRATION OF QUALIFIED CANDIDATES.

16. Candidates who have passed the examination, and are included in the number to be selected for appointment, shall furnish the Commissioner, within seven days after being required so to do, a properly certified extract from some official register of births or other evidence of age, satisfactory to the Commissioner and also a certificate of sound bodily health and freedom from physical defects from some medical practitioner registered in Victoria; or, at the option of candidates, such certificates may be forwarded prior to the examination. Provided that in the case of candidates who, pursuant to the provisions of any Act of the Parliament of Victoria, have served in South Africa or in China it shall be sufficient if the said medical certificate sets forth that they are of sound bodily health, and do not suffer from any physical defect which would incapacitate them from the proper performance of the duties of the position for which they are registered. Failure to comply with the provisions of this clause will preclude the registration of a candidate.

17. The Commissioner shall cause to be entered in the "Register of Qualified Candidates," in the order of their merit up to but not beyond the published number to be selected for appointment, the names of all candidates who have passed the examination, including those of officers who have served for less than two years* in the General Division, and are between the ages specified in clause 5, and of officers who have served two years in that Division, provided that all such candidates not in the General Division have forwarded evidence as prescribed as to age, health, and freedom from physical defects. 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 (1) Arithmetic, (2) Handwriting, (3) Spelling, and, if these numbers be also the same, then by lot.

18. The name of a candidate shall be removed from the Register—

(*a*) on his nomination for appointment by the Commissioner; or

(*b*) on his attaining the age of thirty-one years, unless he is an officer in the General Division and has served two years in such Division.

CHAPTER IV.

PROMOTION IN THE CLERICAL DIVISION FROM CLASS TO CLASS.

[*Act No.* 1133, *Section* 59 (IV.), *and Act No.* 1324, *Sections* 12 *and* 13.]

1. In determining the grounds upon which the Commissioner will certify to the promotion of an officer to a superior class, the Commissioner will, in accordance with the provisions of Sections 12 and 13 of the *Public Service Act* 1893, have regard to the merit, good and diligent conduct, length of service, and relative seniority of such officer, and the nature of the work performed by him.

* The provisions of section 52 of Act No. 1133 do not apply to this class of officer.

In judging of the merit of an officer the Commissioner will give consideration to—

(*a*) The ability and efficiency shown by the officer in carrying out his duties and those of any superior office in which he may have temporarily acted ;

(*b*) Tact and judgment in his dealings with subordinates and the public ;

(*c*) The possession of certificates or diplomas evidencing special knowledge of subjects connected with the work of the Department or general literary or scientific attainments ;

(*d*) The performance of valuable services of a special nature.

In respect of length of service and seniority the Commissioner will have regard to the records in his office.

In respect of the nature of the work performed by the officer the Commissioner will give consideration as to whether such work is work involving a knowledge of legislation, procedure, &c., required in the superior class, and whether it is work requiring intelligence, tact, or other qualifications required in the superior class.

2. The Commissioner will not (except on allowance of an appeal made as herein provided) certify to the promotion of any officer unless the Permanent Head of his Department, in accordance with Section 12 of Act No. 1324 recommends him, and in accordance with sub-section (IV.) of Section 59 of Act No. 1133, states 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 Permanent Head shall notify every officer who applies for promotion, and whose promotion he refuses to recommend, of such refusal, and any such officer may within fourteen days thereafter appeal to the Commissioner against such refusal.

3. The Commissioner will not certify to the promotion of any officer of the Fifth Class or to the transfer of any officer of the Fourth Class to any of the undermentioned offices in the Fourth Class unless he shall have produced evidence satisfactory to the Commissioner 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,
Betting,
Children's Court,
Coal and Firewood,
Commonwealth of Australia Constitution,

Coroners,
County Courts,
Crimes,
Employers and Employés,
Evidence,
Factories and Shops,
Fugitive Offenders,
Gold Buyers,
Imprisonment of Fraudulent Debtors,
Indeterminate Sentences,
Insolvency,
Instruments and Securities.
Justices of the Peace (including the *Default Summonses Act* 1907),
Juvenile Smoking Prevention,
Licensing,
Marriage,
Married Women's Property,
Mines (including Regulations relating to Mining Leases so far as such Regulations affect Warden's Clerks),
Neglected Children,
Opium Smoking Prohibition,
Police Offences (including Lotteries and Gaming Acts),
Public Meetings,
Public Moneys,
Sales of Goods,
Stamps.

Also the following Text-books:—

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

(*b*) *Clerk and Draughtsman, Department of Lands*—

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.

4. Any transfer of an officer from one Department to another for the purpose of promotion may be temporary, and the officer so transferred shall not receive promotion to the superior class unless he satisfies the Commissioner of his ability to perform the work. If it shall appear to the Commissioner 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 GENERAL DIVISION.

[*Act No.* 1133, *Section* 59 (v.), (vi.), *and* (vii).]

REGISTRATION AND EXAMINATION OF APPLICANTS.

1. Every person applying to be recorded for appointment to the General Division of the Public Service must, at the date of an examination, be between the ages of sixteen and forty-one (or in cases of special duties forty-six) years, and must forward to the Commissioner an application in his own handwriting, stating his full name and address, the date and the place of his birth, and the particular appointment or the class of appointment which he desires to obtain, and furnish a certificate of his good moral character and industrious habits. (See also Clause 14.) Provided always that persons applying to be recorded for appointment to the undermentioned offices must, at the date of an examination, be between the ages specified opposite the description of the office, and must not at the time of appointment be over the maximum age set down:—

Department.	Office.	Age.	
		Minimum.	Maximum.
General	Lift Attendant*	18 years ...	20 years
	Messenger—Junior ...	16 years ...	20 years
Chief Secretary—			
Neglected Children, Probationary and Reformatory Schools	Attendant—Female * ...	25 years ...	41 years
Penal and Gaols	Warder—Male	25 years ...	35 years
	Do. Female* ...	25 years ...	35 years
Law	Embosser(Boy),Stamps Office*	16 years ...	20 years
Lands and Survey	Labourer (Boy), Botanic Gardens*	16 years ...	20 years
Public Works	Inspector of Works* ...	... ...	45 years
Ports and Harbors	Boy, Government steamer *Lady Loch**	16 years ...	17 years
Agriculture	Inspector of Stock ...	... ...	45 years
State Forests	Forester	... ...	45 years

* These positions are exempt from Examination; but it should be understood that persons appointed to them may be required to pass the prescribed Examination before they are transferred or promoted to other positions.

2. Every applicant for a position which has been exempted from examination must satisfy the Commissioner, by the production of certificates, that he is of good moral character and industrious habits, and must forward to the Commissioner when called upon a properly certified extract from some official register of births, showing the

date and the place of his birth, or such other evidence thereof as the Commissioner may consider to be satisfactory, and satisfactory evidence that he is of sound bodily health, and is free from physical defects, and possesses the necessary physical strength for the performance of the duties of the office which he seeks. Provided that in the case of candidates who, pursuant to the provisions of any Act of the Parliament of Victoria, have served in South Africa or in China it shall be sufficient if the said medical certificate sets forth that they are of sound bodily health, and do not suffer from any physical defect which would incapacitate them from the proper performance, of the duties of the position for which they desire to be registered.

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 Commissioner, 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 Commissioner, shall have complied with the requirements of the above regulations shall be entered in the "Register of Applicants," together with the date of such compliance.

5. Competitive examinations will be held at such times and places as the Commissioner 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 hereunder, and all applicants to whom the examiners award one-half of the maximum number of marks therein in each subject set forth and who furnish the Commissioner, when requested so to do, with satisfactory evidence of their age, health, and fitness, shall be declared qualified for appointment.

	Marks.
1. Spelling	120
2. Handwriting	160
3. Composition and Grammar	100
4. Arithmetic	150
Up to the standard attained by a pupil who has passed through all the classes of a primary school.	
5. British History—	70
The outlines of British History from the earliest times to the present day, as in *Simple Studies in English History for Young Australians*, by W. Gillies (Whitcomb and Tombs).	
The Outlines of Australasian Maritime Discovery as treated in Long's *Stories of Australian Exploration*, pp. 1 to 92.	
Total	600

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

8. The Commissioner shall publish in the *Government Gazette* at least sixteen 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 seven days of the publication thereof, forward to the Commissioner a postal note (across which two parallel lines should be drawn) payable to the Secretary to the Commissioner, 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.

9. 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. Provided that officers of the General Division employed in positions exempt from examination may at any age present themselves for examination to qualify for promotion.

10. The Commissioner may appoint officers in charge, for the purpose of presiding at examinations, and may award them such remuneration as appears to be reasonable.

11. 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.

12. Persons applying to be registered for appointment as Inspector of Works must obtain one-half of the maximum number of marks in each of the following subjects :—

	Full Mark Value.
(*a*) Knowledge of materials commonly used in engineering and architectural works	200
(*b*) Supplying particulars, to be illustrated when necessary by diagrams, for repairs to buildings and works, 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

REGISTRATION OF PERSONS QUALIFIED FOR APPOINTMENT.

13. After an examination has been held, the examiners shall, as soon as practicable, forward to the Commissioner a return of the marks obtained by every candidate in each subject and the total of his marks, and the return shall be signed by every one of the examiners.

14. Qualified candidates shall, subsequently to the examination, furnish to the Commissioner, within seven days after being notified to that effect, a properly certified extract from some official register of births or other satisfactory evidence of age, and also a certificate of sound bodily health and freedom from physical defects from some medical practitioner registered in Victoria, otherwise their names will not be placed upon the register, or, at the option of candidates, such certificates may be forwarded prior to the examination. Provided that in the case of candidates who, pursuant to the provisions of any Act of the Parliament of Victoria, have served in South Africa or in China it shall be sufficient if the said medical certificate sets forth that they are of sound bodily health, and do not suffer from any physical defect which would incapacitate them from the proper performance of the duties of the position for which they are registered.

15. The names of all persons included in the return of the examiners as qualified for appointment, 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 "Register of Persons Qualified for Appointment," in the order of merit as determined by the marks gained, provided that the name of any person who obtained less than one-half of the maximum number of marks for each subject specified in Clause 6, or the name of any person who has not furnished the Commissioner with satisfactory evidence of his age, health, and fitness, shall not be registered. 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 (1) Arithmetic, and (2) Handwriting; and if these numbers be also the same, then by lot. Provided 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 after the maximum ages mentioned in clause 1 in respect of the positions referred to therein, or for a longer period than two years, except as prescribed or after he has been nominated. The names of candidates for appointments to positions exempt from examination shall be registered upon the date the Commissioner is satisfied the applicant is qualified to be so registered. In the case of more than one applicant being registered on one day, the Commissioner shall determine the relative order of their registration.

APPOINTMENTS.

16. 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.

17. If any person decline or neglect 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 seven days to any communication from the Commissioner respecting his nomination to the Public Service addressed to him at his last place of residence known to the Commissioner.

CHAPTER VI.

CLASSIFICATION OF GENERAL DIVISION.

[*Act No.* 1133, *Section* 59 (*viii.*) *and Act No.* 1721, *Section* 13.]

1. In the case of appointments, transfers, or promotions to any office in the General Division, the scale or amount of salary assigned to the several offices mentioned in the schedule hereto shall be that respectively entered opposite the name of the office in such schedule in the "Yearly Rate of Pay (1)," provided, however, that the rates of pay specified in the "Yearly Rate of Pay (2)" shall apply to officers appointed as described in the heading or the footnotes.

2. In cases where no minimum salary 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. In cases where there is a minimum rate and a maximum rate every officer shall be entitled to receive salary at a rate, within the minimum and maximum limits, to be approved by the Governor in Council on the recommendation of the Commissioner provided that an officer on his first appointment to the service shall be paid at the minimum rate of his office.

4. Any officer transferred or promoted to any office or grade in the General Division shall thereupon be junior to any officer already in such office or grade, but notwithstanding anything in the Schedule hereto he shall be paid an amount not less than that which he was receiving immediately before such transfer or promotion provided it be not greater than the maximum rate for such office or grade.

5. Increments may be granted to officers appointed to the offices mentioned in the following Schedule, except where otherwise stated therein, on the scale shown hereunder, viz.:—

Three increments, each equal to one-third of the difference between the minimum and maximum, to be payable as follows:—

Where the difference exceeds £45—

1st increment, after an interval of one year from appointment; or, in the case of an officer transferred, after an interval of one year from the date upon which he commences duty in his new office.
2nd increment, after a further interval of two years.
3rd increment, after a further interval of three years.

Where the difference does not exceed £45—

1st and 2nd increments as above.
3rd increment, after a further interval of two years.

6. In cases where officers are in receipt of salaries between the minimum and maximum assigned to their several offices, increments may be granted on the scale shown hereunder, viz.:—

Three increments, each equal to one-third of the difference between the salary of the officer at the date of his transfer or promotion and the maximum of his office, to be payable as under the preceding clause.

Provided that where the difference between the salary of an officer and the maximum of his office does not exceed the sum of £10, one increment of the amount of such difference or increments of any less amount may be granted after an interval or intervals of one year.

7. Where an officer has previously to his transfer been paid the same salary as in his new office, time served in such former office may be counted in reckoning the interval for the first increment.

8. Every increment shall be discretionary, and no increment shall be payable except on the certificate of the Permanent Head of the Department that such increment has been earned by good conduct and efficient service and the recommendation (after independent inquiry) of the Commissioner.

9. If any officer is in receipt of pay greater than the maximum rate, he shall continue to receive such greater pay until he can be employed upon work equivalent to his salary.

SCHEDULE.

Department and Office.	Yearly Rate of Pay. (1.)		Yearly Rate of Pay. (2.) (These rates apply only to Officers who, on the 26th December, 1900, occupied the offices for which salaries are hereunder provided and who were appointed to such offices prior to the 22nd October, 1894, except where otherwise shown.)	
	Minimum.	Maximum.	Minimum.	Maximum.
	£	£	£	£
GENERAL.				
Carpenter	144	156	...	...
Engine-driver	132	156	...	...
Engineer, not otherwise provided for	150	186	168	228
Labourer	104	120	...	...
Lift Attendant	42	72	...	...
Messenger	84	120	...	...
Messenger, Senior	126	156	...	...
Messenger, Junior	42	72	...	...
Office Cleaner	78	96	...	...
Shorthand and Type Writer	132	160	...	...
Shorthand and Type Writer, Female	90	108	...	...
Typewriter, Male	96	144	...	...
Typewriter, Female	54	78	...	...
Watchman	102	120	...	...
DEPARTMENT OF CHIEF SECRETARY.				
Caretaker, Government Offices, Spring-street	126	150*	...	180*
Housekeeper, Female	...	...	...	48
Aborigines—				
Superintendent, Coranderrk	141	168†	...	...
Matron, Coranderrk	54	66†	...	...
Explosives and Powder Magazines—				
Powder Magazine Keeper, Bendigo	...	...	132	150
Inspector	159	186	...	...
Pupil Chemical Assistant	60	120	...	...
Factories—				
Inspector of Factories, Work-rooms, and Shops	192	240	...	...
Inspector of Factories, Work-rooms, and Shops, Senior	240	288	...	...
Female Inspector of Factories, Work-rooms, and Shops	138	156	...	...
Female Inspector of Factories, Work-rooms, and Shops, Senior	162	174	...	...
Mercantile Marine—				
Overseer of Seamen	246	258	...	...
Neglected Children—Probationary and Reformatory Schools—				
Officer in sub-charge of Boys' Depôt	126	156*	...	...
Matron	107	143*	...	...
Attendant, Female	71	83*	...	...
Inspector, Female	...	120	...	...
Instructor	113	137*	...	...
Instructor and Mechanic	125	150	...	...
Instructor, Female	72	90*	...	...
Nurse and Attendant, Female	78	84*	...	...
Waggonette Driver	119	143*	...	...

* With quarters when required to reside on the premises.—† With quarters when required to reside on the premises, and rations

Department and Office.	Yearly Rate of Pay. (1.) Minimum.	Yearly Rate of Pay. (1.) Maximum.	Yearly Rate of Pay. (2.) (These rates apply only to Officers who, on the 26th December, 1900, occupied the offices for which salaries are hereunder provided and who were appointed to such offices prior to the 22nd October, 1894 except where otherwise shown.) Minimum.	Yearly Rate of Pay. (2.) Maximum.
	£	£	£	£
DEPARTMENT OF CHIEF SECRETARY—*continued.*				
Observatory—				
Mechanical Attendant	114	132*	...	...
Meteorological and General Assistant	156	192	...	...
Public Library—				
Attendant	102	120	...	...
Attendant, Senior	126	156	...	...
Attendant, Library	126	156	...	..
Attendant, Junior	54	78	...	...
Bookbinding Supervisor and Library Foreman ...	...	200	...	...
Caretaker	147	174	...	...
Carpenter and Attendant	120	156	...	...
Carpenter and Model Maker	...	156	168	216
Museum Assistant	108	156	...	.
Taxidermist	168	204	180	252
Taxidermist, Assistant	108	156	108	168
Penal and Gaols—				
Governor—				
Melbourne	360	396*	...	...
Geelong	240	276*	...	...
Ballarat	...	228*	...	...
Beechworth	...	228*	...	...
Bendigo	...	228*	...	...
Castlemaine	...	228*	...	...
Sale	...	204*	...	...
Deputy Governor, Pentridge	...	300*	...	...
Overseer of Works and Buildings	204	240*	...	...
Overseer of Woollen Manufactures	192	228*	...	...
Overseer of Printing	...	180	...	...
Overseers of Quarries, Shoemakers, and Tailors ...	141	168*	186	210
Overseer of other Labour	141	168*	...	...
Photographer	135	153	204	264
Storekeeper, Melbourne Gaol	...	180	...	...
Warder, Senior Chief	...	228*	...	...
Warder, Chief	...	180*	...	...
Warder, Chief Hospital	...	180*	..	...
Warder, Senior...	...	160*	...	174
Warder, Senior Hospital	...	160*	...	...
Warder, Male (including Hospital Warder)— ...	135	153†	...	...
Females—				
Governor, Female	173	200*	...	...
Matron, Melbourne Gaol	102	120*	...	...
Sub-matron	100	114*	...	...
Warder	72	102*	...	...
Warder and Nurse, Melbourne Gaol	84	102*	84	120‡
Warder, Hospital Nurse	84	102*	...	..

* With quarters when required to reside on the premises.—† Three increments of £6 each after intervals of not less than five years, provided that warders who on 30th June, 1907, or thereafter have served at their present pay for not less than five years may be recommended for an increment.—‡ Less usual deductions.

Department and Office.	Yearly Rate of Pay. (1.) Minimum.	Yearly Rate of Pay. (1.) Maximum.	Yearly Rate of Pay. (2.) (These rates apply only to Officers who, on the 26th December, 1900, occupied the offices for which salaries are hereunder provided and who were appointed to such offices prior to the 22nd October, 1894, except where otherwise shown.) Minimum.	Yearly Rate of Pay. (2.) Maximum.
	£	£	£	£
DEPARTMENT OF TREASURER.				
Government Printing Office—				
Bookbinder, Overseer	288	324	276	360
Bookbinder, Sub-overseer	216	252	...	...
Bookbinder and Paper Ruler	148	160	...	...
Grade I.	...	...	...	204
Grade II.	...	...	...	186
Grade III.	...	...	...	168
Bookbinder's Assistant	108	144	..	...
Book Folder and Sewer, Forewoman	...	78	...	...
Book Folder and Sewer	54	72	...	...
Carpenter	...	...	...	157
Compositor, Working Foreman	...	186	...	...
Compositor	148	160	...	...
Grade II.	...	...	...	183
Grade III.	...	...	...	168
(Any Foreman Compositor or Compositor shall, whilst acting as reader or press reviser, receive an allowance of two shillings a day, provided that if his salary, together with such allowance, would exceed the rate of £204 a year he shall receive the rate of £204 only. Any Compositor shall, whilst acting as foreman compositor, receive an allowance of one shilling and sixpence a day, provided that if his salary, together with such allowance, would exceed the rate of £186 a year he shall receive the rate of £186 only.)				
Computer	228	264	...	..
Computer, Assistant	186	222	...	...
Electrotyper	184	208	...	...
Engineer	192	228	...	...
Engineer, Second	159	186	...	...
Labourer, Foreman	...	132	...	...
Machineman, Foreman	240	276	264	300
Machineman, Assistant Foreman	178	214	...	...
Machineman	148	160	...	...
Grade II.	...	...	...	186
Grade III.	...	...	...	168
Machineman, Assistant, Senior	...	...	...	132
Machineman, Assistant	90	108	...	...
Printer, Foreman, Lithographic	192	228	...	...
Printer, Lithographic	148	160	144	192
Printing Overseer	324	360	...	...
Printing Sub-overseer	...	288	...	...
Process Engraver	250	300	...	...
Reader	204	240	...	...
Roller Caster	108	144	...	...
Senior Paper Ruler	168	186	...	...
Stamp Perforator, Forewoman	...	78	...	...
Stamp Perforator, Female	54	72	...	...
Stamp Printing Overseer	288	324	...	...
Stamp Printing Sub-overseer	216	252	...	...
Superintendent	450	504	...	...
Telephone Attendant	141	168	...	...
Ticket Printer	192	228	...	..
Ticket Printer, Assistant	148	160	...	...
Type Storeman	...	186	...	..
Warehouseman	...	186	...	...
Warehouseman, Assistant	108	150	...	...

Department and Office.	Yearly Rate of Pay. (1.) Minimum.	Yearly Rate of Pay. (1.) Maximum.	Yearly Rate of Pay. (2.) (These rates apply only to Officers who, on the 26th December, 1900, occupied the offices for which salaries are hereunder provided and who were appointed to such offices prior to the 22nd October, 1894, except where otherwise shown.) Minimum.	Yearly Rate of Pay. (2.) Maximum.
	£	£	£	£
DEPARTMENT OF PUBLIC INSTRUCTION.				
Truant Officer	156	180	...	...
DEPARTMENT OF LAW.				
Attendant, Morgue	104	120	...	...
Caretaker and Senior Messenger, Crown Law Offices ...	114	144*	...	...
Caretaker and Senior Messenger, Registrar-General's Office	126	150*	...	...
Collector of Imposts Office—				
Machineman	148	160	...	...
Machineman, Grade III.	...	...	...	168
Machineman's Assistant and Packer	90	108	...	...
Embosser (Boy)	42	72	...	...
Compositor, Titles Office	...	174	...	...
Court-keeper, Crier, and Messenger	90	132*	...	...
Crier and Messenger	102	120	...	...
Sheriff's Bailiff, Melbourne	147	174	156	204
Superintendent, Law Courts	147	174	...	...
DEPARTMENT OF LANDS AND SURVEY.				
Bailiff of Crown Lands	141	170	150	204
Chief Inspector for Suppression of Vermin	288	324	320	370†
Engraver	273	300	300	360
Land Valuer and Bailiff of Crown Lands	239	275	...	...
Photographer	204	240	...	...
Photographer's Assistant	114	132	168	216
Plan Mounter	141	168	...	...
Printer, Lithographic, Foreman	192	228	...	...
Printer, Lithographic	148	160	144	192
Printer, Lithographic, Assistant	90	120	...	...
Printer, Lithographic, Assistant and Stone Grinder ...	108	132	...	...
Printer, Lithographic, Junior Assistant	26	52	...	...
Botanic and Treasury Gardens and Domain—				
Carter	108	126	...	...
Gardener, Head	147	174	...	...
Gardener	108	132	...	...
Gardener, Junior	48	84	...	...
Labourer, Garden	104	120	...	...
Labourer, Boy	36	48	...	...
Mechanic	...	156	...	...
Storekeeper, Seedsman, and Classifier	141	168	...	...
Carpenter, Assistant	96	120	...	...
Painter and Writer	...	156	...	...
DEPARTMENT OF PUBLIC WORKS.				
Cabinetmaker	144	156	144	168
Caretaker, Public Offices	147	174*	...	...
Caretaker, Records Office, Melbourne...	90	120*	...	...
Cleaner and Caretaker, Public Offices, Bendigo ...	84	102*	..	...

* With quarters when required to reside on the premises.—† This rate applies only to officers appointed between the 22nd October, 1894, and the 27th December, 1900.

Department and Office.	Yearly Rate of Pay. (1.) Minimum.	Yearly Rate of Pay. (1.) Maximum.	Yearly Rate of Pay. (2.) (These rates apply only to Officers who, on the 26th December, 1900, occupied the offices for which salaries are hereunder provided and who were appointed to such office prior to the 22nd October, 1894, except where otherwise shown.) Minimum.	Yearly Rate of Pay. (2.) Maximum.
	£	£	£	£
DEPARTMENT OF PUBLIC WORKS—*continued.*				
Dredges—				
Deckhand	108	120	...	...
Diver's Attendant	...	...	108	126
Diver's Attendant, Acting as Diver	120	126	...	138*
Engine-driver and Fitter	...	168	...	..
Engineer of Dredge or Vessel	...	...	168	228
Master of Dredge or Vessel	...	...	168	252
Mate, First	168	180	...	...
Mate, Second	...	132	...	...
Mate, Second, *Pioneer*	132	156	...	...
Electric Lineman	126	144	...	...
Electric General Assistant	90	108†	...	...
Engine-driver, West Melbourne Swamp	132	156	...	...
Engineer Mechanic	156	176	192	210
Hall Porter, Public Offices	108	126	...	...
Inspector of Works	216	252	...	...
Grade II.	...	...	216	276
Ports and Harbors—				...
Dockyard Foreman	204	240	...	...
Dockyard Engineer	168	228	...	...
Dockyard Blacksmith	126	156	...	...
Dockyard Smith's Striker	120	132	...	...
Carpenter, Foreman	...	168	...	...
Fireman	...	120	120	138
Labourer, Foreman	...	132	...	...
Government Steamer—*Lady Loch*—				
Master	264	300‡		
Engineer	216	252‡	240	288‡
Chief Mate	189	204‡	...	...
Second Mate and Carpenter	144	168‡	...	...
Cook (Senior) and Steward	120	144‡	...	...
Cook	96	120‡	...	...
Seaman, 1st Class	84	96‡‡	...	...
Seaman, 2nd Class	...	72‡	...	...
Boy	24	60‡	..	...
Inspector under the Fisheries Act and the Game Acts	150	177	...	..
Inspector under the Fisheries Act and the Game Acts, Assistant	110	126	..	..
Lighthouse Mechanic	165	192	204	240
Lighthouse-keeper	162	174**	...	186§ ¶
Lighthouse-keeper, Senior Assistant	144	156**	..	...
Lighthouse-keeper, Assistant	110	126**	150	162‖
Pilot and Harbor Master	156	192	...	...
Shipwright	...	156	...	...
DEPARTMENT OF MINES AND WATER SUPPLY.				
Inspector of Mines and Machinery	264	300	...	...

* 6s. a day extra when diving.—† Two increments at intervals of not less than one year.—‡ With rations.—§ Subject to a deduction of £12 for rent when required to reside on the premises.—‖ Less usual deductions.—¶ Applies to officer appointed between 22nd October, 1894, and 27th December, 1900.—** With quarters when required to reside on the premises.

Department and Office.	Yearly Rate of Pay. (1.)		Yearly Rate of Pay. (2.) (These rates apply only to Officers who, on the 26th December, 1900, occupied the offices for which salaries are hereunder provided and who were appointed to such offices prior to the 22nd October, 1894, except where otherwise shown.)	
	Minimum.	Maximum.	Minimum.	Maximum.
	£	£	£	£
DEPARTMENT OF PUBLIC HEALTH.				
Caretaker—Calf Lymph Depôt	...	104*	...	...
Caretaker—Hospital Coode Island	...	90*	...	108*
Coxswain	...	...	156	180†
Food and Liquor Inspector	160	200	...	...
Inspector of Liquor	...	...	156	204
Sanitary and Food Inspector...	160	200	...	...
Sanitary Building Inspector	216	252	...	...
DEPARTMENT OF AGRICULTURE.				
Inspector of Stock, District	216	252	...	...
Inspector of Stock, Border	165	192	160	200
Inspector, *Vegetation Diseases Act*	165	192	...	...
Shorthand and Type Writer and Assistant	160	200	...	...
DEPARTMENT OF STATE FORESTS.				
Forester—				
Grade I.	180	204	...	...
Grade II.	144	168	...	...
Assistant	108	132	...	...
Inspector	216	252	...	...
Superintendent, Macedon State Nursery	...	180*	...	...

* With quarters when required to reside on the premises.—† Less usual deductions.

CHAPTER VII.

INSURANCE OF OFFICERS.

[*Act No.* 1133, *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 Commissioner 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 any age not exceeding sixty years, or to his personal representatives within three (3) months from the date of his death if the person assured should die under the age set forth in such policy or policies, of a sum or sums of money at least equal in the aggregate to the amount of the maximum annual salary as shown in the Public Service Acts 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 prescribed age 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 said maximum annual salary.

2. Every officer appointed under the provisions of the Public Service Acts shall as a condition precedent to his promotion or transfer to any class or grade the maximum annual salary of which is greater than the sum for which he is assured effect a further assurance for a sum or sums of money at least equal to the difference between the sum for which he is already assured and such maximum. Provided that no officer will be required to pay premiums which if paid yearly would amount to more than five per centum of the maximum salary of the office to which he is promoted or transferred.

3. 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 State 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 Commissioner. The policy or policies shall remain in the custody of the Commissioner so long as the person assured shall continue in the Public Service.

4. Every policy to be lodged with the Commissioner 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 Commissioner, 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 the Public Service Acts, 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.

5. If the person assured under any policy or policies lodged as hereinbefore provided shall have been transferred to the Public Service of the Commonwealth of Australia, such policy or policies may be delivered up to the Public Service Commissioner of the Commonwealth or to any officer of the Commonwealth duly authorized to hold the policies of officers in the Department to which the person assured has been transferred.

6. Except as in the last preceding clause provided, if the person assured under any policy or policies lodged with the Commissioner 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.

7. 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 of the will 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 the deceased

person, or in the case of a policy not exceeding Two hundred pounds exclusive of bonus (if any) or such other amount as the company may legally pay, if no probate of the will of the deceased person or letters of administration in his estate be taken out within three months from the date of his death the policy may be delivered to his widow or such one or more of the next of kin* as the Commissioner may decide upon, and shall thereafter cease to be subject to these regulations.

8. 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 *Public Service Act* 1890 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 hereinbefore 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 Commissioners' 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.

9. From and after the passing of these regulations any officer who may have lodged in the office of the Commissioner 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.

10. 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.

[*Act No.* 1133, *Section* 59 (x.) *and Act No.* 1721, *Section* 18.]

1. Every person applying to be recorded for employment in temporary work in any Department must forward to the Commissioner an application in his own handwriting, stating his full name and address, his date of birth, a full description of the kind of work desired by him, and of the work to which he has been accustomed.

* Section 370 of Act 1074, as amended by section 4 of Act No 1699.

2. Every applicant must forward with his application satisfactory 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, and if possible testimonials from recent employers.

3. Every applicant for temporary employment in a Clerical or Professional capacity must address the Commissioner in his own handwriting in a communication of not less than fifty words in length, which should set forth—(1) The nature of his employment during the previous two years; (2) the periods of such employment; and (3) the names and addresses of his employers; and must state whether he has been used to figures, and—if such be the case—furnish evidence thereof, and, if required, submit himself for test of suitability to the Commissioner.

4. 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 Commissioner that he possesses the skill and experience necessary for the work which he desires.

5. Every applicant who, in the opinion of the Commissioner, shall have complied with the above regulations and from the evidence furnished appears to be qualified to perform the work applied for shall be deemed to be a fit and proper person to be employed in temporary employment, and his full name and address and his date of birth, together with the date of registration and a full description of the kind of temporary work which he desires, and such other particulars as the Commissioner may direct, shall forthwith be entered in the "Temporary Employment Register."

6. Whenever any person whose name is recorded in the "Temporary Employment Register" is selected for employment under the provisions of the Public Service Acts, an entry of such selection shall be made in the register.

7. Any person having been employed under the provisions of the Public Service Acts, shall have his name removed from the register. If the report of the Permanent Head as to his employment is satisfactory, the name of such person may be again registered.

8. 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.

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

10. Every name which shall have remained on the "Temporary Employment Register" for the space of six months from the date of registration shall be removed from the register.

CHAPTER IX.

TRAVELLING ALLOWANCES.

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

1. All personal allowances fixed by these Regulations shall, except where otherwise stated, be in addition to the cost of conveyance.

PART I.—ORDINARY ALLOWANCES.

2. The following shall be the scale for the First, the Professional, the Clerical, and the General Divisions:—

FIRST, PROFESSIONAL, CLERICAL AND GENERAL DIVISIONS.

Personal Allowances.

	Daily Rate under one week.	Daily Rate if one week* or over at same place.
(*a*) First Division; Professional Division, Class A and Class A'	17s. 6d.	... 15s.
(*b*) Professional Division, Classes B and B', and Clerical Division, 1st Class	14s.	... 12s.
(*c*) Professional Division, Classes C, D, E', and E, and Clerical Division, 2nd and 3rd Classes, and General Division where maximum salary is £350 or over	12s.	... 10s.
(*d*) Professional Division, Classes F², F, F', G, and H', H, and Clerical Division, 4th and 5th Classes, and General Division where maximum salary is not less than £160 and is under £350	10s.	... 8s. 6d.
(*e*) Professional Division, Class I, and General Division where maximum salary is not less than £110 and is under £160	7s.	... 6s.
(*f*) Professional Division, Class J, and General Division where maximum salary is under £110	6s.	... 5s.

(*g*) Officers of the Professional Division whose salaries are paid under the Regulations in force prior to the 22nd October, 1894, shall be paid such allowances as the present classification of their work would permit them to claim.

REDUCTION OF RATES.

3. 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 such smaller allowance only shall be paid as the Permanent Head may consider sufficient, provided that not more than three-quarters of the full allowance shall be paid if the officer has not necessarily slept away from his head-quarters, and not more than one-half the allowance shall be paid if the officer has not been over twelve hours away from his head-quarters, and not more than one-quarter the allowance shall be paid if the officer has not been more than six hours away from his head-quarters.

* Where the duties of an officer are of such a nature that he cannot know beforehand that he will be detained one week or more at the same place, the Permanent Head may allow payment at the "Daily Rate under one week."

PART II.—ALLOWANCES TO CERTAIN OFFICERS.

4. These allowances, except where otherwise stated, include both cost of travelling and personal expenses.

Department of Chief Secretary.

5. Inspectors of Explosives—Personal expenses same as 4th Class, Clerical Division.

Department of Treasurer.

6. Receiver and Paymaster—

Numurkah,	visiting	Nathalia	21s. a visit.
Traralgon	„	Rosedale	9s. „
Traralgon	„	Morwell	9s. „
Sale	„	Maffra and Stratford	24s. „

7. Income Tax Office—

Officers when travelling to assist in Crown prosecutions or action.—Personal expenses same as 1st Class, Clerical Division.

Department of Public Instruction.

8. Inspectors of Schools—

Metropolitan No. 1	£70 a year.
„ No. 2	80 „
„ No. 3	90 „
„ No. 4	75 „
„ No. 5	75 „
„ No. 6	90 „
„ No. 7	110 „
Ballarat No. 1	100 „
„ No. 2	100 „
Beechworth	175 „
Benalla	150 „
Bendigo No. 1	130 „
„ No. 2	140 „
Castlemaine	120 „
Geelong	120 „
Hamilton	175 „
Horsham	180 „
Kerang	175 „
Maryborough	140 „
Sale	175 „
Seymour	140 „
Shepparton	150 „
Stawell	175 „
Warragul	155 „
Warrnambool	155 „

9. Inspectors of Schools—

On first appointment to a district where they are not paid expenses of removal } £20 towards the cost of equipment

10. Truant Officers—

In Melbourne and Suburbs, each ... ... £12 a year.

11. Relieving Teachers—

Personal expenses only ... ... 1s. a day.

12. Teachers travelling between half-time schools: minimum distance, 3 miles; maximum distance, 7 miles } 1s. 6d. a mile (one way) a week.

Minimum distance, 8 miles; maximum distance, 11 miles ... 12s. ,,

Twelve miles and over ... ... 14s. ,,

13. Teachers employed as Visiting Teachers of Drawing, Manual Training, or Science, may be paid such yearly or monthly allowance as may from time to time be fixed by the Commissioner.

DEPARTMENT OF LAW.

14. Crown Solicitor's Branch—

Officers when travelling to assist in Crown prosecution or action—Personal expenses same as 1st Class, Clerical Division.

15. Sheriff or Deputy Sheriff of Melbourne travelling in attendance on Judges of the Supreme Court—Personal expenses same as First Division.

16. 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.

17. Police Magistrate, Bendigo ...	£40 a year in lieu of all transit expenses and expenses in connexion therewith between Bendigo and the courts at Heathcote, Huntly, and Raywood in addition to allowances per scale under sub-clauses *a*, *b*, *c*, and *d* of clause 14. Cab fares necessarily incurred while travelling on duty to and from railway stations to courts at places other than those named to be also allowed.
18. Police Magistrate, Maryborough for horse and buggy hire, in addition to allowances per scale	£5 a month.
19. Police Magistrate, Ballarat, for keep of horses in addition to allowances per scale	£60 a year.
20. Police Magistrate, Wangaratta, for use of his own horse and buggy when visiting Milawa, in addition to allowances per scale	10s a trip.

21. Clerks of Courts will be allowed personal expenses in accordance with the rates allowed for their respective classes, in addition to cost of transit; or such commuted allowances as may from time to time be fixed by the Commissioner on the recommendation of the Permanent Head.

DEPARTMENT OF LANDS AND SURVEY.

22. District Surveyor, Bairnsdale, for keep of horses in addition to allowances per scale ... ... £60 a year.

23. Bailiff of Crown Lands—

Ballarat	£80 a year.	In addition to railway fares.
Beechworth	90 „	
Benalla	80 „	
Bendigo	80 „	
Boolarra	80 „	
Charlton	100 „	
Colac	80 „	
Hamilton	80 „	
Horsham	90 „	
Melbourne	90 „	
Sea Lake	100 „	
Seymour	80 „	

When employed as Bailiff of Crown Lands outside his bailiwick and necessarily absent from his head-quarters for the night ... 7s.

When employed as a Land Valuer outside his bailiwick 10s. a day, in addition to his commuted allowance.

24. Bailiff of Crown Lands acting as Classifier under *Land Tax Act* 1890—
When employed within his district ... ... 7s. 6d. a day, in addition to commuted allowance.

When employed outside his district, or if not in charge of a district 10s. a day, in addition to commuted allowance.

25. Assistant Surveyor ... ... £100 a year.
Mallee District ... ... 150 „

To include cost of camp equipment and instruments, and the travelling expenses of party.

26. Chief Inspector for Suppression of Vermin ... £100, in addition to railway pass.

DEPARTMENT OF PUBLIC WORKS.

27. Inspector of Works—
When employed at a station away from head-quarters, exceeding four weeks ... ... 30s. a week.

DEPARTMENT OF MINES AND WATER SUPPLY.

28. Inspector of Mines and Machinery—

District No. 1, Maryborough	... ...	£170 a year.	In addition to railway pass through the district.
„ „ 2, Castlemaine	... ...	180 „	
„ „ 3, Bendigo ...	... ...	100 „	
„ „ 4, Ballarat ...	... ...	180 „	
„ „ 5, Melbourne	... ...	180 „	
„ „ 6, Beechworth	... ...	200 „	
„ „ 7, Sale ...	... ...	180 „	
„ „ 8, Omeo ...	... ...	220 „	
„ „ 9, Seymour ...	... ...	210 „	
„ „ 10, Eaglehawk	... ...	130 „	

DEPARTMENT OF PUBLIC HEALTH.

29. Inspector and Engineer; Second Assistant Medical Inspector; and Veterinary Inspector—Personal expenses same as Professional Division, Class B.

30. Officers when travelling to assist in Crown prosecution or action or as prosecuting officers—Personal expenses same as 2nd (or 3rd) Class, Clerical Division.

31. Inspector.—For each inspection of shipping at night to see that the Plague Prevention Regulations are being observed—from Seven o'clock p.m. until after midnight ... ... 2s. 6d.

32. Inspector.—For each morning that he is engaged in taking samples from milk vendors—commencing at Four o'clock a.m. ... 7s. 6d.

33. Inspector of Foodstuffs, &c., when engaged outside the Metropolitan area ... ... 10s. a day.

DEPARTMENT OF AGRICULTURE.

34. Chief Inspector of Stock ... ... £100 a year.

35. District Inspector of Stock—

Geelong	... £120 a year and railway pass.
Dandenong	... £120 ,, and railway fares.
Bairnsdale	
Beechworth	
Melbourne	
Warrnambool	

36. Border Inspector of Stock—

Cobram	£35 a year.
Delegate (N.S.W.)	25 ,,
Echuca	35 ,,
Gooramadda	25 ,,
Serviceton	25 ,,
Tintaldra	25 ,,
Tocumwal (N.S.W.)	25 ,,
Wahgunyah	35 ,,
Wodonga	35 ,,

37. Inspector of Food for Export—£50 a year, and in addition usual allowance and railway fares when visiting country districts.

38. Inspectors, Vegetation Diseases Act, in charge of district, each—£120 a year and railway fares.

39. Officers of the Government Laboratory, when travelling outside the Metropolitan area, to give expert evidence in Departmental prosecutions under the Health Acts—10s. a day.

DEPARTMENT OF STATE FORESTS.

40. Foresters—

To each an allowance not exceeding £60 a year, to be fixed by the Minister according to the amount of travelling necessary, in addition to railway fares.

When necessarily detained for a night at a distance exceeding 16 miles from their head-quarters, 7s.

Also to apply when employed as Bailiff of Crown Lands, similarly.

Trainees—

To each a forage allowance not exceeding £35 a year when required to keep a horse.

PART III.—MISCELLANEOUS.

SPECIAL ALLOWANCES.

41. 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 Commissioner, on the recommendation of the Permanent Head, shall determine.

42. 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 to draw an additional allowance for such visit as fixed by these Regulations.

43. 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.

44. 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.

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

46. 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.

47. Officers shall travel by railway whenever practicable.

48. Whenever travelling by railway is not practicable, officers entitled to charge for cost of travelling shall be repaid the actual cost of the necessary and most economical means of conveyance upon furnishing receipts for such payments.

Travelling by Bicycle.

49. Officers not receiving a commuted allowance which includes cost of travelling who use their own bicycles may be paid at the rate of Twopence (2d.) a mile, and in the case of motor bicycles Threepence (3d.) a mile, or such yearly or monthly allowance as may from time to time be fixed by the Commissioner, provided that the amount claimed may not exceed the cost of travelling by the most economical mode of conveyance.

Transfers and Exchanges.

50. 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.

51. Furniture shall, when practicable, be removed by railway.

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

53. 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 Commissioner, on the recommendation of the Permanent Head, shall approve.

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

Mileage.

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

CHAPTER X.

BOARDS OF INQUIRY.

[*Act No.* 1133, *Section* 59 (XII.), *and Act No.* 1779, *Section* 12.]

1. The Governor in Council may, for the purpose of investigation into and report on any charge made against an officer under section 124 of the *Public Service Act* 1890 as amended by the *Public Service Act* 1901, appoint a Board of Inquiry, which shall consist of three officers in the Public Service recommended by the Commissioner, one of whom shall be or have been a Police Magistrate, or barrister and solicitor, and such officer shall be Chairman.

2. The evidence given before every Board of Inquiry shall be taken as in open court, provided nevertheless that a Board may sit in private to hear any evidence to which the Board considers it undesirable to give publicity.

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

4. The Chairman of every Board of Inquiry shall forward the report of the Board to the Commissioner, together with a transcript of the notes of evidence taken at the investigation.

CHAPTER XI.

APPOINTMENT, PROMOTION, ETC., OF CERTAIN OFFICERS OF THE GENERAL DIVISION

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

[*Act No.* 1133, *Section* 60.]

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

Branch.	Office.	Age.	
		Minimum.	Maximum.
(*a*) Public Library, Museums, and National Gallery	Attendant	30 years ...	41 years
(*b*) Penal and Gaols	Warder—Male	25 years ...	35 years
	Do. Female	25 years ...	35 years
(*c*) Reformatory and Probationary Schools, and Receiving Depôts ...	Instructor	25 years ...	41 years
	Driver	25 years ...	41 years
	Attendant—Female ...	25 years ...	41 years

2. Every such candidate must forward with his application to the Commissioner a satisfactory certificate from the officer in charge of any of the above-mentioned branches in which he may desire to be employed as to his fitness for the duties of the office, having regard to character, temperament, and mental and physical endowment.

3. No applicant will be registered as a candidate for appointment as a Male Warder in the Penal and Gaols Branch if he 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 or transferred to any of the above-named branches shall not until they shall have served for a period of five years in one of such branches be transferred to any other Department or branch, unless the Commissioner determines such transfer to be in the interests of the Public Service, or as hereinafter provided.

5. If it shall be shown to the satisfaction of the Commissioner that any officer in the General 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 Commissioner may transfer such officer to an office in some other branch of the General 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 Commissioner shall direct; but no such rate shall be in excess of the pay received by such officer immediately prior to transfer.

6. In determining the claims of officers to promotion, the Commissioner will, in respect of merit, give consideration to the following qualifications:—

(*a*) Ability and knowledge required to fulfil the duties of the superior office and possession of the necessary tact and judgment.

(*b*) Industrious habits and careful performance of work.

(*c*) Good conduct, regular attendance, and prompt and cheerful service on urgent occasions.

(*d*) Mental vigour and sound bodily health.

(*e*) Performance of valuable services of a special nature.

7. No person shall be eligible for promotion to the position of Library Attendant unless he shall have served at least five years in the Reference or in the Lending Branch of the Public Library, or shall have had such library experience as the Trustees may consider equivalent to such service.

CHAPTER XII.

APPOINTMENT

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

[*Act No.* 1133, *Section* 61.]

1. *Supernumeraries and Apprentices in the Government Printing Office, Permanent Appointment.*—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 forty-one years, and any apprentice in such office on the termination of the last year of his apprenticeship who furnishes the Commissioner 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 has been engaged, shall be eligible for appointment to any vacant office in the Government Printing Office 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. *Apprentices in the Government Printing Office, Temporary Employment.*—On the termination of his apprenticeship, every person who has served as an apprentice in the Government Printing Office, who can furnish the Commissioner 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, shall, on application, be eligible for temporary employment in similar duties in the Government Printing Office in preference to any other applicant; and every such person during such temporary employment shall be eligible for appointment to any vacant permanent position in such office in which the duties are of the same character as those in which he is temporarily employed, on complying with the prescribed conditions as to character, health, and fitness.

3. *Pupil Draughtsman, Permanent Appointment.*—Any pupil draughtsman on the termination of the last year of his pupilage, being then over the age of sixteen years, who furnishes the Commissioner 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 pupilage, and examinations or other tests of competency, shall be eligible for appointment to any vacant office in the Professional or 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 in respect of the Professional Division such examination as may be required by the Commissioner, and in respect

of the Clerical Division the required standard at the examination prescribed for that division of the Public Service, but the appointment of any such person shall be subject to the provisions of the Public Service Acts.

4. *Pupil Draughtsman, Temporary Employment.*—On the termination of his pupilage, any pupil draughtsman who can furnish the Commissioner 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 pupilage, shall, on application, be eligible for temporary employment in any Department in similar duties 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 any 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 test prescribed in the next preceding clause of these regulations.

CHAPTER XIII.

ATTENDANCE AND CONDUCT OF OFFICERS.

[*Act No.* 1133, *Section* 123.]

1. *Officers to be acquainted with these Regulations.*—All officers are required to acquaint themselves with these Regulations and any amendment thereof. 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.

PART I.—Attendance of Officers.

2. *Attention and devotion to business.*—All officers shall be punctual and regular in their attendance, and shall during the hours of business devote themselves exclusively to the discharge of their public duties. Officers having to undertake duty at more than one place of business shall, as far as possible, attend at regular periods, complete particulars as to which must be furnished from time to time to the Permanent Head, and shall, whenever necessary, post a notice to the public at each office, showing the days and hours at which they will be present. Officers are not during the hours of business to receive private visitors, or otherwise allow their attention to be engaged in private affairs. Officers shall furnish the Head of their Branch, or the Permanent Head, with their private (postal) address, and shall from time to time notify any change thereof.

3. *Hours of business.*—The hours of attendance to be observed by officers shall, unless otherwise ordered, be from nine o'clock a.m. to five 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.

4. *Attendance books.*—In every office attendance books shall be kept, and every officer not specially exempted by the Commissioner 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.

5. *Attendance books, when accessible.*—Attendance books shall be accessible for record and signature by officers before and up to five minutes past nine o'clock 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.

6. *Officers arriving late at their offices.*—Any officer arriving at his office after five minutes past nine o'clock 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.

7. *Exemptions.*—Permanent Heads of Departments, and other officers who may be specially exempted by the Commissioner, 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.

8. *Weekly diaries.*—Unless otherwise ordered by the Permanent Head, 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.

9. *Time allowed for luncheon.*—Three-quarters of an hour, except as specified in Part IV., will be allowed daily to every officer for luncheon, from One o'clock p.m. to a quarter to Two o'clock p.m.; during this time officers may leave their offices, unless for the better transaction of public business any officer is required by the Permanent Head or the Head of the Branch to attend to duty.

The officer in charge of each room shall report to the Head of the Branch or of the Department all cases in which officers have not returned to duty after luncheon, at a quarter to Two o'clock p.m.

10. *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, and such overtime work performed by officers shall be recorded in the monthly report of the officer in charge or sub-charge.

11. *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.

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 any irregularity of attendance during the preceding month on the part of officers under him.

13. *Absence from office or district, or from duty.*—No officer shall be absent without leave from his office or place of business, or from the district to which he is appointed, or from duty; provided that if an officer who has not obtained leave be prevented by sudden illness or other emergency from attending his office, place of business, or to his duty, and shall immediately report such absence to the Permanent Head, and furnish evidence proving to the satisfaction of such Permanent Head that his absence without leave was unavoidable and was not due to any misconduct, such officer shall not be deemed to have committed a breach of this Regulation.

14. *Duties of absent officers.*—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.

15. *Applications for leave of absence for recreation.*—Every application for leave of absence for recreation shall be made to the Minister through the officer in charge 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.

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

17. *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 or Permanent Head, the applicant may be subjected to examination by the Government Medical Officer, or some other Medical Practitioner approved by the Commissioner.

PART II.—Discipline and Conduct of Officers.

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

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.

20. *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 state the same in writing, through his immediate superior, to the Permanent Head of the Department, who shall, if he think proper, report to the Minister.

21. *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 the higher grades are required to adopt towards the officers of the lower grades a method of control which shall insure respect.

22. *Civility and courtesy.*—Every officer shall be civil and courteous in his official intercourse with the public, and shall pay proper deference and respect to his superior officers.

23. *Borrowing or lending money.*—Any monetary transaction between officers either as principals or agents, whereby any interest or other return in money or kind is charged or paid, and the borrowing of money by senior officers from their subordinates, are forbidden.

24. *Applications of officers, how to be made.*—The application of any officer upon any 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, provided, however, that officers may communicate through the Head of their Department with the Commissioner, in which case the communication shall be forwarded to the Commissioner with any remarks considered necessary.

25. *Communications not to be made without permission.*—No officer shall make any communication, directly or indirectly, to any person, whether an officer of the Public Service or otherwise, not officially entitled thereto upon any matter affecting the Department in which he serves, or the business or the officers thereof, or relating to the Public Service, or his own official position or acts, without the express permission or authority of the Minister or the Permanent Head.

26. *Insurance premiums.*—Officers are required to pay the premiums on their life assurance policies before the expiry of the days of grace allowed by the assurance companies.

27. *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.

28. *Breaches of Regulations to be reported.*—Every officer in charge or sub-charge shall promptly report in writing to the Permanent Head, 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.

29. *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 Commissioner the names of any officers under his control whose attendance or conduct during the preceding quarter has been unsatisfactory.

30. *Fines.*—All fines imposed under the Public Service Acts shall be reported to the Commissioner and to the Auditor-General.

31. *Insolvency.*—If the estate of any officer be sequestrated, either voluntarily or compulsorily, for the benefit of his creditors, such officer shall report the same immediately to the Commissioner through the Head of his Department and furnish a statement in full detail of his assets and liabilities, together with an explanation of the cause of such sequestration.

32. *Teachers, Department of Public Instruction.*—Teachers under the Department of Public Instruction 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.

33. *Teachers, Department of Public Instruction.*—Any Teacher, Assistant Teacher, Pupil Teacher, or Sewing Mistress, must reside in the immediate neighbourhood of his or her school when called upon by the Department so to do.

34. *Compliance with Instructions.*—Every officer shall in due course and at proper times comply with and give effect to all enactments, regulations, and authoritative instructions made or issued for his guidance in the performance of his duties.

PART III.—Miscellaneous.

35. *Half-yearly Report on Officers.*—In the case of every officer (other than an officer of the First Class, Clerical Division, or equivalent rank), whether eligible to be recommended for subdivisional promotion or increment, or otherwise, the Commissioner shall be furnished by the Permanent Head of the Department during the months of January and July in each year with a report by the officer in charge under whose control the officer reported upon is, which report may be supplemented by the Permanent Head in the form prescribed by the Commissioner, as to the class or description of the duties performed by each officer, and the manner in which he has during the preceding six months carried out his duties, and generally as to his conduct, diligence and efficiency.

36. *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 Commissioner. Officers in sub-charge will report to the Permanent Head any reduction in staff that may be made on account of reduction in the amount of work or re-arrangement of duties.

37. *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 Acts and to such regulations and directions as may from time to time be issued by order of the Honorable the Treasurer.

38. *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.

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

40. *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.

41. *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 with other satisfactory security for the proper discharge of his duties, in such amount as shall be determined by the Governor in Council. He shall continue such policy so long as he shall remain in the employ of the Government and be required to find such security. In the event of any officer failing to pay the premium on such policy by the due date the Treasurer may suspend payment of his salary until such premium is paid. It shall be the duty of the Permanent Head of each Department to advise the Treasurer immediately any officer is called upon to collect or disburse public moneys. It shall in like manner be his duty to inform the Treasurer from time to time of any change of duty or responsibility that would make it necessary that the amount of security should be decreased or increased.

42. *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.

43. *Fees or remuneration for attendance in any court not to be retained.*—Any officer attending in his official character, under a subpœna 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.

PART IV.—Special Attendances.

Government Offices, Bendigo.

44. The hours of attendance of all officers in the Government Offices, Bendigo, shall be from nine o'clock a.m. to five o'clock p.m., except on Wednesdays, when the ordinary hours of attendance shall be from nine o'clock a.m. to twelve o'clock noon.

OFFICE OF GOVERNMENT SHORTHAND WRITER.

45. 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. Such leave may be terminated at any time by telegraphic or other message, and during his absence the officer shall remain easily accessible. At such times there shall always be in attendance at the office at least one shorthand writer and one clerk. 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, MUSEUM, AND NATIONAL GALLERY SHALL BE AS FOLLOW:—

46.

I. PUBLIC LIBRARY.

Reference Library.

	From	To	From	To	From	To
Professional and Clerical ...	9 a.m.	3.45 p.m. or	3.45 p.m.	10 p.m.	...	...
General	8 a.m.	3.45 p.m. or	3.45 p.m.	10 p.m.	...	...
Accountant	9 a.m.	5 p.m.	...	...	...	...
Saturdays	9 a.m.	12 noon	...	...	...	...
Attendant (Typewriter) and Junior Attendant	8 a.m.	5 p.m.	...	...	...	...
Saturdays	8 a.m.	12 noon	...	...	...	...
Attendants—Entrance Hall ...	8 a.m.	3 p.m.	or 3 p.m.	10 p.m.	...	...
Bookbinding Supervisor and Library Foreman	8 a.m.	4.30 p.m.	...	...	...	...
Saturdays	8 a.m.	12 noon	...	...	...	...

Lending Library.

Professional and Clerical ...	10.15 a.m.	5 p.m.	or 11.45 a.m.	6.30 p.m. or	1.30 p.m.	8 p.m
General	9 a.m.	5 p.m.	or 12 noon	8 p.m.	...	...

Newspaper Room.

Clerical	9 a.m.	5 p.m.	...	...	...	...
Alternate Wednesdays and Saturdays	9 a.m.	1 p.m.	...	...	...	...
General	8 a.m.	5 p.m.	...	...	...	...
Alternate Wednesdays and Saturdays	8 a.m.	1 p.m.	...	...	...	...

II. INDUSTRIAL AND TECHNOLOGICAL MUSEUM.

Professional	9 a.m.	5 p.m.	...	...	...	...
Saturdays	9 a.m.	12 noon	...	...	...	...
General	8 a.m.	5 p.m.	...	...	...	...
Carpenter and Model-maker ...	8 a.m.	5 p.m.	...	...	...	...
Saturdays	8 a.m.	1 p.m.	...	...	...	...

III. NATIONAL MUSEUM.

Professional, Clerical, and General	9 a.m.	4.45 p.m.	...	...	...	...
Saturdays	9 a.m.	12 noon	...	...	...	...
Attendants	8 a.m.	5 p.m.	...	...	...	...
Carpenter	8 a.m.	5 p.m.	...	...	...	...
Saturdays	8 a.m.	1 p.m.	...	...	...	...

IV. NATIONAL GALLERY.

General	8 a.m.	5 p.m.	or 2.30 p.m.	10 p.m.	...	...

47. Except where otherwise stated, the hours of attendance on Saturdays are the same as on other week days. Where the hours of attendance weekly amount to less than prescribed for other branches of the Service, not more than half-an-hour will be allowed for luncheon or tea.

GOVERNMENT PRINTING OFFICE.

48. 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 XIV.

LEAVE OF ABSENCE.

[*Act No.* 1133, *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 Minister may, subject to the Regulations following, make an order directing that the absent officer shall receive pay.

2. If the 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 approved by the Commissioner, 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 receive pay during his absence.

---

* The following Medical Practitioners have been approved by the Commissioner :—

(*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."

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 Minister may order full pay to be allowed for a period not exceeding twelve months.

CHAPTER XV.

STORES AND TRANSPORT.

[*Act No.* 1133, *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.
Mines and Water Supply	Contracts for connexions and fittings of diamond drills.

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

TENDER BOARD.

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

Secretary for Public Works.
Chief Commissioner of Police,
Inspector-General, Public Works,
Inspector-General of the Insane,
Chairman, State Rivers and Water Supply Commission,
Chief Engineer, Victorian Water Supply,
Inspector-General, Penal Establishments,
Government Printer,
Surveyor-General,
Chief Inspector, Education Department,
Engineer, Ports and Harbors,
Secretary for Neglected Children.

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 shall 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 be numbered consecutively, and initialed, by the Chairman of the meeting. After consideration of the tenders the Board shall forward them to the Treasurer, 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 Treasurer 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 the duties hereinafter specified and such other duties as he may be from time to time directed to do by order of the Tender Board.

8. The Secretary shall obtain on or before the 30th November in every year from the Permanent Head of each 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 March in every year the Secretary 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 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:—

(1) The advertisement.

(2) The contract, including tender and bond.

13. The Secretary 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, 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.

15. The Secretary 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. Tenders for transport shall be called for by public advertisement when the weight of the goods renders this course advisable, and the tenders received shall be submitted to the Tender Board for consideration. In all other cases the Secretary shall make contracts or agreements with individual carriers at the most advantageous rates.

17. The Secretary shall superintend the landing of all stores received on behalf of the Government, and shall obtain such transport as may be required for conveying them to their destination.

18. The Secretary 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 yearly contracts for supplies shall be from the 1st July to the 30th June next following, except contracts for forage, which shall be from the 1st March to the end of the February following, contracts for firewood for the Metropolitan district and central towns, which shall be from the 1st January to the 31st December, and contracts for firewood and water for country towns provided for in Clause 37. Under special circumstances, contracts may be entered into for the unexpired portion of a year.

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

22. The Secretary 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 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 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.

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 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.

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 at head office ... ... ,, office of Government Statist ... ... All Secretaries Hospitals for Insane ... ... Superintendents Inebriates' Institutions ... ... 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—*continued.*	Storekeeper at every Reformatory and Probationary School and Receiving Depôt	All stores intrusted to him for use in the Branch
	Storekeeper at Observatory	" " " "
	" Public Library and Museum	" " " "
	" Police Depôt, St. Kilda-road... ...	All stores intrusted to him for the service of the Police.
Treasury	See Lands below.	
	Storekeeper at 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.
Public Instruction ...	Storekeeper at head office	All stores required for use in State schools and at head office.
Law	Storekeeper at head office	All stores required for use in the Law Department excepting the Offices of the Registrar-General and Commissioner of Titles.
	Storekeeper at Office of Registrar-General and Office of Titles	All stores required for use in the office.
Lands, Treasury, Public Works, Mines and and Water Supply, and State Forests	Storekeeper at 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.
Lands	Storekeeper at Botanical Gardens	All stores intrusted to him for the service of the Department of Lands.
Public Works ...	See Lands above.	
	Officers in charge of dredges and snagging boats ...	All stores intrusted to them for the service of the Public Works Department.
	Storekeeper at Alfred Graving Dock	
	Officer in charge of stores, *Lady Loch*	
	Officer in charge of stores, Cool Store, Doncaster ...	
Mines and Water Supply	See Lands above.	
	Superintendent of Drills and Government Batteries ...	All stores intrusted to them for use in connexion with boring and crushing.
	Chief Engineer of Water Supply	
Public Health ...	Storekeeper at head office	All stores intrusted to them for the Department of Public Health.
	Caretaker Calf Lymph Depôt	
	Superintendent, Quarantine Station	
	Matron, Sanatorium, Greenvale	
	Caretaker, Plague Hospital	
Agriculture	Storekeeper. Head Office	All stores intrusted to them for the Department of Agriculture.
	Superintendent of Exports	
	Government Analyst at Records Office	
State Forests ...	See Lands above.	
State Rivers and Water Supply Commission	Officer in Charge of Stores, Head Office	All stores intrusted to them for the State Rivers and Water Supply Commission.
	District Engineer, Bendigo	

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.

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 Auditor-General, 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 may 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 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 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, 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 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 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 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.)

No. VICTORIA.

190 .

REQUISITION FOR THE UNDERMENTIONED TRANSPORT FOR THE DEPARTMENT OF

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

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, 190 .

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. Cwt.	qrs.	lbs.	Address.
				To be returned receipted to the Secretary to the Tender Board. *Stores and Transport Office, Melbourne.*

Freight will be paid by the Stores and Transport Department.

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

190 . 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 THE DEPARTMENT OF

No. 190 .

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.
/ / 190 . / / 190 .

(FORM No. 4.)

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

No. 190 .

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 Minister.
					£	s.	d.	

To the Chairman of the Tender Board, Head of Department,

Stores and Transport Office, Melbourne Date, 190 .

7880.—5.

(FORM No. 5.)

VICTORIA.

No. 190 .

REQUISITION No. 190 .

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.
		Recommended— / / 190 .	Approved— *Commissioner of Public Works.* / / 190 .	No. / / 190 . Noted fol. Vote

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 No.**.....

ORDER No. 190 .

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

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.*

G. C. MORRISON,
Public Service Commissioner.

J. D. MERSON, Secretary,
Melbourne, 28th June, 1909.

Approved by the Governor in Council,
29th June, 1909.

F. W. MABBOTT,
Clerk of the Executive Council.

PUBLIC SERVICE ACTS.

APPENDIX TO REGULATIONS.

RE WITNESSES, BOARDS OF INQUIRY.

Evidence Act 1890, *No.* 1088, *Sections* 12 *and* 13.

12. It shall be lawful for any board or commission appointed or issued or to be appointed or issued by the Governor in Council to summon by writing under the hand of the chairman thereof any person whose evidence shall in the judgment of the said board or commission or of any member thereof be material to the subject-matter of inquiry to be made by such board or commission to attend the said board or commission at such place and at such reasonable time from the date of such summons as shall be therein specified; and such person may be required by such summons to bring before such board or commission any official or public books papers deeds documents or writings in his custody or control material to the subject-matter of inquiry, and the person so summoned shall attend and produce such books papers deeds documents and writings before such board or commission, and any member thereof may examine such person upon oath touching the matter to be inquired into by such board or commission.

13. If any person on whom any such summons as in the last section mentioned shall have been served by the delivery thereof to him or by the leaving thereof at his usual place of abode shall neglect or fail to appear or shall refuse to be sworn or to make answer to such questions as shall be put to him by any member of such board or commission touching the subject of inquiry, or if any person having the custody control or possession of any papers books deeds documents or writings as aforesaid shall upon being summoned as aforesaid fail or neglect to produce the same at the time and place named in such summons, such person so offending shall forfeit and pay a penalty not exceeding £20, to be recovered by any person authorized so to do by such board or commission in a summary way before a justice of the peace.

Allowances to Witnesses.

Rates of allowances to witnesses who are called by or summoned on behalf of a Department in cases investigated under the provisions of the Public Service Acts:—

Profession, Trade, or Calling.	Allowance for each Day of Actual Attendance at an Inquiry or of necessary Absence from Home in travelling to and from an Inquiry.
	Not to exceed—
1. Professional men if attending in a professional capacity	£1
2. Professional men not attending in a professional capacity, bank managers, merchants, accountants, auctioneers, and other persons of similar station in life	15s.
3. Mechanics, clerks, master tradesmen, graziers, farmers, and other persons of similar station in life	10s. (according to amount of wages or time lost)
4. Labourers, and other persons of similar station in life	7s. (according to amount of wages or time lost)
5. Women and young persons	5s.
6. Members of the police force	The amount of pay lost, and, if stationed out of the city, town, borough, or township where the inquiry is held, 2s. 6d. to 5s. extra according to rank

In addition to above rates, reasonable travelling expenses actually paid may be allowed, but not to exceed One shilling for every mile a witness may reside from the place at which he may be required to attend.

The officer conducting the case for the Department will submit the claim made by a witness for expenses to the Chairman of the Board of Inquiry, who will at the hearing fix the sum to be allowed.

COMMITTEE OF CLASSIFIERS—REGULATIONS RELATING TO THE ELECTION OF A MEMBER.

WHEREAS by the *Teachers Act* 1905 it is enacted that there shall be a Committee of Classifiers, one of which Committee is to be a head teacher classified in the first class elected by ballot by the classified teachers in State schools in accordance with regulations to be made by the Governor in Council. Now therefore His Excellency the Governor with the advice of the Executive Council doth hereby make the Regulations following, that is to say—

1. For the purposes of the election of a head teacher classified in the first class to be a member of the Committee of Classifiers the Governor in Council may from time to time appoint some fit and proper person to be Returning Officer to conduct the election.

2. Such Returning Officer may by writing under his hand appoint some person to be his substitute and may in like manner appoint persons to assist him in the posting, receiving, and opening of the ballot-papers, in the counting of the votes, and generally in the conduct of the election.

3. All necessary expenses incurred in the conduct of the election shall be paid out of the vote of the Education Department on the certificate of the Returning Officer.

4. The Returning Officer's substitute shall have the like powers that a substitute for a returning officer for an electoral district has at an election of a member of the Legislative Assembly.

5. The Returning Officer and the substitute of the Returning Officer and every clerk employed to count the votes at any election shall, before entering on any of his duties in connexion with an election, make and sign before some justice the following declaration:—

> I, , do solemnly declare that I will faithfully and impartially, according to the best of my skill and judgment, exercise and perform all the powers, authorities, and duties reposed in or required of me by the Regulations under the *Teachers Act* 1905, as Returning Officer (or substitute of the Returning Officer, or clerk employed in counting the votes) for the election of a Classifier.
>
> And I do further solemnly promise and declare that I will not, at any such election, attempt to ascertain how any person has voted; and that if in the discharge of my said duties, at or concerning any such poll, I learn how any person votes, I will not by word or act, directly or indirectly, divulge or discover the same.

6. *Date of Election.*—The first election of a head teacher as aforesaid shall be held on some day to be fixed by the Returning Officer within a period of six weeks from the date of his appointment, and any subsequent election shall be held within a period of six weeks from and after the occurrence of a vacancy.

7. *Notices concerning Nomination and Election to be given.*—The Returning Officer shall give at least Twenty-one days' notice by advertisement in the *Government Gazette*, of his intention to proceed on a certain day to be named in such advertisement to hold the election aforesaid; and he shall also in such advertisement name the day of nomination, being a day not less than Twelve days nor more than Fifteen days, prior to the day named for holding such election on or before which all candidates for election must be nominated as hereinafter provided; and he shall also in such advertisement name the time and place when and where such nominations will be received.

8. In order that any head teacher of a first class school may be duly nominated there must be lodged or delivered by post, addressed to the Returning Officer, at the place appointed before Four o'clock in the afternoon on the day fixed for nomination, a nomination paper in the form in the First Schedule hereto signed by not less than ten classified teachers, and also by the candidate accepting such nomination.

9. *List of Electors.*—Within seven days after the advertisement in the *Government Gazette* of the notification of the intention to hold an election of a Classifier as aforesaid, the Director of Education shall forward to the Returning Officer a list of all classified teachers arranged in alphabetical order, together with the correct address of each such teacher, made up to the day of the advertisement.

10. *Return and Poll.*—If there be only one person duly nominated, the Returning Officer shall make a return to the Governor in Council and declare such person to have been duly elected a Classifier, and notify the same in the *Government Gazette*; but if more than one person be duly nominated, a poll shall be taken, and the Returning Officer shall forthwith cause voting papers to be printed in the form in the Second Schedule hereto, and shall by himself or his substitute sign or initial each of such papers, and shall enclose it in an unfastened envelope having his own name and address printed thereon, and shall send by post under a fastened cover one of such voting papers and addressed envelopes to every classified teacher whose name appears on the list forwarded as aforesaid.

11. *Voting Paper to be Posted.—Voting Paper may become Invalid.*—The voter shall enclose such voting paper in the envelope furnished to him with the printed address of the Returning Officer thereon, and shall sign his name on the outside thereof, and shall stamp and post the same so that it shall be received by the Returning Officer in course of post before Noon of the day fixed for holding such election. Any voting paper which is not contained in such addressed envelope with the voter's signature thereon, or in which the directions in the Second Schedule have not been complied with, shall not be counted in making up the poll. The decision of the Returning Officer as to the validity or invalidity of a voting paper shall be final.

12. *Appointment of Scrutineers.*—Each candidate shall be entitled to appoint, in writing, one scrutineer to be present when the Returning Officer opens the envelopes containing the voting papers on the day of holding the election. Every scrutineer shall, before he act as such, make and sign before the Returning Officer or his substitute a like declaration to that contained in clause 5.

13. *Number of Votes to be Counted.—Casting Vote.*—The Returning Officer shall as soon as practicable after the hour fixed for receiving voting papers proceed in the presence of any scrutineers appointed as aforesaid to open the envelopes with his printed address thereon which have been returned to him, and count the votes received, and from time to time adjourn the counting to a day and hour to be fixed by him.

14. In case there are only two candidates, the Returning Officer shall count the ballot papers cast for the candidates, rejecting all invalid ballot-papers, and shall declare the candidate who has an absolute majority of the ballot-papers duly elected, and if the same number of ballot-papers is cast for each candidate, the Returning Officer shall give a casting vote.

15. In case there are more than two candidates, the Returning Officer shall deal with the ballot-papers as follows:—

(*a*) He shall arrange the ballot-papers under the names of the respective candidates by placing in a separate parcel all those which have the figure 1 set opposite to the name of the same candidate, rejecting all invalid ballot-papers.

(*b*) If any candidate has an absolute majority of the ballot-papers he shall be declared elected.

(*c*) If no candidate has an absolute majority of the ballot-papers the candidate who has the lowest number of ballot-papers shall be excluded from the poll and his parcel broken up, and all the ballot-papers therein shall be transferred to the other candidates not excluded from the poll respectively next in the order of the voter's preference, and any candidate who after such transfer has an absolute majority of all the ballot-papers in all the parcels shall be declared elected.

(*d*) The same process of excluding the candidate who has the lowest number of ballot-papers breaking up his parcel and transferring to other candidates the ballot-papers therein shall be repeated until some candidate has an absolute majority of all the ballot-papers in all the parcels, when the candidate who has such absolute majority shall be declared elected.

(*e*) Where at any time it becomes necessary to exclude a candidate as hereinbefore directed and two or more candidates have the same number of ballot-papers and are lowest on the poll, then whichever of such candidates had the least number of ballot-papers at the last count or transfer at which they had not the same number of ballot-papers shall be excluded, and if such candidates have had the same number of ballot-papers at all preceding counts or transfers the Returning Officer shall decide which candidate shall be excluded.

16. Forthwith after the completion of the count of Returning Officer shall return to the Governor in Council and publish in the *Government Gazette* the name of the teacher who has been duly elected a Classifier. Such notice shall be conclusive evidence of the result of the election.

17. The Returning Officer shall within seven days after the publication in the *Government Gazette* of the result of the election cause all ballot papers received by him to be destroyed.

FIRST SCHEDULE.

Form of Nomination.

We, the undersigned classified teachers, hereby nominate (state Christian name and surname), Head Teacher of State School No. , for the office of a Classifier under the *Teachers Act* 1905.

(Here are to follow the signatures.)

A.B., Head Teacher State School No.
C.D., Assistant, State School No.
(Note.—There must be not less than ten nominators.)
I, the above-named Head Teacher, hereby consent to such nomination.

(Signed)

Dated day of , 190 .

SECOND SCHEDULE.

Voting Paper.

Election of a Classifier under the *Teachers Act* 1905.
[Candidates' names arranged in alphabetical order of surnames.]

A.B.
C.D.
E.F.
G.H.
I.J.
K.L.

Directions.

If there are only two candidates, the voter is to strike out the name of the candidate for whom he does not intend to vote by drawing a line through the same with a pencil or pen.

If there are more than two candidates the voter is to place opposite to the name of each candidate the figure 1, 2, 3, and so on in the order of his preference. In this case a voting paper will be invalid if a number is not placed opposite to every name, or if there is the same number opposite more than one name, or if the numbers are not consecutive, beginning with the number 1.

He must fold the voting paper so that his vote will not be seen on opening the envelope, enclose this voting paper in the printed envelope, and stamp and post it to the address of the Returning Officer in time to reach such officer before Noon of the day of

And the Honorable Arthur Otto Sachse, His Majesty's Minister of Public Instruction for the State of Victoria, shall give the necessary directions herein accordingly.

CRIMES ACT 1890 (No. 1079), SECTION 545.

If any person hereafter convicted of treason or felony for which he shall be sentenced to death or to any term exceeding twelve months of imprisonment or detention with hard labour shall at the time of such conviction hold any office under the Crown or other public employment, or be entitled to any pension or superannuation allowance payable by the public or out of any public funds, such office or employment shall forthwith become vacant, and such pension or superannuation allowance shall forthwith determine and cease to be payable unless such person shall receive a free pardon from Her Majesty or the Governor on behalf of Her Majesty within two months after such conviction or before the filling up of such office or employment if given at a later period; and such person shall become and (until he shall have suffered the punishment to which he had been sentenced, or such other punishment as by competent authority may be substituted for the same, or shall receive a free pardon from Her Majesty or the Governor on behalf of Her Majesty) shall continue thenceforth incapable of holding any office under the Crown or other public employment or of being elected or sitting or voting as a member of either House of Parliament or of exercising any right of suffrage or other parliamentary or municipal franchise whatever within Victoria.

CRIMES ACT 1890 (No. 1079). SECTIONS 141 AND 142.

141. Whosoever being employed in the Public Service of Her Majesty in Victoria shall steal any chattel money or valuable security belonging to or in the possession or power of Her Majesty or intrusted to or received or taken into possession by him by virtue of his employment, shall be guilty of felony; and being convicted thereof shall be liable at the discretion of the court to be imprisoned for any term not exceeding ten years.

142. Whosoever being employed in the public service [a] of Her Majesty in Victoria and intrusted by virtue of such employment with the receipt custody management or control of any chattel money or valuable security shall embezzle any chattel money or valuable security which shall be intrusted to or received or taken into possession by him by virtue of his employment or any part thereof, or in any manner fraudulently apply or dispose of the same or any part thereof to his own use or benefit or for any purpose whatsoever except for the Public Service or the use or benefit of the person for or on whose account or for whose use or benefit the same shall have been intrusted to or received by him or have come to his possession or control, shall be deemed to have feloniously stolen the same from Her Majesty; and being convicted thereof shall be liable at the discretion of the court to be imprisoned for any term not exceeding ten years.

NOTE.—(a) Where a person in the *de facto* employment of the Government receives money by virtue of such employment and appropriates it to his own use, he is guilty of embezzlement within this section; and it is immaterial whether the duty to receive such money was cast upon him by virtue of his appointment by the Governor in Council, or by departmental practice or orders; or whether the regulations or instructions under which he received them were *ultra vires.*—*Rex.* v. *O'Ferrell,* 1 V.L.R. (L.), 81.

EXEMPTION FROM EXAMINATION.—GENERAL DIVISION.

[*Act No.* 1133, *section* 58.]

It has been reported by the Public Service Board or by the Public Service Commissioner to the Governor in Council, under the provisions of section 58 of the *Public Service Act* 1890, that the system of competition cannot be advantageously applied in regard to appointments to the offices hereinafter mentioned:—

Engine-driver holding Certificate of Competency from the Board of Examiners for Mining and Factory Engine-drivers, from the Marine Board of Victoria, or from other competent authority recognised as such by the Governor in Council.
Female Type Writer and Shorthand Writer.
Fireman.
Labourer.
Lift Attendant.
Lithographic Printer, Assistant.
Lithographic Printer, Junior Assistant.
Lithographic Stone Grinder.
Master, Mate, Engineer, holding Certificate of Competency from the Board of Trade, from the Marine Board of Victoria, or from other competent authority recognised as such by the Governor in Council.
Office Cleaner.
Shorthand and Type Writer.

Also the following :—

Department.	Classes of Applicants.
Chief Secretary's ...	Carpenter and Model Maker, Public Library
	Female Inspector of Factories, Work-rooms, and Shops
	Females in Penal and Gaols Branch, and in Neglected Children, Probationary, and Reformatory Schools Branch
	Overseer (Brush and Broom Making Industry)
	Overseer of Printing, Pentridge
	Pupil Chemical Assistant to the Chief Inspector of Explosives
	Superintendent, Coranderrk
Treasury	Apprentices and Supernumeraries, Government Printing Office (*vide* Regulations under section 61)
Law	Embosser (Boy), Stamps
Lands and Survey ...	Carter
	Gardener
	Painter and Writer, Botanic Gardens
Public Works ...	Assistant Lighthouse-keeper
	Deckhand, Dredges
	Diver's Attendant, acting as Diver
	Engine-driver and Fitter
	Inspector of Works
	Seaman
	Senior Boatman and Pilot, Warrnambool
	Shipwright, Ports and Harbors
	Smith's Striker, Ports and Harbors
	Watchman, Public Offices
Mines and Water Supply	Inspector of Mines and Machinery
Public Health ...	Sanitary and Food Inspector
Agriculture ...	Inspector, Vegetation Diseases Act

EXEMPTIONS FROM THE OPERATION OF THE PUBLIC SERVICE ACT 1890.

[*Act No.* 1133, *section* 3.]

The Governor in Council has, upon the recommendation of the Public Service Board or the Public Service Commissioner, declared that the provisions of the *Public Service Act* 1890 shall not apply to the officers or classes of officers hereinafter mentioned:—

Department.	Officers or Classes of Officers.
All Departments ...	Any officer who has been specifically engaged to perform work of a temporary character, or who by his retainer, commission, agreement, or the nature of his employment, is not required and does not give his whole time to the Public Service, and who is allowed to perform work for other persons outside the Public Service for his own pecuniary advantage and in his private capacity
Chief Secretary's ...	Thomas Kelly, Engineer Surveyor and Shipwright Surveyor for granting declarations under section 141 of the *Marine Act* 1890
	Thomas Francis Moore, Osteologist and Articulator, Public Library
	Jas. P. Gannon, Attendant, Public Library
	Mary E. E. Cane, Catalogue and Label Writer, Public Library
	Overseer of Mat-making, Pentridge Gaol (J. Patchett)
	Persons engaged as temporary Penal Warders (Male), provided that no such persons shall be employed for more than fourteen days in any one calendar month
	Persons engaged as temporary Female Warders in Gaols, provided that no such persons shall be employed for more than 21 days in any one calendar month
	Staff (other than Superintendent) Inebriates Institution, Lara
Treasury	Binders, Compositors, Labourers, Lithographic Printers, Machinemen, Pressmen, Stereotypers, Government Printing Office, to meet any sudden emergency, provided that no such persons shall be employed for more than 21 days in any one calendar month
	Apprentices, Government Printing Office
Law	Judges' Associates
Lands and Survey ...	Employés in connexion with Rabbit Extermination
	Pupil Surveyors and Pupil Draughtsmen
	Labourers in Survey Parties
	Persons temporarily employed for the maintenance of Grounds in connexion with the Government Cottage, Macedon, provided that no such persons be employed for more than 21 days in any one calendar month
	Horace Walker, Crown Lands Bailiff, Omeo
	Caretakers engaged by Lands Purchase and Management Board
Public Works ...	Pupil Surveyors and Pupil Draughtsmen, and Apprentices
	Hall Attendant, Government House, Domain
	Persons employed at the State Government House, Malvern
	Persons to be employed in connexion with Brickmaking Works, Thornbury
	James Parker, Gas Engineer
	Members of Crew (Cook, Leadsmen, Boatmen, and Boys), engaged by Marine Surveyor
	Artisans in Dockyard Assistant Lighthouse-keepers Engineers Firemen Labourers Seamen — Provided that no such persons shall be employed for more than 21 days in any one calendar month

SECTION 3—*continued.*

Department.	Officers or Classes of Officers.
Mines and Water Supply	Employés in connexion with Diamond Drills Chainmen, pay not to exceed 8s. a day Labourers and Artisans, pay not to exceed the minimum wage as determined from time to time by the Department of Public Works Caretakers, pay not to exceed £2 a week *Water Supply*—Gangers, pay not to exceed 8s. a day each; Pitcher-setters and Labourers, Waranga, 8s. 6d. and 8s a day respectively, when called upon to work in water
Public Health ...	Doctors, Nurses, or others temporarily engaged on account of the presence of contagious or infectious diseases Henry Richardson, Ambulance Driver, Messenger, and Caretaker Persons temporarily employed in connexion with Institute for Treatment of Consumptives, Broadmeadows
Agriculture ...	Official Analysts under the Artificial Manures Act, provided that such analysts shall before appointment be either— (*a*) Fellows or Associates of the Institute of Chemistry of Great Britain; or (*b*) Holders of the Diploma of Analytical Chemistry of the University of Melbourne; or (*c*) (*i.*) Have undergone a course of three years' training in Chemistry either at the Melbourne or some approved University or at some School of Mines, technical school (including the Working Men's College, Melbourne), or institution approved by the Public Service Commissioner, and have passed satisfactory examinations during such course; or have passed an examination in General Chemistry, inorganic and organic, before examiners nominated by the Public Service Commissioner; (*ii.*) and in either case have also passed a practical examination in the analysis of artificial manures before examiners approved by the Public Service Commissioner, or have been employed for three years consecutively in the analysis of artificial manures in a Government Laboratory or in a laboratory under the control and supervision of an official analyst; and have satisfied the Public Service Commissioner that they have, or have access to, the necessary apparatus for making analyses of artificial manures.
State Forests ...	Employés in State Nurseries and Plantations, and Persons employed at Forest Improvement Work in State Forests and Timber Reserves, for periods not exceeding three (3) months, at wages not exceeding seven shillings (7s.) a day.

REGULATIONS—LUNACY DEPARTMENT.

CLASSIFICATION OF THE PROFESSIONAL DIVISION.

PUBLIC SERVICE ACT No. 1133, SECTION 59 (1), AND ACT No. 1721, SECTION 13, and LUNACY ACT No. 1873, SECTION 12.

1. When it is necessary to fill an office in the Professional Division it shall, unless it be 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 Inspector-General of the Insane, possesses the particular qualifications required for the vacant office, and is next entitled by merit, good and diligent conduct, length of service, relative seniority, and the nature of the work performed by him.

2. In the case of appointments, transfers, and promotions made on or after the 1st August, 1905, to any such office, the scale or amount of salary assigned to the several offices mentioned in the Schedule hereto shall be that respectively entered opposite the name of such office in such Schedule in the "Yearly Rate of Pay."

3. When a minimum rate and a maximum rate of salary are 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 approved by the Governor in Council on the recommendation of the Inspector-General, provided that an officer on his first appointment to the Service shall be paid the minimum rate of his office.

4. Any officer transferred or promoted to any office in the Professional Division shall thereupon be the junior officer in such office or grade to which he is promoted or transferred, 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, provided it be not greater than the maximum rate for such office.

5. The following are the classes of the Professional Division which apply to officers appointed, transferred, or promoted under these regulations.

	Salary. Minimum.	Maximum.
Class AA	£600 ...	£700
Class DD	£350 ...	£400
Class EE	£300 ...	£350

W. ERNEST JONES,
Inspector-General of Insane.

SCHEDULE.

Office.	Class.	Salary, Minimum	Rate of Increment.	Salary, Minimum
		£		£
Medical Superintendents—Hospitals for the Insane	AA	600	£25, at intervals of not less that two years, and on the recommendation of the Inspector-General of the Insane	700
Senior Medical Officer—Hospitals for the Insane, Yarra Bend, Kew, Kew Idiot Asylum	DD	350	£10, at intervals of not less than one year, and on the recommendation of the Inspector-General of the Insane	400
Junior Medical Officer—Hospitals for the Insane	EE	300	£10, at intervals of not less then one year, and on the recommendation of the Inspector-General of the Insane	350

NOTE.—All members of the Medical Staff, except unmarried Junior Medical Officers, to be provided with quarters and allowances other than rations, fuel, light, and grazing for horse and cow.

Unmarried Junior Medical Officers will be provided with quarters and allowances, *i.e.*, fuel, light, water, washing, and rations, and attendance, and will be charged at the rate of £50 a year therefor.

APPOINTMENT AND PROMOTION IN THE GENERAL DIVISION.

(ACT No. 1133, SECTION 59 (V.), (VI.), AND (VII.), AND ACT No. 1873, SECTION 12).

Registration and Examination of Applicants.

1. Every applicant (except for the position of Messenger and Laboratory Attendant) must at the date of his application be between the ages of twenty-one and forty-one years, and must forward to the office of the Inspector-General of the Insane an application in his own handwriting, stating his full name and address, the date and place of birth, and the particular appointment or class of appointment which he desires to obtain. He must also send in a certificate of good moral character and industry, as well as a certificate of suitability for employment from either the Inspector-General of the Insane or the Medical Superintendent of one of the Hospitals.

Nurses should be 5 feet 3 inches in height, and Attendants 5 feet 8 inches, with correspondingly good physical development, and in their form of application they should state what their previous occupation or work has been.

Applicants for the positions of Messenger and Laboratory Attendant must be between the ages of sixteen and twenty: Messengers will not be retained after they have reached the age of twenty-one years.

2. 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 Inspector-General, by the production of certificates or otherwise, that he possesses the handicraft and experience necessary for the work of the office.

3. On the production of these certificates applicants may have their names entered in the "Register of Applicants for Employment," and will be nominated as vacancies occur. Prior to nomination, however, it will be necessary for applicants to furnish a certificate of good physical health.

4. New appointments, all things being equal, will be made from among those persons whose names are entered in the "Register of Applicants for Employment" according to priority of registration for vacant offices, combined with fitness in each case for the particular office to be filled, and the Educational Test Examination having been passed; but the Inspector-General may nominate any applicant who has special qualifications without regard to his position on the Register.

5. If any person decline to accept an appointment which is offered to him, his name will thereupon be removed from the Register. The name of a candidate may also be removed from the Register if he fail to reply within seven days to any communication from the Inspector-General respecting his nomination to the Lunacy Department addressed to him at his last place of residence known to the Inspector-General.

6. 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 years.

Educational Examination.

7. Any person appointed under these Regulations will be on probation for twelve months, and the Attendants and Nurses will be required prior to their probationary appointment to pass an examination which will prove the sufficiency of their education.

The subjects of examination shall be those specified hereunder:—

(*a*) Handwriting: to be tested by copying out at least 200 words from a passage of simple English.

(*b*) Spelling: to be tested by writing from dictation an extract from a newspaper—not less than 100 words.

(*c*) Arithmetic: first four rules, simple and money.

Applicants who have passed any examination for candidates for appointment in the Public Service of Victoria, or any like examination, will be exempted from this examination. Persons appointed to positions in the General Division other than those of Attendants and Nurses will not be required to pass the Educational Examination, *i.e.*, Hospital Trained Nurses, Artisans, and Servants.

First Departmental Examination.

8. Attendants and Nurses appointed under these Regulations must qualify themselves for retention on the staff of the Lunacy Department and for subsequent increments to their salaries by attending the necessary courses of Lectures in Elementary Anatomy and Physiology, First Aid to the injured, and General and Mental Nursing.

Failure of an Attendant or Nurse to pass the Departmental Examinations within the times specified will be considered to be evidence of incapacity to discharge the duties of his or her office; and the retention of Attendants and Nurses on the staff will be conditional on their passing these examinations. No Attendant or Nurse will be retained on the staff of the Lunacy Department unless he or she has passed the First Departmental Examination.

9. The First Departmental Examination cannot be undertaken before the Attendant or Nurse has been in the service of the Lunacy Department for a period of one year, and must be passed before the expiration of the second year of service, dating from the time of appointment on probation. In the event of a failure to pass at the first attempt, on the recommendation of the Medical Superintendent the Inspector-General may approve of a second opportunity to pass the examination being given.

Second Departmental Examination.

10. The Second Departmental Examination—in general and mental nursing—cannot be undertaken until after the end of the third year of service in the Lunacy Department, but the attendants and Nurses must present themselves for this Examination before the end of the fourth year of service, dating from the time of appointment on probation. On the passing of this Examination a certificate will be given to the successful examinee setting forth that he or she is considered as a trained mental Attendant or Nurse of the Lunacy Department. In the event of a failure to pass this second examination at the first attempt, on the recommendation of the Medical Superintendent the Inspector-General may approve of other opportunities to pass the examination being given. In the event of a second failure to pass, however, the services of the unsuccessful candidate may be dispensed with.

11. The first increment will only be recommended to the Attendant or Nurse conditional on the First Departmental Examination having being passed, and if he or she is approved of by the Medical Superintendent and the Inspector-General, and on the production of a certificate of good conduct and diligence from the Medical Superintendent of the Hospital for the Insane where he or she is employed. The third increment will not be recommended until the Second Departmental Examination has been passed.

12. In determining the claims of officers to promotion, consideration will be given in respect of merit to the following qualifications :—

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

In determining the claims to promotion of an Attendant or Nurse in a Hospital for the Insane, consideration in respect of merit will be given to evidence of nursing qualifications as shown by having passed the examinations held by the Department.

13. No Attendant or Nurse will be eligible for promotion to the Second Grade until the Second Departmental Examination is passed.

14. For promotion to the First Grade selection will be made from among those Attendants and Nurses who have passed into the Second Grade, and who have, by reason of their special fitness for the work, as well as by their good conduct and industry, proved themselves capable of taking charge of a large and important ward.

15. Except in a case in which the Inspector-General shall certify that some particular office in the Lunacy Department should be filled by a Hospital Trained Nurse, the person to fill the position of Hospital Attendant, whether male or female, may be selected from among the First Grade Attendants and Nurses who have demonstrated their capacity for the special work required of them.

16. It will be necessary for the Chief Nurses and the Hospital Nurses to pass the Second Departmental Examination in mental nursing before their appointments are confirmed.

Board of Examiners.

17. All Departmental Examinations will be conducted by a board of Examiners which will consist of the Inspector-General and two Medical Superintendents or Deputy Superintendents appointed by him.

18. The subjects of the First and Second Departmental Examinations shall be those set forth in the syllabus of lectures adopted from time to time and issued to each Hospital for the Insane, the text-book being as prescribed from time to time.

19. The employés at the Idiot Asylum and the Reception House so far as is practicable will be subject to the same rules as the employés in the Hospitals for the Insane.

20. In accordance with the exigencies of the Department, and in order to facilitate the better training of Attendants and Nurses, the Inspector-General may transfer an Attendant or Nurse from one Hospital to another, or from the female side to the male side of the same Hospital where the nursing of male patients is undertaken by female Nurses.

21. All probationers and persons appointed on the staff of the Lunacy Department will be required to sign the agreement hereunder at the time of entry on duty.

LUNACY DEPARTMENT.

I hereby acknowledge to have received and read a copy of rules and instructions appended hereto and marked A and B which are now in force for the guidance of.....in the Lunacy Department. I fully understand that during my connexion with this Department and in consideration of being employed, I am obliged to obey and carry out these rules and instructions, and all other rules, instructions and orders which may be in force during my employment within the Hospital for the Insane in which I may at any time be employed; and also that I must be careful of the property of the Government of Victoria, and must promote, as far as I am able the interests and objects of any such Hospital; avoid gossiping about its inmates or affairs, and endeavour generally by my own conduct and demeanour to sustain the reputation of the establishment. I further understand that I am liable to be called upon to perform any duty assigned to me, although not of a nature I usually perform, should I be required to do so by the Medical Superintendent or his representatives; that it is my duty if anything improper is done in my presence or to my knowledge in the Hospital wherein I may be employed, to report it to the Medical Superintendent; and I understand and agree that I am liable to be punished or have my services dispensed with, or be dismissed, for any transgression of any instruction, order or rule of the Hospital, or of any instruction, order or rule applying to.....and further, I understand the principles laid down in the Rules and Regulations for promotion by merit, good behaviour and suitability (and, for the Attendants and Nurses, that the possession of the Departmental Nursing Certificates), are the only means by which I may expect promotion, and that any attempt to gain promotion by other influences than these will be taken as an acknowledgement on my part of my unfitness for such promotion; further that one month's notice at least is required before an application to be allowed to leave the service of the Lunacy Department will be considered.

I further make statement and declare my true and proper age to be..... years.

Date of Birth.....

Witness.....

Dated at the Hospital for the Insane at..... .....this.....

day of.....190 . .

CLASSIFICATION OF THE GENERAL DIVISION.

(ACT No. 1133, SECTION 59 (viii.), AND ACT No. 1721, SECTION 13, AND ACT No. 1873, SECTION 12.

1. In the case of appointments, promotions or transfers to any office in the General Division in the Lunacy Department, the scale or amount of salary assigned to the several offices mentioned in the Schedule hereto shall be that respectively entered opposite the name of the office in such Schedule in the column headed "Yearly Rate of Pay (1)," provided however, that the rates of pay specified in the column headed "Yearly Rate of Pay (2)" shall apply to officers appointed as described in the heading or the footnotes.

2. In cases where no minimum salary 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. In cases where there is a minimum rate and a maximum rate, every officer shall be entitled to receive salary at a rate within the minimum and maximum limits to be approved by the Governor in Council on the recommendation of the Inspector-General of the Insane, provided that an officer on his first appointment to the Department shall be paid at not more than the minimum rate of his office.

4. Any officer transferred or promoted to any class or grade shall thereupon be deemed to be junior to any officer already in such class or grade, but notwithstanding anything in the Schedule hereto he shall be paid an amount not less than that which he was receiving immediately before such transfer or promotion. Officers who are transferred to the Attendants' or Nurses' staff from the Artisans' and Servants' staff, and who are in receipt of salaries at or above the maximum of the Third Grade, may be transferred to the Second Grade on the recommendation of the Inspector-General without regard to their seniority. They will, however, be required to pass the Educational and Departmental Examinations prior to being so transferred.

5. In the case of Attendants and Nurses, promotion from Grade to Grade may be approved by the Governor in Council on the recommendation of the Inspector-General, and shall be regulated in accordance with the special regulations for Attendants and Nurses.

6. Increments may be granted to officers appointed to the offices mentioned in the following Schedule, on the scale shown hereunder, viz :—

For staff, Artisans and Servants, Attendants, and Nurses :

When the difference exceeds £45 :

Three increments each equal to one-third of the difference between the minimum and maximum, to be payable as follows :—

First increment, after an interval of one year from appointment, or, in the case of an officer transferred, after an interval of one year from the date upon which he commences duty in his new office.

Second increment, after a further interval of two years.

Third increment after a further interval of three years.

When the difference does not exceed £45:

First and second increments as above.

Third increment after a further interval of two years.

For Hospital Nurses :

Minimum salary, £48. One increment of £12 after twelve months' service and after an examination in mental nursing has been passed ; and further increments of £12 after the third and fifth year's service respectively from the date of appointment. Trained Hospital (Head) Nurses on the Temporary Staff of the Lunacy Department on 30th June, 1906, may, on appointment to the permanent staff, be paid the maximum salary of the position on the recommendation of the Inspector-General.

7. In cases where officers are in receipt of salaries between the minimum and maximum assigned to their several offices, increments may be granted on the scale shown hereunder, viz. :—

Three increments each equal to one-third of the difference between the salary of the officer as the date of his transfer or promotion and the maximum of his office, to be payable as under the preceding clauses :

Provided that where the difference between the salary of an officer and the maximum of his office does not exceed the sum of £10, one increment of the amount of such difference, or increments of any less amount, may be granted at an interval or intervals of one year.

8. Where an officer previously to his transfer from one office to another has been paid the same salary as in his new office, time served in such former office may be counted in reckoning the interval for the first increment.

9. Every increment shall be discretionary, and no increment shall be payable except on the certificate of the Permanent Head of the Department and of the Inspector-General that such increment has been earned by good conduct and efficient service.

10. If any officer is in receipt of pay greater than the maximum rate, he shall continue to receive such pay until he can be employed upon work equivalent to his salary.

7880.—6.

SCHEDULE.

	Yearly Rate of Pay. (1)		Yearly Rate of Pay. (2) (These rates are to apply only to Officers who, on 26th December, 1900, occupied the offices for which salaries are hereinunder provided, and, who were appointed to such offices prior to 22nd October, 1894, except where otherwise shown.)	
	Minimum.	Maximum.	Minimum.	Maximum.
Hospitals for the Insane.	£	£	£	£
Criminal and Refractory Ward—				
Attendant, head	...	144‡		
Attendant, relieving Attendant	...	130*		
Attendant	...	100*		
Artisans and Servants—				
Males—				
Blacksmith	...	156		
Carter	66	90*		
Carpenter	...	144		
Cabinetmaker	...	144		
Cook	88	112*	120	144†
Fireman	...	114		
Gardener	100	124‡		
Painter	132	144		
Shoemaker	132	144		
Soapmaker	132	144		
Tailor	132	144		
Upholsterer	...	132		
Artisans and Servants—				
Female—				
Head Cook	60	78*		
Cook	40	58*		
Kitchen Maid	36	42*		
Laundress	...	48*		
Laundress Assistant	36	42*		
Tailoress	72	84		
Tailoress Assistant	60	66		
Seamstress	60	66		
Attendant, Head, Metropolitan Hospitals	...	156‡	204	252†
Attendant, Head, Country Hospitals	...	144‡		
Attentant, Hospital, Male	...	136*		
Dispenser, Metropolitan Hospitals	147	174‡	168	192†
Farm Bailiff, Kew	...	...	216	252†
Farm Baliff, Metropolitan Hospitals	150	180‡		
Farm Baliff, Country Hospitals	130	144‡		
Engineer Mechanic, Yarra Bend	...	...	192	210†
Mechanic, Metropolitan Hospitals	...	156‡		
Mechanic, Country Hospitals	...	144‡		
Storeman, Metropolitan Hospitals	162	180		
Storeman, Country Hospitals	150	162		
Messenger, Junior	42	72*		
Laboratory Attendant	52	76*		

SCHEDULE—*continued.*

—	Yearly Rate of Pay. (1)		Yearly Rate of Pay. (2) (These rates are to apply only to Officers who, on 26th December, 1900, occupied the offices for which salaries are hereinunder provided, and, who were appointed to such offices prior to 22nd October, 1894, except where otherwise shown.)	
	Minimum.	Maximum.	Minimum.	Maximum.
Hospitals for the Insane—continued.	£	£	£	£
Attendants—				
Male—				
Grade I. (In charge of large wards; relieving Attendants in large Hospital wards; and Senior Night Attendant in each Hospital)	...	130*	...	162†
Grade II. (Relieving Attendants in large wards; in charge of small wards, and other special duties)	...	112*	...	144†
Grade III.—	66	100*	90	132†
Carpenter attendant	84	108*		
Tailor Attendant	84	108*		
Shoemaker Attendant	84	108*		
Painter Attendant	84	108*		
Females—				
Chief Nurse, Metropolitan Hospitals	100	125*		
Chief Nurse, Country Hospitals	100	125*		
Housekeeper	90	108*		
Nurse, Hospital	48	84*		
Nurse, Hospital, Receiving House	...	84*		
Nurse—				
Grade I. (In charge of large wards; Relieving Nurses in large Hospital wards; and Senior Night Nurse in each Hospital)	...	64*	...	96†
Grade II. (Relieving Nurses in large wards; in charge of small wards, and other special duties)	...	56*	...	87†
Grade III.	35	50*	63	81†
Asylum for Idiots—				
Attendant, Senior male	...	132*		
Tailor Attendant	84	108*		
Teacher	138	156‡		
Teacher Assistant male	85	102*		
Teacher Assistant, female	54	66*		
Nurse, Senior, female	...	66*		
Sewing Mistress	60	78		

* With quarters when required to reside on the premises, and rations.

† Less usual deductions.

‡ With quarters and allowances (other than rations) when required to reside on the premises.

NOTE.—When permitted to reside off the premises, Attendants, Carters, and Cooks (Male) are to be allowed at the rate of £9 a year in lieu of quarters. When not supplied with rations, to be allowed at the rate of £16 a year in lieu thereof.

Nurses, Cooks, and Laundresses will be provided with uniforms.

Uniforms will be supplied to the Attendants, who will be charged £1 a quarter for them.

LICENSED SHORTHAND WRITERS.

Evidence Act 1890 (*No.* 2), *No.* 1201, *Sections* 10, 11, *and* 12.

10. The Public Service Board shall make regulations which shall have full force and effect as soon as approved of by the Governor in Council for determining the nature or character standard and requirements of the examinations or tests to be applied to applicants for licence as shorthand writers and which such applicants shall undergo.

11. All applicants qualified for licence shall be registered in the manner provided for persons who have qualified for appointment to the Clerical Division under the *Public Service Act* 1890, and all persons licensed as shorthand writers shall be selected from such register.

12. The Governor in Council may from time to time make regulations prescribing the fees payable to any shorthand writer licensed as aforesaid for his services and for a transcript of his notes.

Evidence Act 1890 (*No.* 2), *No.* 1201.

EXAMINATION OF APPLICANTS FOR LICENCE AS SHORTHAND WRITERS.—REGULATIONS.

1. Examinations shall be held at such times and places as may from time to time be notified by the Secretary to the Law Department in the *Government Gazette* and in two newspapers.

2. Every applicant shall, prior to admission to examination, produce to the Public Service Board satisfactory evidence—

(*a*) Of having attained the age of 21 years.
(*b*) Of good moral character.

3. Every applicant who has produced the aforesaid evidence, and who shall, before such examination, pay to the presiding examiner a fee of Ten shillings and sixpence, may be admitted to examination.

4. Before an applicant can be registered as qualified for licence he must pass, to the satisfaction of the examiners, examinations in—

(*a*) Rapidity and correctness in writing shorthand.
(*b*) Rapidity and correctness in transcribing shorthand notes.
(*c*) Rapidity and correctness in reading shorthand notes.

5. The standard required for passing shall be—

(*a*) To write correctly from the examiner's dictation 600 words at the rate of 120 words a minute; five minutes in all.
(*b*) To transcribe at once in long hand, legibly and correctly, without abbreviations, in 24 minutes, the passage written from dictation under sub-clause (*a*).
(*c*) To write correctly in shorthand from the examiner's dictation 1,500 words at the rate of 150 words a minute; ten minutes in all. The writings of all candidates shall be collected at once without revision.
(*d*) To read aloud correctly to the examiners in not more than 30 minutes the paper written in accordance with the sub-clause (*c*).

Both shorthand and transcript must in all cases be written in ink.

6. While candidates are under examination no communication between them will be allowed.

7. Immediately after each examination the presiding examiner shall report to the Public Service Board the names of those candidates who satisfied the examiners thereat.

8. Candidates who may have passed the examination to the satisfaction of the examiners shall be registered as qualified for licence as shorthand writers in the law courts.

9. Notwithstanding the conditions imposed in the preceding regulations, any applicant for licence as a shorthand writer, who at the time of such application is the Government Shorthand Writer, or a member of his staff, or of the Victorian *Hansard* staff, and who may have served on either of such staffs as a shorthand writer for a period of five years and who shall produce evidence of his fitness satisfactory to the examiners, may, on the certificate of such examiners, and without further examination or test, be registered as a person qualified for licence as a shorthand writer in accordance with the *Evidence Act* 1890 (No. 2).

10. The preceding regulation shall also apply to any person who, at the time of his retirement from the public service, held the office of Government Shorthand Writer, or was a member of his staff, or of the Victorian *Hansard* staff, and who had served in such capacity as a shorthand writer for a period of five years, provided that he make application for licence as a shorthand writer within a period of four months from the date of his retirement from the public service.

Evidence Act 1890 (*No.* 2).

FEES TO SHORTHAND WRITERS.

For Attendances.

	£	s.	d.
For attendance on the first day of proceedings, inclusive of the taking of notes in shorthand, not more than Two guineas	2	2	0
For every subsequent day when the notes are not transcribed, not more than Two guineas ...	2	2	0
For every day subsequent to the first when the transcript is required, not more than One guinea	1	1	0

For Transcript of Notes.

For the transcript, including such additional copies not exceeding four in number as may be required, for each folio of 72 words not more than One shilling	0	1	0
For every subsequent copy, for each folio of 72 words not more than Twopence	0	0	2

NAVAL AND MILITARY SERVICE.

Defences and Discipline Act 1890, *No.* 1083, *Section* 44.

All persons now or hereafter to be engaged to serve in the Naval or Military Forces of Victoria, and who have served for a period of not less than five years, shall be entitled, at the expiration of such period, to be employed in the Non-clerical (General) Division of the Public Service, on fulfilling all requirements as to examination and insurance for persons entering such division; and such persons shall be entitled to be appointed to any vacancy which may occur therein in priority to all other persons whatsoever.

Public Service Act 1893, *No.* 1324, *Section* 18.

Notwithstanding the provisions of section forty-four of the *Defences and Discipline Act* 1890, persons who have served for a period of not less than five years in the Naval or Military Forces of Victoria shall not be entitled to be appointed to any such vacancy in the Non-clerical (General) Division in priority to any officers of the Public Service.

Public Service Act 1900, *No.* 1721, *Section* 11.

All persons who, pursuant to the provisions of any Act of the Parliament of Victoria, have served in South Africa or in China and who fulfilled the requirements as to examination and insurance for persons entering the Public Service shall be entitled, irrespective of age, to be appointed to any vacancy in such Service, if competent to fulfil the duties thereof, in priority to all other persons whatsoever, except persons in the Public Service. Provided that members of the Defence Force of Victoria who shall have served in such force for a period of not less five years at the time of the passing of this Act shall, on fulfilling all the requirements of section forty-four of the *Defences and Discipline Act* 1890, have equal rights with persons who have served in South Africa or China as aforesaid to enter the General Division of the Public Service.

PUPIL SURVEYORS AND DRAUGHTSMEN, SURVEY BRANCH.

CONDITIONS.

An applicant for appointment must not be more than twenty years or less than sixteen years of age. He will be required to produce a medical certificate to the effect that he is of sound constitution, and not affected with any physical infirmity which would interfere with the proper exercise of his profession.

QUALIFICATIONS.

He must have passed the Matriculation Examination (including Algebra, Euclid, and Arithmetic) in the Melbourne or other recognised University, or—

Passed such other recognised examination, or produce such certificates from the Education Department, or other authority, as will satisfy the Surveyor-General as to his competency in the three subjects named, and as to his general educational proficiency.

He shall also with such certificates submit a specimen of his plan drawing.

COMPETITIVE EXAMINATION.

Having duly complied with the foregoing requirements, he will undergo a competitive examination in trigonometrical computation, plotting and plan drawing, when the competitors to whom shall be awarded a sufficient number of points by the Examiners will be recommended for appointment, subject to the regulations of the department as to probation.

PROBATION.

Accepted candidates approved by the Minister shall enter the office as probationers for a period of one month without pay; and at the end of that time if reported by the Surveyor-General to have displayed aptitude for the work, may be appointed as pupils, and will be subject to the General Regulations for the Public Service as far as they are applicable.

TERM OF SERVICE.

The pupil's service in the Department shall be for a term of four years, the first two of which will be served in the office, where he will be engaged in drawing and computing. He will then (if thought necessary) be examined in trigonometry, including computation of areas and reduction of traverse surveys, also plotting from field book and plan drawing. If his progress up to this time be not deemed satisfactory, he will be liable to be dispensed with; but, if satisfactory, he will be placed under a departmental surveyor for two years for field practice.

Afterwards he will have the privilege of attending for two months at the Melbourne Observatory, where he will be instructed in such branches of practical astronomy as are necessary for the duties he may be called on to perform as a qualified surveyor.

He will be allowed to present himself at the next ensuing or subsequent examination for land surveyors for the purpose of obtaining the certificate of the Surveyor's Board as to his qualifications.

REMUNERATION.

He will receive the following remuneration during the term of his pupilage:—1st year, £40; 2nd year, £52; 3rd year, £65; 4th year, £80.

SUBJECT TO REGULATIONS.

During the whole term of his pupilage and service in the Department he shall be subject to the Regulations for the Public Service of Victoria as far as they are applicable.

BONDS REQUIRED.

Each successful candidate for appointment as pupil surveyor and draughtsman will be required to find two approved sureties, who shall enter into bonds for £150 each for the faithful performance of his duties, and to provide for his remaining in the service of the Department for a further term of two years, if required, at a salary not exceeding £160 per annum.

REGULATIONS FOR PUPILS IN ARCHITECTURE AND ENGINEERING.

Department of Public Works.

CONDITIONS.

An applicant for appointment must not be more than 20 years, or less than 16 years of age. He will be required to produce a medical certificate that he is of sound constitution, and not affected with any physical infirmity which could interfere with the proper discharge of his profession.

QUALIFICATIONS.

1. The candidate must have passed the Matriculation Examination (including Algebra, Euclid, and Arithmetic), in the Melbourne or other recognised University; or

2. Passed such other recognised examination, or produce such certificates from the Education Department, or other authority, as shall satisfy the Inspector-General of Public Works as to his competency in those three subjects, and as to his general educational proficiency.

3. He shall also, with such certificates, submit satisfactory proofs of his aptitude for drawing.

PROBATION.

Each candidate approved by the Minister shall enter the office as a probationer for a period of one month without pay; and at the end of that time, if reported by the Inspector-General to have displayed aptitude for the work, he shall be enrolled as a pupil, and shall be subject to the General Regulations for the Public Service so far as they can fairly apply.

No more pupils will be received than are needed for the requirements of the Department.

TERM OF SERVICE.

The term of service shall be two years, and at the end of the first year the pupil, in order to qualify for the continuation of his pupilage in the succeeding year, will be required to pass an examination in the subjects set forth in the annexed schedule for "first year."

If, however, it be considered as satisfactory to the Department and to the advantage of the pupil, the period of pupilage or term of service may be extended to four years.

As a qualification for such extension the test examination set forth in the schedule for "second year" must be passed, and the pupil must have given proof of special aptitude and diligence.

The Minister reserves the power to dispense at any time with the services of any pupil who may, in the opinion of the Inspector-General, be wanting in application or in the careful performance of his work, or whose conduct may be considered by him to be unsatisfactory.

REMUNERATION.

The salary for the first year shall be £30, and, subject to the passing of the required examination, the salary for the second year shall be £40. In the event of a pupil being permitted to continue his pupilage beyond two years, the salary for the third year shall be £60, and for the fourth year £80.

It is distinctly to be understood, by or on behalf of pupils, that their period of service as pupils will on no account constitute a claim for incorporation with the Departmental staff, or for employment beyond the period of pupilage, whether it be for two years or four years, further than already provided by the Public Service Board's Regulations under Section 61 of Act 1133.

SCHEDULE OF SUBJECTS FOR EXAMINATION.

First Year.

Tracing.
Colouring.
Drawing to scale.
Neat lettering.
General knowledge of terms used in building and engineering work.
Mensuration.
Elementary freehand drawing.

Second Year.

Simple geometrical and freehand drawing.
Elementary building materials and construction.
Elementary knowledge of the styles of architecture.
Building quantities.
Ornamental writing and printing.

FOR ENGINEERING.

Simple practical trigonometry and field work.

Tracings and drawings connected with the subjects for examination for each year, and duly certified as being the work of the pupil, will be considered in connexion with each examination.

REGULATIONS FOR MINES LABORATORY STUDENTS.

CONDITIONS.

Applicants for the position of Student at the Laboratory must be not more than twenty-five years' nor less than sixteen years of age.

QUALIFICATIONS.

Before an applicant can be admitted—(1) He should produce evidence of having undergone a course of training in Chemistry and Assaying (but the latter will not be insisted on) at a University, School of Mines, Working Men's College, or some other recognized educational institution of the like character: (2) He must also submit himself to such practical tests as the officer in charge of the laboratory may deem necessary.

PROBATION.

An applicant considered suitable and approved of by the Minister, shall enter the laboratory as a probationer, for a period of one month without pay, and at the end of that time, if the officer in charge of the Laboratory is satisfied with the applicant's aptitude and general conduct, he may be enrolled as a Junior Student, and shall be subject to the General Regulations of the Public Service so far as the same can be made to apply. Other things being equal, preference to be given to Students from Schools of Mines, of the Working Men's College.

NUMBER OF STUDENTS, AND TERM OF SERVICE.

The number of Students may not exceed six at any one time, of whom not more than three shall be graded as Senior Students, who shall be selected from such of the Junior Students as have served for a period of twelve months, and whose progress and work during that time have been satisfactory. Junior Students will be admitted from time to time according to the requirements of the Laboratory.

Students of a year's standing to the number of three at the time of the passing of these regulations, may be ranked and paid as Senior Students on the recommendation of the officer in charge of the Laboratory.

The term of service shall not exceed two years.

The Minister reserves the power to dispense at any time with the services of any student who in the opinion of the officer in charge of the Laboratory is wanting in application, in aptitude, or in the careful performance of his work, or whose conduct may be unsatisfactory.

REMUNERATION.

An allowance for the first year shall be made at the rate of £26 per annum, and subject to there being a vacancy, and the conduct and progress of the student being satisfactory, the rate for the second year shall be £52 per annum.

It is distinctly to be understood by, and on behalf of the students, that their period of service as students will on no account constitute a claim for incorporation with the Departmental staff for employment beyond a period of studentship.

THE CONSTITUTION ACT 1906, No. 2075, SECTION 4.

4. (1) In order that all officers may be enabled to render loyal and efficient service to the State, it is hereby enacted that no person or class of persons employed in any capacity (whether permanently or temporarily) in the Public Service (including the Railway Service, the Police Force, the State Rivers and Water Supply Department, and the Lunacy Department) shall either directly or indirectly take any part whatsoever in or in relation to elections of Members of the Legislative Council or the Legislative Assembly, or directly or indirectly in any way take part in the political affairs of the State of Victoria otherwise than by recording a vote at a Parliamentary election; and no person or class of persons so employed shall directly or indirectly use or attempt to use any influence in respect to any matter affecting the remuneration or position in the Public Service of either himself or any other person.

(2) If any person so employed is guilty of any contravention of this section, then on proof thereof to the satisfaction of the Public Service Commissioner or Commissioners of Railways, the Chief Commissioner of Police, or the State Rivers and Water Supply Commissioners, or the Inspector-General of the Insane (as the case may be), such person may by the said authority be fined any sum not exceeding Ten pounds, and may be reduced in class, subdivision, grade, or status and salary, or he may be dismissed, or his services may be dispensed with: Provided that such person shall not be dismissed or have his services dispensed with for any contravention of this section without the consent of the Governor in Council.

(3) This section shall apply to every person employed as aforesaid notwithstanding that he may not be subject to the Public Service Acts or the Railway Acts or the Police Regulations Acts, or Part I. of the *Lunacy Act* 1903

(4.) This section shall not apply to officers in the service of Parliament, but the Governor in Council on the recommendation of the President of the Legislative Council, the Speaker of the Legislative Assembly, and the Joint Library Committee respectively, may make regulations applying to such officers in relation to the matters referred to herein.

The following Schedules show **the rates of yearly salaries paid to officers of the Clerical Division** appointed or promoted under the several Public Service Acts enumerated hereunder :—

ACT No. 160 (18TH JUNE, 1862).

Class.	Minimum.	Maximum.	Increments.	£ s. d.
	£	£		
5th Class ...	80	180	Six yearly increments of	16 13 4
4th " ...	200	350	" " "	25 0 8
3rd " ...	375	485	" " "	18 6 0
2nd " ...	500	600	" " "	16 13 4
1st " ...	610	...	...	

ACT No. 1133 (ACT No. 773, 31ST DECEMBER, 1884).

Class.	Minimum.	Maximum.	Increments.
		£	
5th Class ...	16 years of age, £50 17 " " £60 18 " " £70 19 to 30 " £80	200	£10 yearly up to £100, and five yearly increments of £20 each
	£		
4th "	210	300	Nine yearly increments of £10 each*
3rd "	360	450	Six " " £15 "
2nd "	500	600	Five " " £20 "
1st "	610	750	Seven " " £20 "

* A long service increment of £25 may be granted after five years' service at £300 a year, and a second long service increment of £25 may be granted after five years' service at £325 a year.

ACT No. 1324 (24TH OCTOBER, 1893) AND ACT No. 1721.

Class.	Salary of Subdivision of Class.					
	First Subdivision.	Second Subdivision.	Third Subdivision.	Fourth Subdivision.	Fifth Subdivision.	Sixth Subdivision.
	£	£	£	£	£	£
5th Class	40 First 50 Second 60 Third	80	100	120	140	160*
4th " ...	185	210	235	260	285†	...
3rd " ...	310	335	360	380	400	...
2nd " ...	420	440	460	480	500	...
1st " ...	520	540	560	580	600	...

* A long-service increment of £20 may be granted after three years' service at £160 a year, and a second long-service increment of £20 may be granted after five years' service at £180 a year.
† A long-service increment of £15 may be granted after five years' service at £285 a year.

The following Schedules show the **rates of yearly salaries paid to State School Teachers, &c.,** appointed or promoted under the several Public Service Acts enumerated hereunder :—

ACT No. 1133 (1ST AUGUST, 1890).

Class.	Minimum.			Maximum.			Increments.			
Males.	£	*s.*	*d.*	£	*s.*	*d.*		£	*s.*	*d.*
5th Class ...	88	0	0	136	0	0	Six yearly increments of	8	0	0
4th " ...	144	0	0	168	0	0	Three " "	8	0	0
3rd " ...	176	0	0	208	0	0	Four " "	8	0	0
2nd " ...	220	0	0	270	0	0	Five " "	10	0	0
1st " ...	280	0	0	330	0	0	Five " "	10	0	0
Females.										
5th Class ...	64	0	0	83	4	0	Three " "	6	8	0
4th " ...	89	12	0	115	4	0	Four " "	6	8	0
3rd " ...	121	12	0	166	8	0	Seven " "	6	8	0
2nd " ...	176	0	0	216	0	0	Five " "	8	0	0

"In addition to the fixed salary, a sum equal to one-half the amount of such salary shall be obtainable by way of results. Relieving Teachers shall be paid an amount equal to one-half the amount of the fixed salary in lieu of results."

ACT No. 1334 (3RD NOVEMBER, 1893).

—	Subdivision.							
	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6.	No. 7.	No. 8.
Males—	£	£	£	£	£	£	£	£
Class V. ...	82	89	96	103	110	117	124	...
" IV. ...	130	137	144	151	...	...	...	...
" III. ...	157	164	171	178	185	...	...	...
" II. ...	191	198	205	212	219	226	233	...
" I. ...	239	246	253	260	267	274	281	288
Females—								
Class V. ...	64	69	74	79	...	...	...	...
" IV. ...	85	90	95	100	105	...	...	...
" III. ...	110	114	118	122	...	...	...	...
" II. ...	126	130	134	138	...	...	...	...

ACT No. 1382 (29TH JANUARY, 1895).

—	Subdivision.							
	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.	No. 6	No. 7.	No. 8.
	£	£	£	£	£	£	£	£
Males—								
Class VIII.	70	...	...	...	...	...	...	...
" VII.	75	...	...	...	...	...	...	...
" VI.	82	89	...	...	...	...	...	...
" V.—Head Teachers	96	103	110	117	124	...	...	...
" V.—Assistants	96	103	...	...	...	...	...	...
" IV.—Head Teachers	130	137	144	151	...	...	...	...
" IV.—Assistants	130	137	...	...	...	...	...	...
" III.—Head Teachers	157	164	171	178	185	...	...	...
" III.—Assistants	157	164	...	...	...	...	...	...
" II.	191	198	205	212	219	226	233	...
" I.	239	246	253	260	267	274	281	288
Females—								
Class VIII.	56	...	...	...	...	...	...	...
" VII.	60	...	...	...	...	...	...	...
" VI.	64	69	...	...	...	...	...	...
" V.	74	79	...	...	...	...	...	...
" IV.	85	90	95	100	105	...	...	...
" III.	110	114	118	122	...	...	...	...
" II.	126	130	134	138	...	...	...	...

ACT No. 1721 (27TH DECEMBER, 1900).

—	Subdivision.				
	No. 1.	No. 2.	No. 3.	No. 4.	No. 5.
	£	£	£	£	£
Male Teachers—					
Class VIII.	70	...	...	...	...
" VII.	75	...	...	...	...
" VI.	82	89	96	103	110
" V.—Head Teachers	117	124	131	...	...
" V.—Assistants	117	...	...	...	...
" IV.—Head Teachers	137	144	151	158	...
" IV.—Assistants	137	...	...	...	...
" III.—Head Teachers	164	171	178	185	...
" III.—Assistants	164	...	...	...	...
" II.	193	203	213	223	233
" I.	240	252	264	276	288
Female Teachers—					
Class VIII.	56	...	...	...	...
" VII.	60	...	...	...	...
" VI.	64	69	...	...	...
" V.	74	79	84	...	...
" IV.	90	95	100	105	...
" III.	110	114	118	122	...
" II.	126	130	134	138	...

In addition to the fixed salary, a sum equal to one-half of such salary shall be obtainable by way of results. Relieving Teachers shall be paid an amount equal to one-half of the amount of the fixed salary in lieu of results.

ACT No. 2006 (1st January, 1906).

—	Subdivision.				
	1.	2.	3.	4	5.
Male Teachers—	£	£	£	£	£
Class VIII.	100	...	...	...	...
" VII.	108	...	...	...	...
" VI.	120	130	140	150	160
" V.	170	180	190	...	...
" IV.	200	210	220	230	...
" III.	240	250	260	270	...
" II.	280	290	305	320	335
" I.	345	360	375	395	415
VI. Class Teachers employed as Assistants ...	120	130	140	...	...
Female Teachers—					
Class VIII.	80	...	...	...	...
" VII.	85	...	...	...	...
" VI.	90	100	...	...	...
" V.	108	114	120	...	...
" IV.	128	136	144	152	...
" III.	158	164	170	176	...
" II.	182	188	194	200	...

ACT No. 2175 (1st January, 1909).

Class.	Subdivision.				
	1.	2.	3.	4.	5.
Male Teachers—	£	£	£	£	£
Class VII.	120	130	...	...	...
" VI.	140	150	160	170	...
" V. (a)	180	190	200	...	...
" IV. (a)	210	220	230	...	...
" III. (a)	240	250	260	270	...
" II. (a)	280	290	305	320	335
" I. (c)	345	360	375	395	415
Female Teachers—					
Class VII. Assistants (b) ...	80	...	...	...	...
" VII. Head Teachers ...	100	...	...	...	...
" VI. Assistants (a) ...	100	...	...	...	...
" VI. Head Teachers (a)	110	...	...	...	...
" V. (a)	120	130	...	...	...
" IV. (a)	136	144	152	...	...
" III. (a)	158	164	170	176	...
" II. (c)	182	188	194	200	...

(a) Teachers who have completed twenty-five years of service, and have for at least three years been in receipt of the maximum fixed salary, may be paid an increment to make salary, if males, £15 more than maximum salary, and, if females, £10 more than maximum.

(b) When employed for at least two years as Head Teacher, may be paid an increment at the rate of £10 a year.

(c) When for at least five years at maximum salary (excepting teachers paid under Act No. 1133 rate) may be paid an increment of £20 a year, and when in receipt thereof for three years, may be paid a further increment of £20 a year.

JUNIOR TEACHERS—RATES OF ANNUAL SALARY.

	£
Fourth Class	30
Third Class	40
Second Class	50
First Class	60

SEWING MISTRESSES.

Rate of Annual Salary, £30.

TEACHERS OF NIGHT SCHOOLS—RATES OF ANNUAL SALARY.

In schools where the average attendance is not less than 30, but under 40, £56.
In schools where the average attendance is not less than 40, but under 50, £68.
In schools where the average attendance is not less than 50, but under 60, £80.
And so on in proportion to the average attendance.

LEAVE OF ABSENCE—SICK PAY.

(CHAPTER XIV.)

Length of Service.	Maximum Number of Months that may be granted on—			
	Full Pay.	Half Pay.	One-third Pay.	
Under 4 years	1	1	—	Subject to the condition that in no case will payment be granted for a longer period than one month for each year of service.
4 years and under 8	1	1	1	
8 „ „ „ 12	2	2	2	
12 „ „ „ 16	3	3	3	
16 „ „ upwards ...	4	4	4	

The pay of Temporary Clerks is as follows :—

15 years to 17	£40 a year
17 „ 19	50 „
19 „ 20	60 „
20 „ 21	70 „
21 „ 22	80 „
22 „ 23	90 „
23 „ 24	100 „
24 „ 25	110 „
Over 25 years	120 „

The pay of Temporary Junior Messengers is as follows :—

16 years	£2 or £2 5s. a month
17 „	£2 15s. a month
18 „	£3 5s. a month
19 years and over	£3 10s. a month

By Authority: J. KEMP, Government Printer, Melbourne.