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[1931.

REGULATIONS

UNDER THE

PUBLIC SERVICE ACT 1928.

1ST MAY, 1931.

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PUBLIC SERVICE ACT 1928.—REGULATIONS.

THE Public Service Commissioner, pursuant to the provisions of the *Public Service Act 1928*, No. 3757, hereby repeals all Regulations heretofore made under the Public Service Acts, and makes the following Regulations, to take effect from the 1st May, 1931.

In these Regulations "Commissioner" means the Public Service Commissioner.

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

- | | |
|---------|--|
| Chapter | I.—Police Magistrates, Appointment of. |
| " | II.—Professional Division, Appointment to. |
| " | III.—Clerical Division, Appointment or Transfer to. |
| " | IV.—Clerical Division, Promotion in. |
| " | V.—General Division, Appointment to |
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| " | VIII.—Temporary Employment. |
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| " | X.—Boards of Inquiry. |
| " | XI.—Supernumeraries and Apprentices in the Government Printing-Office, and Pupil Draughtsmen—Appointment of. |
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Regulations under Public Service Act 1928.

CHAPTER I.

APPOINTMENT OF POLICE MAGISTRATES.

[Act No. 3757, Section 43.]

1. Candidates for appointment to the office of *Police Magistrate*, under the provisions of sub-paragraph (i.) of paragraph (b) of Section 42 of the *Public Service Act 1928*, will be examined in the following subjects:—

(1) STATUTE LAW.

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

The Constitution Act of Victoria and Parts I. and II. and Divisions 6 and 7 of Parts III. and IV. of *The Constitution Act Amendment Act 1928*, and any amendments thereof for the time being in force.

Act 9 Geo. IV., Cap. 83, s. 24.

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

Acts Interpretation Act 1901–1930.

Bills of Exchange Act 1909–1912.

Commerce (Trade Descriptions) Act 1905–1930.

Crimes Act 1914–1928.

Customs Act 1901–1930, Parts XIII. and XIV.

Evidence Act 1905.

Excise Act 1901–1923, Parts X. and XI.

Extradition Act 1903.

Judiciary Act 1903–1927, Parts X. and XI.

Nationality Act 1920–1930.

Navigation Act 1912–1926, Parts I., IX., X., and XI.

Service and Execution of Process Act 1901–1928 (so far as it relates to Courts of Summary Jurisdiction).

State and Territorial Laws and Records Recognition Act 1901–1928.

Statutory Declarations Act 1911–1922.

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

Acts Enumeration and Revision Acts.

Acts Interpretation Acts.

Adoption of Children Act 1928.

Business Names Act 1928.

Carriers and Innkeepers Act 1928.

Children's Court Act 1928 and Regulations thereunder.

Regulations under Public Service Act 1928.

Children's Welfare Act 1928.
Coroners Act 1928.
Crimes Act 1928, ss. 72 to 77, 146, 305, 309 to 320, 336 to 341, 356 to 359 Division 3 of Part II., ss. 412 to 414, 432, 435 to 438, 442, 444, 471 to 474, 476, 485, 487 to 498, 501, 516, 517, 528, 532, 534, 535, 538 to 540, 541 to 548, and 563 to 567.
Employers and Employés Act 1928 (except Part I. thereof).
Evidence Act 1928.
Firearms Act 1928.
Goals Act 1928, s. 29 and Parts IV. and V.
Goods Act 1928.
Health Act 1928, Part XVII.
Imprisonment of Fraudulent Debtors Act 1928, Part III.
Instruments Act 1928, Parts I., II., V. to IX., XI., XII., and XIV.
Justices Act 1928 and Rules thereunder.
Landlord and Tenant Act 1928, Part V.
 Licensing Acts and Rules thereunder.
Local Government Act 1928, Part I., s. 155, Parts VII., VIII., X. to XIV., XIX., XXVII., XL., and XLI.
Lunacy Act 1928, Parts II. and VII., and provisions with respect to official visitors.
Maintenance Act 1928.
Marine Act 1928, Part VII.
Married Women's Property Act 1928.
 Motor Car Acts.
Partnership Act 1928.
 Police Offences Acts.
Poor Persons Legal Assistance Act 1928.
 Stamps Acts.
Workers' Compensation Act 1928, and Rules and Regulations thereunder.
Wrongs Act 1928.

(d) The undermentioned Acts of the Imperial Parliament—

The Admiralty Offences (Colonial) Act, 1849, 12 and 13 Victoria, Cap. 96, ss. 1, 3 to 5; and *The Admiralty Offences (Colonial) Act 1860*, 23 and 24 Victoria, Cap. 122.
 The Extradition Acts 1870 to 1906, namely, 33 and 34 Victoria, Cap. 52; 36 and 37 Victoria, Cap. 60; 58 and 59 Victoria, Cap. 33; and 6 Edward 7, Cap. 15.
 Fugitive Offenders Acts 1881 and 1915, namely, 44 and 45 Victoria, Cap. 69; 5 and 6 George 5, Cap. 39.
Territorial Waters Jurisdiction Act 1878, 41 and 42 Victoria, Cap. 73.
 The Acts relating to Sunday printed in Division 23 of Part II. of the *Imperial Acts Application Act 1922* (see Victorian Statutes 1929, Vol. II., p. 1147).

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(2) TEXT-BOOKS.

Constitutional—Dicey's Law of the Constitution.

Contracts—Anson, Broom's Legal Maxims.

Criminal Law—Stephen's Digest.

Evidence—Broom's Legal Maxims, Phipson.

Gold Mining—Armstrong.

Interpretation of Written Instruments—Broom's Legal Maxims, Craies' Statute Law.

*Justices of the Peace—Irvine and Wanliss.

Local Government—Collins and Meaden. Parts 7, 10, 11, 12, 13, 18, and 38.

Torts—Salmond.

* In addition, candidates are recommended to consult Quick and Berriman on "The Victorian Magistrate" and Kelley and Beers on "Practice and Procedure in Special Complaints."

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

3. To pass such examination a candidate must obtain at least three-fifths of the full number of marks in each subject.

4. Where at any examination a candidate secures the required number of marks in one subject only, he may, provided that the number of marks obtained by him in the subject in which he failed is not less than forty-five per cent (45%) of the full number of marks prescribed therefor, present himself for examination in such subject at a subsequent examination, and, upon obtaining the required number of marks in such subject he shall be deemed to have passed the prescribed examination.

5. Officers desirous of being examined under the provisions of Section 42 aforesaid shall forward a request in writing to that effect to the Commissioner, who will, if he thinks fit, arrange for an examination to be held. No officer of any grade or standing lower than the Fourth class shall be a candidate.

6. For the purpose of such examinations examiners will be appointed as provided in section 61 of the *Public Service Act 1928*.

7. 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.**APPOINTMENT TO THE PROFESSIONAL DIVISION.**

[Act No. 3757, Section 66.]

1. In filling a vacant office in the Professional Division such vacancy shall—unless it be found necessary to appoint a duly qualified person from outside the Public Service—be filled by the transfer or 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. Every applicant for appointment to the Professional Division must furnish the Commissioner with an application in his own handwriting, stating his full name and address, the date and place of his birth, and the position for which he applies, together with a certificate satisfactory to the Commissioner of his good moral character and industrious habits, and documentary evidence of his qualifications and experience.

3. An applicant must, when called upon so to do, furnish the Commissioner with a properly certified extract of his birth-entry from an 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 the Government Medical Officer or other medical practitioner registered in Victoria approved by the Commissioner. Provided that in the case of an applicant who is an eligible discharged soldier, it shall be sufficient if the said medical certificate sets forth that he is of sound bodily health, and does not suffer from any physical defect which would incapacitate him for the proper performance of the duties of the position for which he applies, or would affect his subsequent health or longevity.

4. The requirements of clause 3 as to the medical certificate shall not apply to an applicant for appointment to the teaching staff of the Department of Public Instruction. In such case the applicant must furnish a certificate from the Government Medical Officer or other medical practitioner registered in Victoria approved by the Commissioner, of sound bodily health and freedom from any physical defect likely to impair the efficiency of such applicant as a teacher.

5. In the case of appointment, transfer, or promotion to any office in the Professional Division mentioned in the Schedule hereto, the scale or amount of salary assigned to such office shall be that entered opposite the name thereof in such Schedule.

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6. An officer appointed to an office to which a minimum salary and a maximum salary are assigned in the Schedule may—at intervals of not less than twelve months—be granted subdivisional promotion until he attains the maximum salary of the office. Every subdivisional promotion shall be discretionary, and shall not be made except on the certificate of the permanent head of the Department that such subdivisional promotion has been earned by good conduct and efficient service, and on the recommendation of the Commissioner. In the promotion of an officer from one subdivision to a higher subdivision regard shall be had to the nature of the work performed by him.

7. Where the salary paid to an officer transferred or promoted in the Professional Division was, previously to such transfer or promotion, within the limits of the minimum and maximum rates of his new office, time served in his former office may, at the discretion of the Commissioner, be counted in reckoning the interval for his first subdivisional promotion in the new office.

8. *Assistant, Class "E," Public Library.*—A candidate for appointment to the position of Assistant, Class "E," Public Library, must be not less than fifteen nor more than twenty-one years of age, and must have passed examinations qualifying him to enter the University of Melbourne, or such examinations as the Commissioner may deem equivalent, and must at some such examination have passed in English and two other languages.

A candidate selected for the office of Assistant shall be appointed at the minimum salary assigned to the position as set forth in the Schedule.

Such appointment shall in the first instance be on probation only, and may be terminated at any time during probation. The period of probation shall not exceed twelve months.

An Assistant shall be required to pass in at least six subjects in either the arts or the science course for a degree at the University of Melbourne (or such examination as the Commissioner may deem equivalent) within three years of his appointment. Should he fail to do so, he shall not, except as hereinafter provided, be considered eligible for promotion to a higher class.

An Assistant shall be eligible for promotion to Class "D" after attaining the age of twenty-three years, provided that he has graduated at the University of Melbourne or other university of similar standing, or can satisfy the Commissioner that he has linguistic or other special educational qualifications that may be regarded as equivalent to the possession of such a degree, and has had experience as an Assistant for a period of at least two years, and is able to satisfy the Commissioner as to his suitability for library work.

SCHEDULE.

PROFESSIONAL DIVISION.

RATES OF SALARIES.

Department and Office.	Yearly Rate of Salary.		Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.		Minimum.	Maximum.
DEPARTMENT OF CHIEF SECRETARY.	£	£	DEPARTMENT OF TREASURER.	£	£
<i>Class "A."</i>			<i>Class "A."</i>		
Government Medical Officer	1,100	Commissioner of Taxes	850	950
Chief Inspector of Explosives	1,100	Government Printer	900
Chief Librarian and Secretary, Public Library	800	950	<i>Class "C."</i>		
Secretary and Inspector, Children's Welfare and Reformatory Schools	875	Valuer, Taxation (Land Tax) Branch ..	384	444
Inspector-General of Penal Establishments	850	<i>Class "D."</i>		
Government Statist	825	Draughtsman, Taxation (Land Tax) Branch	264	372
Government Astronomer	700	DEPARTMENT OF PUBLIC INSTRUCTION.		
Assistant Government Medical Officer	700	<i>Class "A."</i>		
<i>Class "B."</i>			Chief Inspector of Secondary Schools	900
Assistant Librarian, Public Library	528	650	Chief Inspector of Primary Schools	900
Chief Clerk, Accident Insurance Office	528	650	Chief Inspector of Technical Schools	900
Curator, Industrial and Technological Museum	528	600	Assistant Chief Inspector of Secondary Schools	800
Director, National Museum	528	600	Assistant Chief Inspector of Primary Schools	800
<i>Class "C."</i>			Chief Medical Inspector	700	800
Governor, Penal Establishment, Pentridge, Metropolitan Gaol and Female Prison	516*	Inspector of Art	750
Assistant Actuary, Friendly Societies	444	516	Principal, Teachers' College, Melbourne	740
Chief Assistant, Observatory	444	516	Inspector, Manual Training and Singing	700
Chief Shorthand Writer	444	516	Senior Inspector of Schools	700
Inspector, Accident Insurance Office	420	516	Vice-Principal (Primary), Teachers' College, Melbourne	700
Paleontologist, Public Library	420	516	Vice-Principal (Secondary), Teachers' College, Melbourne	700
Senior Assistant, Public Library	384	516	<i>Classes "B" and "A."</i>		
Keeper of the Prints, National Gallery	384	516	Principal, Grade 1A, Technical School	650	725
Inspector, Accident Insurance Office	384	516	Principal, Grade 1, Technical School	600	700
Chemist and Inspector, Explosives	384	492	<i>Class "B."</i>		
Physicist, Observatory	384	492	Assistant Chief Inspector of Secondary Schools (Female)	600
<i>Class "D."</i>			Principal Dental Officer	576	600
Entomologist, Public Library	348	372	Medical Officer	576	600
Supervising Inspector, Explosives	348	372	Senior Lecturer (Male), Teachers' College	552	600
Shorthand Writer	300	372	Senior Inspector of Secondary Schools	576
Assistant, Observatory	264	372	Vice-Principal, West Melbourne Technical School	528	576
Assistant, Public Library	264	372	<i>Classes "C" and "B."</i>		
Assistant (Botanical), Public Library	264	372	Inspector of Schools	492	650
Assistant Chemist and Inspector, Explosives	264	372	Inspector of Secondary Schools (Male)	492	650
<i>Class "E."</i>			Inspector of Technical Schools	492	650
Assistant, Public Library	84	252	Principal, Teachers' College, Ballarat	492	650
Assistant (Female), Public Library	84	216	Principal, Teachers' College, Bendigo	492	650

* With quarters, &c.

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RATES OF SALARIES—continued.

Department and Office.	Yearly Rate of Salary.		Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.		Minimum.	Maximum.
DEPARTMENT OF PUBLIC INSTRUCTION—continued.	£	£	DEPARTMENT OF PUBLIC INSTRUCTION—continued.	£	£
<i>Classes "C" and "B"—continued.</i>			<i>Classes "E" and "D."</i>		
Principal, Grade II., Technical School	492	576	Assistant (Male), Technical School	216	324
Senior Technical Instructor	444	576	Assistant (Female), Technical School	168	264
Dental Officer	492	552	<i>Class "E."</i>		
Medical Officer	492	552	Assistant, School for Deaf and Dumb	192	252
Editor of Departmental Publications	492	552	DEPARTMENT OF LAW.		
Lecturer (Male), Teachers' College	492	528	<i>Class "A."</i>		
Principal, College of Domestic Economy	468	528	Parliamentary Draftsman		1,250
Inspector of Secondary Schools (Female)	396	528	Assistant Parliamentary Draftsman		1,250
Inspector of Domestic Arts (Female)	396	528	Crown Solicitor	1,000*	1,200
<i>Class "C."</i>			Senior Metropolitan Police Magistrate, and Chairman of the Bench of Metropolitan and Suburban Magistrates		1,000
Senior Trade Instructor, Grade I., Technical School	420	516	Metropolitan Police Magistrate		950
Technical Instructor, Technical School	420	516	Registrar-General, Registrar of Titles, and Registrar of the Supreme Court		950
Assistant Inspector of Art	396	516	Officer in Charge, Common Law, Crown Solicitor's Office	800	850
Supervisor of Singing	384	516	Chief Examiner of Titles		800
Senior Lecturer (Female), Teachers' College	468	492	Examiner of Titles	728†	800
Head Teacher, School for Deaf and Dumb	420	492	Coroner and Police Magistrate	728†	800
Principal (Female), Technical School	420	492	Police Magistrate	728†	800
Principal, Grade III., Technical School	420	468	Assistant Crown Solicitor	728†	800
Vice-Principal, College of Domestic Economy	384	468	Registrar of Probates and Administrations		750
Lecturer (Female), Teachers' College	420	444	Surveyor and Chief Draughtsman, &c.		750
Senior Assistant, Grade I., Technical School	396	444	Prothonotary		700
Sub-Editor, School Publications	384	420	<i>Class "B."</i>		
<i>Classes "D" and "C."</i>			Professional Assistant, Crown Law Offices	528	650
Second Lecturer (Male), Teachers' College	372	468	Public Solicitor	528	650
Senior Assistant, Technical School	348	444	Officer in Charge, Criminal Business, Crown Solicitor's Office	528	625
Assistant in Charge (Female), Technical School	348	444	Officer in Charge, Conveyancing other than Railways, Crown Solicitor's Office	528	625
Senior Trade Instructor, Grade II., Technical School	348	396	Superintending Draughtsman, Titles Office	528	600
Second Lecturer (Female), Teachers' College	276	396	<i>Class "C."</i>		
Senior Assistant, Grade I. (Female), Technical School	348	384	Senior Draughtsman, Titles Office	420	516
First Male Assistant, School for Deaf and Dumb	348	384	Professional Assistant, Crown Solicitor's Office	384	516
<i>Class "D."</i>			Draughtsman, Titles Office		396
First Female Assistant, School for Deaf and Dumb	324	372	<i>Class "D."</i>		
Organiser and Teacher, Swimming Classes	276	372	Reporter and Shorthand Writer (Male)	300	372
Trade Instructor, Technical School	300	324	Draughtsman, Titles Office	264	372
Senior Assistant, Grade II. (Female), Technical School	276	324	Professional Assistant, Crown Solicitor's Office	264	372
Instructress, Physical Training	276	324	Court Reporter (Female)	264	276
Assistant, School for Deaf and Dumb	264	300			

* With four increments of £50 each at intervals of not less than twelve months.

† With three increments of £24 each at intervals of not less than twelve months.

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RATES OF SALARIES—continued.

Department and Office.	Yearly Rate of Salary.		Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.		Minimum.	Maximum.
DEPARTMENT OF LAW—continued.			DEPARTMENT OF PUBLIC WORKS—continued.		
<i>Classes "E" and "D."</i>			<i>Class "B."</i>		
Draughtswoman	216	300	Engineer, Roads, Bridges, and Harbour Works	650	650
<i>Class "E."</i>			Senior District Architect	600	650
Draughtsman, Titles Office	72	252	Property Officer	528	600
DEPARTMENT OF LANDS AND SURVEY.			Engineer in Charge of Dredging	528	600
<i>Class "A."</i>			District Architect	528	576
Director, Melbourne Botanic Gardens, and Government Botanist	800*	Mechanical Engineer	528	576
Surveyor-General	800	<i>Class "C."</i>		
<i>Class "B."</i>			Architect	516
District Surveyor	650	Marine Surveyor	420	516
Chief Draughtsman	600	650	Assistant Engineer	384	516
<i>Classes "C" and "B."</i>			Assistant Architect	384	492
Draughtsman in Charge	516	552	Draughtsman (Furniture and Fittings)	384	492
Superintending Draughtsman	516	552	Pilot and Harbour Master, Portland	396	420
Superintending Draughtsman (Lithographic)	516	552	<i>Class "D."</i>		
<i>Class "C."</i>			Master, s.s. Rip	372†
Chief Inspector of Vermin Destruction	444	516	Draughtsman	264	372
Second Chief Inspector (Vermin and Noxious Weeds)	408	516	Inspector of Works	264	372
Senior Draughtsman	420	516	Mechanical Draughtsman	264	372
Staff Surveyor (I)	384	516	Pilot and Harbour Master	264	372
Staff Surveyor	384	492	<i>Class "E."</i>		
Draughtsman (Lithographic)	384	420	Assistant Pilot and Harbour Master	216	252
Draughtsman	384	420	Draughtsman	168	252
Senior Assistant, Herbarium	384	420	DEPARTMENT OF MINES.		
<i>Class "D."</i>			<i>Class "A."</i>		
Assistant, Herbarium	264	372	Director, Geological Survey, and Chief Mining Surveyor	750
Draughtsman	264	372	<i>Class "B."</i>		
Draughtsman (Lithographic)	264	372	Senior Field Geologist	528	576
<i>Class "E."</i>			<i>Class "C."</i>		
Draughtsman	144	252	Petrologist	444	516
DEPARTMENT OF PUBLIC WORKS.			Chemist and Assayer	420	516
<i>Class "A."</i>			Draughtsman (Lithographic)	384	492
Chief Engineer and Engineer, Ports and Harbours	1,000	Draughtsman	384	492
Chief Architect	1,000	Chief Mining Inspector	468
			Field Geologist	396	468
			Engineer in Charge, Boring	384	444
			Draughtsman (Lithographic)	384	420
			<i>Classes "D" and "C."</i>		
			Inspector of Mines and Machinery	324	420

* With quarters.

† With rations.

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RATES OF SALARIES—continued.

Department and Office.	Yearly Rate of Salary.		Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.		Minimum.	Maximum.
DEPARTMENT OF MINES— continued.			DEPARTMENT OF AGRICULTURE— continued.		
	£	£		£	£
<i>Class "D."</i>			<i>Class "B."</i>		
Inspector of Boilers	324	372	Tobacco Expert	650
Assistant Boring Engineer	264	372	Biologist	528	650
Assistant Field Geologist	264	372	Senior Inspector of Agriculture	528	650
Chemist	264	372	Senior Veterinary Officer	552	625
Draughtsman	264	372	Chief Engineer and Works Manager, Cool Stores	600
Draughtsman (Lithographic)	264	372	Chemist	528	576
Inspector of Dredging Areas and Mining Tracks	324	<i>Classes "C" and "B."</i>		
<i>Class "E."</i>			Veterinary Officer		
Draughtsman	168	252	..	420	528
DEPARTMENT OF PUBLIC HEALTH.			<i>Class "C."</i>		
<i>Class "A."</i>			Principal, School of Primary Agriculture		
Clinical Tuberculosis Officer	900	Viticulturist	444	516
District Health Officer	700*	850	Chief Orchard Supervisor	384	516
Health Officer	700	750	Entomologist	384	516
Sanitary Engineer	700	Inspector of Agriculture	384	516
<i>Class "C."</i>			Pomologist and Seed Tester		
Assistant Sanitary Engineer	420	516	Senior Dairy Inspector	384	516
Medico-Legal Chemist and Chief Analyst	420	516	Vegetable Pathologist	384	516
<i>Class "D."</i>			Senior Irrigation Officer		
Building Surveyor	324	372	Potato Expert	384	444
Building Surveyor and Inspector of Offensive Trades	324	372	Cerealist	384	444
Analyst	264	372	Chief Dairy Supervisor	384	444
Buildings Inspector	264	372	Assistant Tobacco Expert	420
Technical Assistant	264	372	Citriculturist	384	420
DEPARTMENT OF AGRICULTURE.			Senior Orchard Supervisor		
<i>Class "A."</i>			<i>Classes "D" and "C."</i>		
Agricultural Superintendent	800	Assistant Research Chemist	300	468
Chief Veterinary Inspector and Chief Inspector of Stock	800	Senior Fruit Inspector	324	396
Exports Superintendent	800	<i>Class "D."</i>		
Superintendent of Horticulture	800	Fruit Packing Instructor	372
Agricultural Research Chemist	750	Irrigation Field Officer	300	372
			Analyst	264	372
			Assistant Chemist	264	372
			Orchard Supervisor	264	372
			<i>Class "E."</i>		
			Junior Analyst	144	252
			DEPARTMENT OF LABOUR.		
			<i>Classes "C" and "B."</i>		
			Medical Inspector of Factories and Shops (Female)	492	552

* With three increments of £50 each at intervals of not less than twelve months.

CHAPTER III.

APPOINTMENT OR TRANSFER TO THE CLERICAL DIVISION.

[Act No. 3757, Sections 66 and 72.]

1. The Commissioner shall give, in the *Government Gazette*, two calendar months' clear notice of every examination for employment in the Clerical Division.
2. Applications must be lodged with the Commissioner at least one calendar month before the first day of examination.
3. Every candidate for appointment to the Clerical Division must, on the first day of an examination, be between the ages of fifteen and twenty-one years, and must forward to the Commissioner an application, in his own handwriting, on the prescribed form, stating his full name and address, the date and place of his birth, the subjects for which he is entering, and the place at which he desires to be examined, together with a certificate satisfactory to the Commissioner of his good moral character and industrious habits. Provided, however, that an eligible discharged soldier may apply at any age.
4. An officer of the General Division who is a candidate must furnish a certificate of good conduct and health from the Permanent Head of his Department.
5. Candidates will be examined as set out hereunder:—

(a) *School Leaving Examination.*

Fifty per centum (50%) of the advertised appointments will be made from candidates who pass the School Leaving Examination in the following subjects:—

subject.	Marks
<i>Compulsory Subjects—</i>	
(1) English—	
(a) As prescribed for the School Leaving Examination (300 marks) {	400
(b) <i>Précis</i> Writing (100 marks) }	
(2) } Any three other subjects of the School Leaving Examination, not	300 each
(3) } including Music }	
(4) }	
<i>Optional Subjects—</i>	
Any one or two, but not more than two, of the subjects of the School Leaving Examination, not including Music, which are not taken as compulsory subjects 	200 each

Marks will be deducted for errors in spelling and for unsatisfactory handwriting in each subject, except mathematical subjects.

Regulations under Public Service Act 1928.

To pass the examination a candidate must obtain at least forty per centum (40%) of the marks available in each section of subject (1), at least twenty-five per centum (25%) of the marks available in each of the other three compulsory subjects, and at least fifty per centum (50%) of the aggregate of marks for the four compulsory subjects.

The marks awarded for an optional subject to a candidate who is successful at the examination will be included in his total of marks, provided at least twenty-five per centum (25%) of the marks available for an optional subject is secured by the candidate.

(b) School Intermediate Examination.

Fifty per centum (50%) of the advertised appointments will be made from candidates who pass the School Intermediate Examination in the following subjects:—

Subject.	Marks.
<i>Compulsory Subjects—</i>	
(1) English—	
(a) As prescribed for the School Intermediate Examination (300 marks)	400
(b) <i>Précis</i> Writing (100 marks)	400
(2) Arithmetic	400
(3) } Any three other subjects of the School Intermediate Examination, not including Music	300 each
(4) }	
(5) }	

Optional Subjects—

Any one or two, but not more than two, of the subjects of the School Intermediate Examination, not including Music, which are not taken as compulsory subjects

200 each

Marks will be deducted for errors in spelling and for unsatisfactory handwriting in each subject, except mathematical subjects.

To pass the examination a candidate must obtain at least forty per centum (40%) of the marks available in each of subjects (1) (a), (b) and (2), at least twenty-five per centum (25%) of the marks available in each of the other three compulsory subjects, and at least fifty per centum (50%) of the aggregate of marks for the five compulsory subjects.

The marks awarded for an optional subject to a candidate who is successful at the examination will be included in his total of marks, provided at least twenty-five per centum (25%) of the marks available for an optional subject is secured by the candidate.

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

7. The Commissioner shall publish in the *Government Gazette*, at least fourteen days before the first day of examination, a list of candidates registered.

8. Every candidate named in the list must, within seven days from the publication thereof, forward to the Commissioner the sum of Fifteen shillings, being fee for the examination. Any candidate who fails to comply with the provisions of this clause will not be allowed to present himself for examination.

9. The Registrar of the University shall, as soon as practicable after an examination has been held, forward to the Commissioner a return showing the marks obtained by every candidate in each subject, and—in the case of a candidate who has passed—the total of his marks.

10. Any person who is an eligible discharged soldier shall, if he obtains not less than the minimum number of pass marks in the required subjects of the School Leaving or the School Intermediate Examination, be entitled, irrespective of age and in priority to all persons whomsoever, to be appointed to the Clerical Division.

11. The Commissioner shall cause to be entered in the "Register of Qualified Candidates," in the order of their merit, the names of candidates qualified under the provisions of clause 10, and then, up to but not beyond the published number to be selected for appointment, the names of all other candidates who have passed the examination, including eligible officers of the General Division. The names of the successful candidates at the School Leaving Examination will be entered in order of merit, and then the names of those who are successful at the School Intermediate Examination in order of merit: provided that in the event of there being a deficiency in the number of successful candidates at the School Leaving Examination, such deficiency will be made up in order of merit from those candidates who pass the School Intermediate Examination and are not included in the number of successful candidates at the latter examination selected for fifty per centum (50%) of the advertised appointments to be made. If two or more successful candidates secure the same total number of marks, their order of merit shall be determined by the number of marks awarded to them in (a) English, in the case of the School Leaving Examination, and (b) (1) English, (2) Arithmetic, in the case of the School Intermediate Examination, and, if these numbers be the same, then by lot.

12. Every candidate who is included in the number selected for appointment, or who is qualified under the provisions of clause 10, shall furnish the Commissioner, within seven days after being required so to do, with a properly certified extract of his birth entry 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 the Government Medical Officer, or from some other medical practitioner registered in Victoria approved by the Commissioner. Provided that in the case of a candidate qualified under the provisions of clause 10 it shall be sufficient if the said medical certificate sets forth that he is of sound bodily health, and does not suffer from any physical defect which would incapacitate him for the proper performance of clerical duties or would affect his subsequent health or longevity. The name of any candidate who fails to comply with the provisions of this clause shall be removed from the "Register of Qualified Candidates."

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

- (a) for failure to comply with the provisions of these regulations;
- (b) on his nomination for appointment by the Commissioner; or
- (c) on his attaining the age of twenty-two years—unless he is an officer in the General Division who has served two years in such Division, and who, if appointed after the 1st December, 1912, is not more than thirty years of age, or unless he is an eligible discharged soldier.

CHAPTER IV.

PROMOTION IN THE CLERICAL DIVISION.

[Act No. 3757, Section 66.]

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 Section 56 of the *Public Service Act 1928*, 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.

In judging 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 involves a knowledge of legislation, procedure, &c., required in the superior class, and whether it is work requiring intelligence, tact, or other qualifications.

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 54 of Act No. 3757, recommends him, and, in accordance with sub-section 1 (iv) of Section 66 of Act No. 3757, states in writing that in his opinion the person proposed to be promoted is fully qualified to

Regulations under Public Service Act 1928.

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perform the duties which will be required of him in the superior class. The Permanent Head shall notify every officer 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 under-mentioned 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 undermentioned Acts Rules and Regulations as amended from time to time:—

Commonwealth of Australia Constitution Act (Chapters III. and V.).

Commonwealth Acts.

Acts Interpretation Act 1901-1930.

Judiciary Act 1903-1927, Parts VI. and X., and ss. 78-85 of Part XI.

Service and Execution of Process Act 1901-1928 (so far as it relates to Courts of Summary Jurisdiction).

Bills of Exchange Act 1909-1912.

State Laws and Records Recognition Act 1901-1928.

Crimes Act, 1914-1928.

State Acts.

Acts Interpretation Acts.

Auction Sales Act 1928.

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

Children's Court Act 1928 and Regulations.

Children's Welfare Act 1928, ss. 3, 17, Part I. (Divisions 3, 7, 8 and 9), and s. 109.

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

Crimes Act 1928, ss. 68-93, 146, 306; Div. 1. of Part II., Div. 2 of Part II. (ss. 336-341, 356-359); Div. 3 of Part II.; Part III. (ss. 412-414, 432, 435-438, 442, 444, 471-474, 476, 485, 488-498, 501, 516, 517, 528, 532, 534, 535, 538-540, 544-548).

Criminal Appeal Rules—Rules 7-13, 29.*

Crown Remedies Act 1928, ss. 3-5.

Employers and Employés Act 1928. (Except Part I.).

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

* A copy of the Criminal Appeal Rules will be found in the 1916 Volume of the Rules of the Supreme Court.

Regulations under Public Service Act 1928.

Factories and Shops Act 1928, Part XII.
Firearms Act 1928, ss. 27, 33-35.
Goods Act 1928, Parts I. and III.
Imprisonment of Fraudulent Debtors Act 1928, Parts II. and III.
Instruments Act 1928, Parts VI., VII., VIII., IX. and XII.
 Juries Acts.
Justices Act 1928 and Rules.
Landlord and Tenant Act 1928, Part V.
Licensing Act 1928 (except Parts XIII., XIV. and XV.) and Rules.
Maintenance Act 1928.
 Motor Car Acts.
Police Offences Act 1928.
 Real Estate Agents Acts.
Stamps Act 1928, Part I. (ss. 20, 29, 30 and 41-45).
 Workers' Compensation Acts and Rules.

Also the following Text-books:—

Broom's Legal Maxims, chapters 8, 9, and 10.
 *Irvine's Justices of the Peace.
 Handbook of Instructions to Clerks of Courts.

* In addition, candidates are recommended to consult Quick and Berriman on "The Victorian Magistrate" and Kelley and Beers on "Practice and Procedure in Special Complaints."

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

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. *Actuarial Examinations*.—The Commissioner may hold examinations in Actuarial Science from time to time for officers of the Public Service.

Candidates will be required to pass two examinations.

At the first examination, candidates will be examined in the following subjects:—

- (a) Arithmetic and Algebra, including the theory and use of logarithms and the elements of the theory of probabilities.
- (b) Elements of the calculus of finite differences, including interpolation and summation.
- (c) Elements of bookkeeping.

Regulations under Public Service Act 1928.

At the second examination, candidates will be examined in the following subjects :—

- (a) The theory of compound interest and annuities-certain with construction of monetary tables.
- (b) Probabilities of life and of survivorship.
- (c) Theory of life contingencies, including annuities, assurances, and sickness benefits, with construction of relative tables.
- (d) Distinctive features of mortality and sickness tables now in use in Australasia (excluding methods of construction and graduation).
- (e) Methods of construction and use of monetary and other tables involving the contingencies of life.
- (f) Elementary differential and integral calculus, excluding questions necessitating the use of trigonometry.
- (g) Elementary application of the calculus of finite differences and of the differential and integral calculus to life contingencies.

Candidates who successfully complete the second examination will be recorded as having passed in Actuarial Science.

In determining applications by officers for promotion to positions where skill in Actuarial Science is required, evidence of having passed examinations as specified above, or the possession of qualifications of a similar character, will be an important factor.

5. Any transfer of an officer 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.

CHAPTER V.

APPOINTMENT TO THE GENERAL DIVISION.

[Act No. 3757, Sections 66 and 72.]

1. The Commissioner may cause competitive examinations to be held for employment in the General Division at such times and places as may be deemed necessary and desirable, but no such examination shall be held until at least six weeks' notice thereof shall have been given in the *Government Gazette*. The 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.

2. Every candidate for appointment to the General Division 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.

3. The name of every candidate who, in the opinion of the Commissioner, shall have complied with the requirements of these regulations shall be entered in the "Register of Candidates," together with the date of such compliance.

4. The "Register of Candidates" shall be closed twenty-eight days before the date of examination.

5. Candidates will be examined in the following subjects:—

	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 <i>Simple Studies in English History for Young Australians</i> , by W. Gillies (Whitecomb and Tombs).	
The Outlines of Australasian Maritime Discovery as treated in <i>Long's Stories of Australian Exploration</i> , pp. 1 to 92.	
Total	600

Regulations under Public Service Act 1928.

To pass the examination a candidate must obtain at least fifty per centum (50%) of the marks specified above for each subject.

6. The Commissioner shall publish in the *Government Gazette* at least fourteen days before the date of any examination a 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 the sum of Five shillings, being fee for the examination, and must state at which of the named places he desires to be examined. Any candidate who fails to comply with the provisions of this clause shall not be allowed to present himself for examination.

7. No person shall be allowed to compete at any examination unless his name is entered in the "Register of Candidates," 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 transfer or promotion.

8. 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 him to be reasonable.

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

10. The examiners shall, as soon as practicable after an examination has been held, forward to the Commissioner a return signed by each examiner showing the marks obtained by every candidate in each subject and the total of his marks.

11. The names of all candidates who have passed the examination, the appointment or class of appointment applied for by every such candidate, the date of the examination, and the number of marks obtained thereat shall be entered in the "Register of Persons Qualified for Appointment," in the order of merit as determined by the marks gained. 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.

12. Every qualified candidate shall furnish to the Commissioner, within seven days after being notified to that effect, a properly certified extract of his birth entry

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 the Government Medical Officer, or from some other medical practitioner registered in Victoria and approved by the Commissioner.

13. 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 when called upon forward to the Commissioner 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 also a certificate from the Government Medical Officer or from some other medical practitioner registered in Victoria and approved by the Commissioner that he is of sound bodily health, 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 an applicant who is an eligible discharged soldier it shall be sufficient if the said medical certificate sets forth that he is of sound bodily health, and does not suffer from any physical defect which would incapacitate him for the proper performance of the duties of the position for which he desires to be registered, or would affect his subsequent health or longevity.

14. Every applicant 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.

15. The name of an applicant for appointment to a position exempt from examination shall be entered in the "Register of Persons Qualified for Appointment" on such date as the Commissioner is satisfied that the applicant is so qualified. In the case of more than one applicant being registered on one day, the Commissioner shall determine the relative order of their registration.

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, 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 person 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.

Regulations under Public Service Act 1928.

18. The name of any person shall not remain on the "Register of Persons Qualified for Appointment"—

- (a) if he fails to comply with the provisions of these regulations ;
- (b) after he has been nominated for appointment by the Commissioner ;
- (c) after attaining (unless he is an eligible discharged soldier) the age of forty-one (or in special cases forty-six) years, or the maximum age prescribed for any position ;
- (d) for a longer period than two years, except as may from time to time be prescribed.

GARDENING STAFF—BOTANIC GARDENS, MELBOURNE.

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

(a) For Junior Gardener—

- (1) English. (Spelling, handwriting, composition and grammar.) Grade VII. Primary Schools.
- (2) Arithmetic. Grade VI. Primary Schools.
- (3) Practical Work of a Junior Gardener.

A Merit Certificate or approved equivalent may be accepted as evidence of proficiency in (1) and (2).

A candidate who has satisfied the Director as to his proficiency in the practical work allotted during the period of probation may be exempted from examination in (3).

(b) For Garden Labourer—

- (1) English. (As for Junior Gardener.)
- (2) Arithmetic. (As for Junior Gardener.)
- (3) Elementary treatment of the origin, composition, classification, and physical properties of soils and their constituents. Fertility of the soil, manures and fertilizers, and soil improvement.
- (4) Practical Work of a Garden Labourer.

A candidate who has satisfied the Director as to his proficiency in the practical work allotted during the period of probation may be exempted from examination in (4).

(c) For Gardener (Grade II.)—

- (1) English. (As for Junior Gardener.)
- (2) Arithmetic. (As for Junior Gardener.)
- (3) General knowledge of the structure and functions of the various parts of the plant. Insect pests—life history—sprays.
- (4) Practical Work, such as pruning, budding, grafting, layering, seed collecting and making cuttings.

(d) For Gardener (Grade I.)—

- (1) English. (As for Junior Gardener.)
- (2) Arithmetic. (As for Junior Gardener.)
- (3) A more detailed knowledge of the plant as specified for Gardener (Grade II.). Detailed study of three Natural Orders. Culture, treatment and propagation of selected plants. Cross fertilization and selection.
- (4) Practical Work as specified for Gardener (Grade II.). The identification of plants from Section on which engaged.

CHAPTER VI.

APPOINTMENT AND PROMOTION OF CERTAIN OFFICERS OF THE GENERAL DIVISION

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

[Act No. 3757, Section 67.]

1. Candidates for appointment to any of the undermentioned offices must be between the ages specified opposite the description of the office. Provided that a candidate who is an eligible discharged soldier may apply at any age:—

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

2. The Commissioner may require every such candidate to furnish a satisfactory certificate from the officer in charge of the branch to which he desires appointment as to his fitness for the duties of the office, having regard to character, temperament, and mental and physical endowment.

3. No applicant will be registered as a candidate for appointment as a Male Warder in the Penal and Gaols Branch if he 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. Every person appointed, on probation, as a Male Warder in the Penal Department shall, before the confirmation of his appointment, pass an examination in—

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

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

To pass the examination a candidate must obtain at least fifty per centum (50%) of the marks available in each paper.

A candidate possessing a merit certificate, or approved equivalent, will be exempted from examination in English and Arithmetic.

Regulations under Public Service Act 1928.

5. 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 that such transfer is in the interests of the Public Service, or as hereinafter provided.

6. 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 the General Division in some other branch 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 receive such rate of pay within the minimum and maximum rates of 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.

7. 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.

8. The Commissioner will not certify to the promotion in the Penal Department Male Warder unless he shall have passed an examination in—

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

NOTE.—Text-books such as *English Prisons To-day*, by Hobhouse and Brockway, and *The English Prisons System*, by Ruggles Brise, will be found useful.

9. 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 Leading Branch of the Public Library, or shall have had such library experience as may be considered equivalent to such service.

CHAPTER VII.

CLASSIFICATION OF GENERAL DIVISION.

[*Act No. 3757, Section 66.*]

1. In the case of appointment, transfer, or promotion to any office in the General Division, the scale or amount of salary assigned to such office shall be that entered opposite the name thereof in the Schedule hereto.

2. Where a minimum salary is not assigned to his office in the Schedule, the officer shall be entitled to be paid the salary in the Schedule without addition thereto.

3. Where a minimum salary and a maximum salary are assigned to his office in the Schedule, the officer, except as hereinafter provided, shall commence at the minimum salary, and may proceed by increments, not exceeding thirteen pounds each, at intervals of not less than twelve months, until he attains the maximum salary of the office.

4. 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.

5. In filling a vacant office in the General Division such vacancy shall—unless it be found necessary to appoint a duly qualified person from outside the Public Service—be filled by the transfer or 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.

6. As a condition precedent to his promotion or transfer to the position of Garden Labourer or Gardener in the Botanic Gardens, Melbourne, an officer will be required to pass the examination prescribed for appointment to such position as set out in clause 19 of chapter V. of these regulations.

7. 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 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.

8. Where an officer has, previously to his transfer or promotion, been paid the same salary as in his new office, time served in such former office may, at the discretion of the Commissioner, be counted in reckoning the interval for his first increment in the new office.

Regulations under Public Service Act 1928.

SCHEDULE.

GENERAL DIVISION.

RATES OF SALARIES.

Department and Office.	Yearly Rate of Salary.		Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.		Minimum.	Maximum.
	£	£		£	£
GENERAL.			DEPARTMENT OF CHIEF SECRETARY— <i>continued.</i>		
Carpenter	239	278	<i>Inebriate Institution, Lara.</i>		
Chauffeur in Charge	239	278	Superintendent	272	372†
Chauffeur, Senior	239	265	Attendant, First	234†
Engine-driver	239	265	Attendant	208†
Fireman	226	Attendant, Farm	208†
Gardener, Head	265	330	<i>Children's Welfare Branch.</i>		
Gardener, Foreman	252	265	Attendant (Male)	226	239†
Gardener, Grade I.	252	Attendant (Male), Senior	239	252†
Gardener, Grade II.	239	Attendant (Female)	117	156†
Gardener, Junior	101	187	Boiler Attendant	239†
Garden Labourer	226	Chauffeur	231†
Labourer, Foreman	252	Cook (Female)	104	156†
Labourer, Senior	239	252	Housekeeper, Royal Park Depot	192	212†
Labourer	226	Inquiry Officer (Female)	185	237
Lift Attendant	226	Inspector (Male)	252	317
Messenger, Head	291	Inspector, Street Traders' Licences Board	252	317
Messenger, Senior	252	278	Inspector (Female), Chief	312
Messenger	88	230	Inspector (Female), Senior	250	289
Shorthand Writer and Typist (Male)	226	294 (a)	Inspector (Female), Infant Life Protection	211	237
Shorthand Writer and Typist (Female)	149	201	Inspector (Female)	185	237
Shorthand Assistant (Female)	201	214	Instructor (Female)	132	160†
Typist and Assistant (Male)	252	278	Mechanic	265	291†
Typist (Male)	226	252	Nurse and Attendant	156	179†
Typist (Female)	117	175	Officer in Charge (Female), Boarding-out Room	250	289
Watchman	226	Superintendent, Boys' Depots	257	283†
DEPARTMENT OF CHIEF SECRETARY.			<i>Observatory.</i>		
Caretaker, Chief Secretary's Office	239	291*	Attendant	239
<i>Audit.</i>			General Assistant	239	291*
Sorter	226	239	Instrument Maker	239	291
<i>Explosives.</i>			<i>Public Library.</i>		
Officer in Charge, Truganina	312	351*	Articulator	343	382
Assistant Officer in Charge, Truganina	265*	Assistant, Museum	291
Labourer, Truganina	252	Attendant, Library	278
Working Officer in Charge, Powder Anchofages	312	351	Attendant, Library, Senior	291
Lighterman, Leading Hand	265	278	Attendant, Senior	278
Lighterman	252	Attendant	88	265
<i>Fisheries and Game.</i>			Caretaker	239	291*
Inspector, Senior	330	382	Carpenter and Modelmaker	239	304
Inspector	226	330	Taxidermist	318
			Taxidermist, Assistant	265	291

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

* With quarters when required to reside on premises.

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

‡ With quarters, allowances, &c.

Regulations under Public Service Act 1928.

RATES OF SALARIES—continued.

Department and Office.	Yearly Rate of Salary.		Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.		Minimum.	Maximum.
	£	£		£	£
DEPARTMENT OF CHIEF SECRETARY—continued.			DEPARTMENT OF TREASURER—continued.		
<i>Penal and Gaols.</i>			<i>Taxation—continued.</i>		
Deputy Governor, Pentridge ..	408	447*	Sorter (Female)—		
Deputy Governor, Metropolitan Gaol and Female Prison, Coburg ..	408	447*	Junior—		
Engineer Mechanic, Pentridge ..	291	330	Under 18 years of age	72
Hospital Attendant ..	278	343*	At 18 years of age	90
Hospital Attendant, Senior ..	356	369*	At 19 years of age	114
Overseer of Woollen Manufactures	502	At 20 years of age	126
Overseer of Works and Buildings ..	330	369*	Adult ..	163	176
Overseer (Brush and Broom Making) ..	291	330	(Increments—3 of £6 and 1 of £4)		
Overseer of Cookhouse ..	291	343	Examiner, Embossing (Stamps Office) ..	278	317
Overseer of Farm ..	291	343	Machineman, Senior (Stamps Office) ..	252	317
Overseer (Matting and Mat Making) ..	291	343	Machineman (Stamps Office) ..	226	252
Overseer of Shoemakers ..	291	343			
Overseer of Tailors ..	330	369	<i>Government Printing Office.</i>		
Overseer, Wire Netting Factory ..	330	369	Assistant	240
Overseer, Assistant, Wire Netting Factory ..	291	343	Binding, Sub-Overseer	400
Overseer of Woollen Manufactures, Assistant ..	278	317	Binder, Head	316
Overseer of Works and Buildings, Assistant ..	278	307	Binder	304
Photographer and Overseer of Printers ..	291	343	Binding, Foreman (Quarter)	332
Superintendent, Beechworth Reformatory ..	356	369*	Binding, Foreman (Publications)	332
Superintendent, Castlemaine Reformatory ..	408	447*	Binding, Head Finisher	316
Superintendent, French Island Reformatory ..	408	447*	Binding, Finisher	304
Warder, Senior Chief ..	382	395*	Binding, Paper Ruler, Foreman	332
Warder, Chief ..	356	369*	Binding, Paper Ruler	304
Warder, Senior ..	330	343*	Binding, Leather Cutter	316
Warder ..	239	304†	Binding, Guillotine Cutter	304
Warder, Watchman, Pentridge ..	239	304†	Book Folder and Sewer, Forewoman	196
Matron ..	224	250*	Book Folder and Sewer	154
Sub-Matron ..	211	224*	Book Folder	148
Warder, Grade I. (Female) ..	198	211*	Clicker	322
Warder, Grade II. (Female)	198*	Compositor, Foreman	380
Warder, Grade III. (Female) ..	133	185*	Compositor, in Charge of Material	316
DEPARTMENT OF TREASURER.			Compositor, Leading Jobbing Hand	316
Premier's Orderly ..	252	317	Compositor	304
Inquiry Officer, Premier's Office ..	252	278	Composition, Foreman, Monotype	380
<i>Taxation.</i>			Composition, Foreman, Linotype	380
Assistant, Senior (Male) ..	250	287	Computer	370
(Increments—4 of £6 and 1 of £13)			Costs Officer	324
Assistant (Adult) (Male) ..	203	261	Delivery Officer	256
(Increments—1 of £5, 5 of £6, 1 of £10, and 1 of £13)			Despatch Officer	234
Assistant (Adult) (Female) ..	165	207	Doorkeeper	234
(Increments—7 of £6)			Electrician, Chief ..	300	339
Carotaker ..	226	239†	Engineer, Composing Machines	380
Typist, Senior (Female) ..	183	207	Engineer, Chief ..	304	407
(Increments—4 of £6)			Engineer, Second	314
Typist (Female)—			General Assistant, Foreman	252
Junior—			General Assistant	240
Under 18 years of age	90	Letterpress, Sub-Overseer	400
At 18 years of age	102	Letterpress, Foreman	352
At 19 years of age	120	Machineman, Head, and Night Foreman	340
At 20 years of age	138	Machineman, Confidential Room	310
Adult ..	165	195	Machineman	304
(Increments—5 of £6)			Machineman, Assistant	240
Sorter, Senior (Female) ..	187	193	Operator, Linotype	352
(Increment—1 of £6)			Operator, Monotype	352
			Orders Officer	380

* With quarters when required to reside on premises. † An allowance at the rate of £13 a year may be paid to officers who have completed 20 years' service as Warder, provided payment is recommended by the Inspector-General of Penal Establishments. ‡ With quarters.

Regulations under Public Service Act 1928.

RATES OF SALARIES—continued.

Department and Office.	Yearly Rate of Salary.		Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.		Minimum.	Maximum.
	£	£		£	£
DEPARTMENT OF TREASURY—continued.			DEPARTMENT OF PUBLIC INSTRUCTION.		
<i>Government Printing Office—continued.</i>					
Orders Officer, Assistant	278	304	Attendance Officer (Senior)	330	382
Overseer (Night) and Head Reader		386	Attendance Officer	299	330
Packer, Stationery Store		252	Dental Attendant (Female)	159	185
Paper Counter		264	Disinfector of School Buildings		252
Photographer	288	314	Disinfector of School Buildings, Assistant		226
Photo Lithographer	352	378	Farm Manager, Shepparton High School		278
Pressman, Head		318	Farm Manager, Sale High School		278
Pressman		304	School Nurse		211
Printer, Foreman, Lithographic		360	Storeman	265	278
Printer, Lithographic		304			
Printer, Lithographic, Assistant		240	DEPARTMENT OF LAW.		
Printing Overseer	542	594	Attendant, Morgue	226	252
Printing Sub-Overseer		488	Caretaker, City Court	226	278*
Process Engraver, Foreman	390	424	Caretaker and Head Messenger, Crown Law Offices	226	291*
Process Engraver		338	Caretaker, Office of Titles	226	278*
Reader, Chief		360	Crier	226	265*
Reader, Senior		380	Searcher, Office of Titles	239	278
Reader		324	Searcher, Senior, Office of Titles		291
Reader, Compositor		318	Sheriff's Bailiff, Melbourne	239	291
Roller Caster		264	Superintendent, Law Courts	226	291*
Stationer	300	340			
Stereotyper, Foreman		380	DEPARTMENT OF LANDS AND SURVEY.		
Stereotyper		322	Crown Lands Bailiff	239	343
Stone Polisher		256	Photographer	330	395
Storekeeper, Stationery		278	Photographer's Assistant	265	330
Storeman		266	Plan Mounter	242	294
Ticket Printer		358	Publicity Officer, Shorthand Writer, and Typist	359	411
Ticket Printer, Senior Assistant		300	Zinoographer	265	317
Ticket Printer, Assistant		280			
Timekeeper		234	<i>Botanic Gardens and Domain.</i>		
Warehouseman		330	Carpenter and Pattern-maker	239	278
Warehouseman, Assistant		286	Mechanic	265	291
Warehouseman, Second Assistant		258	Mechanic, Assistant	230	265
			Mower and Carter, Senior	239	265
			Mower and Carter		239
			Painter and Writer, Senior	265	278
			Painter and Writer	226	265
			Propagator and Nurseryman	239	265
			Secretary		333*
			Storekeeper, Seedsman, and Classifier		333*
			Watchman	226	239

NOTE.—Any Compositor acting as a Linotype or Monotype Operator shall receive an allowance of Eighteen shillings per week of 44 hours. Any Compositor-Reader acting as Linotype Operator shall receive an allowance of Thirteen shillings per week of 44 hours. Any Compositor acting as a Reader shall receive an allowance of Tenpence per day. Linotype and Monotype Foremen and Operators employed on night work shall receive an allowance of Sixpence per hour. Any Machineman whilst in charge of Rotary Magazine Press shall receive an allowance of Fourpence per hour. Any Folder and Sewer acting as Forewoman shall receive an allowance of Three shillings per day. Any Linotype or Monotype Operator acting as Foreman shall receive an allowance of One shilling and ninepence per day. Any Clicker or Reader acting as Foreman shall receive an allowance of Three shillings per day. Any Lithographic Printer employed on Rotary Machines shall receive an allowance of One shilling and fivepence per day. Any Assistant Lithographic Printer employed on preparing plates shall receive an allowance of One shilling and eightpence per day. Any Compositor-Reader acting as Press Reviser or Reader-in-Charge at night shall receive an allowance of Fourpence per day. Salaries of Linotypers, Monotypers, Printers, and Binders are based on a working week of 44 hours.

* With quarters when required to reside on premises.

Regulations under Public Service Act 1928.

RATES OF SALARIES—continued.

Department and Office.	Yearly Rate of Salary.		Department and Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.		Minimum.	Maximum.
DEPARTMENT OF PUBLIC WORKS.			DEPARTMENT OF PUBLIC WORKS—continued.		
Assistant	£	£	<i>Ports and Harbours—continued.</i>		
Cabinetmaker	239	291	Ship's Joiner	239	278
Caretaker, Records Office, Melbourne	226	239*	Shipwright, Senior, Dredging Depot	291	304
Caretaker, Public Offices, Bendigo	278	226*	Shipwright in Charge, Paynesville	239	369*
Engineer Mechanic	278	330	Shipwright	239	278
Hall Porter	226	239	Steward	210§
Labourer, Senior, Public Offices, Exhibition Building	239*	Steward and Deckhand	210§
Superintendent, Public Offices, Melbourne	239	291*	Storekeeper	291	317
Telephonist (Female)	150	175	Striker	226	252
Electrical—			DEPARTMENT OF PUBLIC HEALTH.		
General Assistant	278	330	District Health Inspector	336	401
Senior Assistant	330	356	Engine-driver and General Assistant	218	257†
Engineering—			Health Inspector	291	330
Inspector	291	Inspector of Liquor	401
Overseer of Works, Lakes Entrance	330	382	Motor Ambulance Driver and Assistant
Ports and Harbours.			Storekeeper	239	265
Blacksmith	239	278	Nurse, Tuberculosis Bureau	250
Boatbuilder	239	278	Senior Health Inspector and Inspector of Liquor	447
Boatman	226	239	Stores Officer and Assistant	252	304
Boatman, Senior	252	Venereal Diseases Clinic—		
Carpenter and Buoymaker	239	317	Attendant, Senior	265	278
Cook	210§	Attendant	226	252
Deckhand	210§	DEPARTMENT OF AGRICULTURE.		
Diver's Attendant	226	266	Butter Weigher	226	252
Engine-driver of Steam Launches	239	278	Cheese Expert	330	408
Engine-driver, Marine	244	270§	Demonstrator in Horticulture	291	317
Engineer	239	343	Farm Produce Inspector, Senior	317	395
Engineer, Chief, <i>Matthew Flinders</i>	309	374§	Farm Produce Inspector	265	317
Engineer, Chief, <i>Pioneer</i>	309	361§	Field Officer, Potato	265	317
Engineer, Chief, <i>s.s. Rip</i>	309	361§	Field Officer	265	317
Engineer, Chief, <i>W. H. Edgar</i>	309	322§	Fruit Inspector, Assistant, Senior	317	343
Engineer, Second	270	300§	Fruit Inspector	265	317
Engineer, Third	244	270§	Fruit-topping Inspector	265	317
Fireman, Marine	224§	Herd Tester, Senior	369	395
Fitter and Turner, Leading	291	304	Inspector of Stock (District)	304	382
Fitter and Turner and Motor Mechanic	291	Inspector of Stock (Port)	304	382
Fitter and Turner	239	278	Inspector of Stock, Assistant (Port)	265	317
Foreman of the Dredging Depot	330	382	Inspector of Stock	265	317
Gas Engineer	252	343	Manager, Viticultural Station, Rutherglen	429†
Greaser and Storeman, <i>Matthew Flinders</i>	231§	Orchard Supervisor	278	330
Lighthouse Keeper	278	330*	Potato Inspector, Senior	317	369
Lighthouse Keeper, Assistant	226	278*	Potato Inspector	265	317
Master	239	291	Poultry Expert	317	356
Master, <i>Matthew Flinders</i>	322	374§	Poultry Expert, Assistant	317
Master, <i>Pioneer</i>	309	361§	Storeman, Foreman, Cool Stores	226	281
Master, <i>W. H. Edgar</i>	309§	DEPARTMENT OF LABOUR.		
Mate, <i>W. H. Edgar</i>	244	257§	Inspector of Factories and Shops, Senior	460
Mate, First, <i>Matthew Flinders</i>	283	309§	Inspector of Lifts	431
Mate, First, <i>Pioneer</i>	283	296§	Inspector of Machinery	431
Mate, First, <i>s.s. Rip</i>	283	309§	Inspector of Factories and Shops	291	395
Mate, Second	257	270§	Inspector of Factories and Shops (Female), Senior	276	341
Motor Boat Driver and Labourer	226	252	Inspector of Factories and Shops (Female)	198	276
Motor Boat Mechanic	265			
Motor Truck Driver	252			
Rigger and Labourer	252			

* With quarters when required to reside on premises. † With quarters when required to reside on premises, and rations.
 § With rations when required to live on the vessel. || Plus 10s. 6d. per shift extra when diving.

CHAPTER VIII.

TEMPORARY EMPLOYMENT.

[Act No. 3757, Sections 66 and 72.]

1. Every person applying to be recorded for temporary employment must forward to the Commissioner an application in his own handwriting, stating his full name and address, the date and place of his birth, and the class of work applied for by him, and, if required, must submit himself for test as to his suitability. An applicant for employment in a Clerical or Professional capacity must also address the Commissioner in his own handwriting in a communication of not less than fifty words in length, which should set forth—(a) The nature of his employment during the previous two years; (b) the periods of such employment; (c) the names and addresses of his employers; and (d) his experience in the class of work desired by him.

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 for which he is applying, and, if possible, furnish testimonials from recent employers.

3. An applicant for temporary employment, if called upon so to do, must furnish a properly certified extract of his birth entry from some official register of births or other satisfactory evidence of age.

4. An 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 recorded for temporary employment, and his full name and address and the date of his birth, together with the date of registration and a description of the 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 Act, an entry of such selection shall be made in the register and his name removed therefrom. Any person so selected may, on the termination of his employment, apply for re-registration and, if the report of the Permanent Head as to his previous employment is satisfactory, his name may be again placed on the Register.

Regulations under Public Service Act 1928.

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

8. If any person shall omit to reply within five days to any communication from the Commissioner requesting him to state whether he is prepared to accept temporary employment, his name may be removed from the register.

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

10. Any eligible discharged soldier who applies for temporary employment shall have his application considered in priority to any other person who is not a discharged soldier.

CHAPTER IX.

TRAVELLING ALLOWANCES.

[Act No. 3757, Section 66.]

1. Officers must avoid travelling that is not necessary, and must not claim payment of any amount in excess of the rate allowed under these Regulations.

No allowance shall be payable unless an officer has incurred an expenditure which he would not have incurred in ordinary circumstances.

2. Permanent Heads and Certifying Officers will be considered responsible that travelling, for which payment may be claimed, was necessary; that it could not have been more economically arranged; and that claims made are correct.

3. Allowances for personal expenses shall, except where otherwise stated be in addition to the cost of conveyance.

4. Personal allowances, except as may be granted by the Commissioner, shall not be allowed within an area of 15 miles radius of an officer's head-quarters. The question as to which is an officer's head-quarters shall be decided by the Permanent Head.

5. No officer shall be allowed personal expenses in excess of £100 during any financial year unless the permanent head certifies that the expenditure is necessary in the interests of the efficient working of the Department and the approval of the Treasurer is obtained.

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

An allowance for breakfast, lunch, or tea shall not be granted unless an officer commences travelling earlier than or is absent later than the time or times respectively prescribed hereunder, viz. :—

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

Provided that the Minister may, in any special case, authorize payment beyond the hours prescribed, where the circumstances warrant.

Regulations under Public Service Act 1928.

7. No allowance shall be payable to an officer for being absent from his headquarters when he leaves and returns the same day. Provided that any officer who is required to leave before 7 a.m. may be granted an allowance of 3s. for breakfast, and that any officer who is unable to return until after 7 p.m. may be granted an allowance of 3s. for tea.
8. An officer appointed on the recommendation of the Commissioner to act in the place of an officer of higher classification may be paid the travelling allowance payable to that officer while so acting.

PART I.—PERSONAL EXPENSES.

9. The following shall be the scale of allowances for personal expenses:—

	Full Rate.	One week, but not more than three weeks at the same place.	After three weeks at the same place.
(a) Officers whose salaries are more than £750 a year	17s. a day	15s. a day	12s. a day
(b) Officers whose salaries are more than £481 and not more than £750	14s. „	12s. „	9s. „
(c) Officers whose salaries are not more than £481	13s. „	10s. „	8s. „

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 Full Rate.

PART II.—ALLOWANCES TO CERTAIN OFFICERS.

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

DEPARTMENT OF CHIEF SECRETARY.

10. Fisheries and Game Branch—

Officers on outside duty within the Metropolitan area:—

When engaged from 7 p.m. until midnight, one-quarter of daily personal allowance as per scale.

When engaged from 7 p.m. until 6 a.m., one-half of daily personal allowance as per scale.

Inspector, Bairnsdale £60 a year within a radius of 30 miles from Bairnsdale.

11. Chief Shorthand Writer or any member of his staff, when engaged in the country with Royal Commissions or Parliamentary Committees—Personal expenses ... 17s. a day.

12. Penal and Gaols Branch—Officers while on relieving duty at French Island—Personal expenses ... 2s. 6d. a day.

Regulations under Public Service Act 1928.

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DEPARTMENT OF PUBLIC INSTRUCTION.

13. Inspectors of Schools—

Metropolitan No. 1	£15 a year.
Metropolitan No. 2	£30 a year.
Metropolitan No. 3	£100 a year.
Metropolitan No. 4	£20 a year.
Metropolitan No. 5	£15 a year.
Metropolitan No. 6	£20 a year.
Metropolitan No. 7	£100 a year.
Metropolitan No. 8	£80 a year.
Bairnsdale	£200 a year.
Ballarat	£100 a year.
Beechworth	£205 a year.
Benalla	£210 a year.
Bendigo	£150 a year.
Castlemaine	£160 a year.
Charlton	£255 a year.
Colac	£210 a year.
Geelong	£110 a year.
Hamilton	£205 a year.
Horsham	£230 a year.
Kerang	£240 a year.
Maryborough	£185 a year.
Ouyen	£275 a year.
Seymour	£220 a year.
Shepparton	£165 a year.
Stawell	£235 a year.
Warragul	£200 a year.
Warrnambool	£195 a year.
Yarram	£235 a year.

14. Attendance Officers—

In Melbourne and Suburbs, each	25s. a month.
In Ballarat	25s. a month.
In Geelong	12s. 6d. a month.

15. Relieving Teachers (other than Junior Relieving Teachers)—

Personal expenses	£50 a year.
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16. 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. a week.
Twelve miles and over	14s. a week.

17. Teachers employed as Special Infant Teachers in instructing Teachers at selected schools in newer methods—Personal expenses £26 a year.
18. 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.
19. Teachers engaged at Agricultural Exhibitions at the Royal Agricultural Show—
Country Teachers (1) 7s. 6d. a day.
Metropolitan Teachers (4) 7s. 6d. a day.
20. Principal, Teachers' College, Melbourne—
Personal expenses 17s. a day.

DEPARTMENT OF LAW.

21. Clerks of Courts will be allowed personal expenses in accordance with the scale for ordinary allowances, 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. Bailiff of Crown Lands—Melbourne £104 a year.
Welshpool £90 a year.
23. Bailiff of Crown Lands, Melbourne—
For each night that he is engaged in carrying out his duty at the Sand Grounds, Port Melbourne, commencing at about 10 o'clock p.m. 7s. 6d.
24. Inspectors of Vermin and Noxious Weeds £115 a year each.
25. Staff Surveyor £150 a year.
" " Mallee District £200 a year.
To include cost of camp equipment and instruments, and the travelling expenses of party.
26. Foreman and labourers, Survey Parties—Personal expenses—
Daily rate under one week 8s.
Daily rate if one week or over at same place 7s.

DEPARTMENT OF PUBLIC WORKS.

27. Inspectors, Engineering Branch, General Division—
Weekly rate if one week or over at same place £2
Where quarters or sleeping accommodation is provided, one-quarter of this rate shall be deducted.

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28. Ports and Harbors— Foremen, artisans, and other officers engaged in connexion with the maintenance, inspection, or execution of any work, when employed at a station away from head-quarters	Exceeding one week, but not exceeding four weeks. Per week. £2 9s.	Exceeding four weeks. Per week £2.
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Where quarters or sleeping accommodation is provided, one-quarter of the above-mentioned rates shall be deducted.

DEPARTMENT OF MINES.

29. Inspector of Mines and Machinery—	Per Year.	
District No. 1	£205	} In addition to railway fares.
Districts Nos. 2 and 3 (combined)	160	
District No. 4	195	
District No. 5	185	
Coal District and District No. 6 (combined)	140	
30. Inspector of Boilers—	Per Year.	
District No. 1	£175	} In addition to railway fares.
District No. 2	175	
District No. 3	180	
31. Officers, including Chainmen, engaged in the field on Geological Surveys, &c.—Personal expenses—		
Shifting camp or returning officially to and from head-quarters		Full rate.
Camp allowance		25s. per week.
No allowance to be paid to single chainmen after the end of the first week.		
	Daily rate.	Over 4 but not more than 14 days at same place. Per day.
32. Battery employés and Mechanics	9s.	8s. Per day.
		6s.

DEPARTMENT OF PUBLIC HEALTH.

33. Medical Director of Infant Welfare—Personal expenses	... 17s. a day.
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DEPARTMENT OF AGRICULTURE.

34. Inspectors of Stock—Melbourne (1), Melbourne (Port), Melbourne (Assistant Port), Ballarat (District), Wangaratta (District), Echuca, Serviceton—£25 a year each, to cover the cost of all locomotion within a radius of 10 miles from assigned head-quarters.
35. Orchard Supervisor, Melbourne, £25 a year—To cover the cost of all locomotion within a radius of 10 miles from assigned head-quarters.

36. Fruit-Topping Inspectors and Potato Inspectors, when engaged on early-morning work at markets—£25 a year bicycle allowance.

NOTE.—This allowance to be paid only for the time that the officer in question is engaged on the above-mentioned work.

37. Officers when required to attend early morning markets on inspection duties—3s. a day breakfast allowance.

38. Senior Farm Produce Inspector, and Farm Produce Inspector (1)—£25 a year each bicycle allowance.

PART III.—MISCELLANEOUS.

SPECIAL ALLOWANCES.

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

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

40. In any case where an officer in receipt of an allowance whilst absent from his station is required to visit an out-station, he may be granted such additional allowance as may be specially approved by the Commissioner.

41. 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.

42. 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 of their commuted allowances as the Minister may direct.

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

MODE OF TRAVELLING.

44. Officers shall travel by railway whenever practicable.

45. Officers of the Professional and Clerical Divisions, and officers of the General Division with salaries in excess of £226 a year may travel first class. Provided that Permanent Heads may in special cases allow any officer to travel first class.

46. 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.

Regulations under Public Service Act 1928.

TRAVELLING BY MOTOR CAR, MOTOR CYCLE, OR BICYCLE.

47. Officers who use their own motor cars, motor cycles, or bicycles, and who are not in receipt of a commuted allowance in which the cost of locomotion is included, may, with the approval of the Minister, be paid a mileage rate as set out hereunder, or such weekly or yearly allowance as may from time to time be fixed by the Commissioner:—

Motor Cars—

9-h.p. and under	4d. a mile.
Over 9-h.p.	5d. a mile.

NOTE.—H.P. means horse-power, as registered in accordance with Regulations under the Motor Car Act.

Motor cycles	2d. a mile.
Motor cycles, with side-cars	3d. a mile.
Bicycles	1d. a mile.

Provided that an officer shall not incur an expenditure in excess of £200 during any financial year either for the use of his own car on official business or for motor car hire or both unless the Permanent Head certifies that the expenditure is necessary in the interests of the efficient working of the Department, and the approval of the Treasurer is obtained.

An officer authorized to claim mileage rates will not be permitted to hire motor cars, except in cases of emergency, and then only with the approval of the Minister.

TRANSFERS AND EXCHANGES.

48. Travelling expenses of officers, their wives and children, and reasonable cost of removing furniture, shall be allowed when such officers are promoted from one station to another or are removed, not by way of punishment.

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

50. In the case of a Junior Teacher appointed to a classified position, the actual and necessary cost of transit may be allowed.

51. When in response to an advertisement an officer applies for transfer, and is transferred, he shall be allowed travelling expenses as in Clause 48 only if the Permanent Head considers that the circumstances are such as to warrant the payment of the whole or part of such expenses.

CHAPTER X.

BOARDS OF INQUIRY.

[Act No. 3757, Section 66.]

1. The Governor in Council may, for the purpose of investigation into and report on any charge made against an officer under section 170 of the *Public Service Act* 1928, 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.
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CHAPTER XI.

APPOINTMENT

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

[Act No. 3757, Section 68.]

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 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 66 of the *Public Service Act 1928*; but the appointment of any such person shall be subject to the provisions of Section 35 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, sound bodily health, and fitness for the performance of the 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 except an eligible discharged soldier; 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, who furnishes the Commissioner with satisfactory evidence of his good moral character, industrious habits, sound bodily health, and fitness for the performance of the 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 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 such examination as may be required by the Commissioner, but the appointment of any such person shall be subject to the provisions of the *Public Service Act*.

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, sound bodily health, and fitness for the performance of the 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 except an eligible discharged soldier; 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 XII.

ATTENDANCE AND CONDUCT OF OFFICERS.

[Act No. 3757, Section 169.]

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.*—One hour, except as specified in Part IV., will be allowed daily to every officer for luncheon, from One o'clock p.m. 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 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.

The following shall be the rates of payment for overtime work where payment is authorized:—

	Per Hour.
	s. d.
(a) Officers whose salaries are not more than £144 a year	1 6
(b) Officers whose salaries are more than £144 a year and not more than £221 a year	2 3
(c) Officers whose salaries are more than £221 a year and not more than £286 a year	3 0
(d) Officers whose salaries are more than £286 a year and not more than £338 a year	3 6
(e) Officers whose salaries are more than £338 a year and not more than £372 a year	4 0
(f) Officers whose salaries are more than £372 a year and not more than £429 a year	4 6
(g) Officers whose salaries are more than £429 a year and not more than £456 a year	4 9
(h) Officers whose salaries are more than £456 a year and not more than £492 a year	5 0
(i) Officers whose salaries are more than £492 a year and not more than £520 a year	5 3
(j) Officers whose salaries are more than £520 a year and not more than £559 a year	5 9
(k) Officers whose salaries are more than £559 a year	6 3

In this clause "salaries" shall mean the salaries authorized under the Salaries Revision Scheme, which came into force on the 1st July, 1926.

11. *Tea money.*—An allowance, to procure a meal, of two shillings may be paid to officers who are required to work after office hours, provided that no payment shall be made unless an officer works after Five o'clock p.m. for at least two hours in addition to the interval of one hour taken for tea.

Such payment may, however, be made to Warders who are required to remain continuously on duty at the Law Courts later than half-past Six o'clock p.m.

Officers in charge are to watch carefully that no abuse of this regulation is permitted.

Regulations under Public Service Act 1928.

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12. *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.

13. *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 month on the part of officers under him.

14. *Absence from office, town or district, or from duty.*—No officer shall be absent without leave from his office or place of business, or from the town in which he is stationed 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.

15. *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.

16. *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.

17. *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.

18. *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.

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

20. *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.

21. *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. Any officer who considers that he has ground of complaint arising out of such instructions, or from any other cause whatsoever, may 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.

22. *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.

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

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

25. *Applications of officers, how to be made.*—Every application or communication of an officer upon any matter affecting his position or relating to himself either individually or in common with others, shall be made by such officer, through the head of his branch, to the Permanent Head of the Department. Any such application or communication made through any other person will be treated as irregular. Provided, however, that officers may communicate as herein prescribed with the Commissioner, in which case the communication shall be forwarded by the Permanent Head to the Commissioner with any remarks considered necessary.

26. *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.

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 he shall specifically describe such breach in his report.

Regulations under Public Service Act 1928.

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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 Act 1928* shall be reported to the Commissioner and to the Auditor-General.

31. *Bankruptcy.*—If the estate of any officer be sequestrated, either voluntarily or compulsorily, for the benefit of his creditors, such officer shall report the same immediately to the 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, &c., Department of Public Instruction.*—No person employed in any School under the Department of Public Instruction shall engage, even indirectly, in any business which would have the effect of impairing his moral influence over his pupils or in the community generally, and he must not even out of school hours be guilty of any action unbecoming a person holding his position.

33. *Teachers, Department of Public Instruction.*—Any Teacher, Junior 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. *Yearly Report on Officers.*—In the case of every officer (other than an officer of the First Class, Clerical Division, or higher 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 month of January in each year with a report by the officer in charge under whose control the officer reported on 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 twelve 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 Act 1928* and to such regulations and directions as may from time to time be issued by order of 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.*—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. *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.

42. *Fees or remuneration for attendance in any court not to be retained.*—Any officer attending in his official character, under a subpoena or order, to give evidence or to produce papers in any court, shall attend such court in performance of and as part of his official duty, and shall duly enter and account for, and shall forthwith pay into the Consolidated Revenue, all fees received by him for the performance of such duty, and shall transmit to the head of his branch an account and vouchers of all the necessary expenses, if any, incurred by him in the performance of such duty.

PART IV.—SPECIAL ATTENDANCES.

OFFICE OF GOVERNMENT SHORTHAND WRITER.

43. 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 two shorthand writers. Officers shall keep a record of the time occupied upon official work, and shall also record the character of the work, and where performed.

Regulations under Public Service Act 1928.

PUBLIC LIBRARY, MUSEUM, AND NATIONAL GALLERY.

44. The hours of attendance for officers of the Public Library, Museum, and National Gallery, shall be:—

I. PUBLIC LIBRARY.

Reference Library.

	From	To	From	To
Professional and Clerical—				
Day Staff	9 a.m.	5 p.m.
Saturdays	9 a.m.	12 noon
Alternating Staff	9 a.m.	3.45 p.m. or 3.45 p.m.	...	10 p.m.
General—				
Shorthand Writer and Typist (Female)	9 a.m.	5 p.m.
Attendant (Typist)	9 a.m.	12 noon
Saturdays	9 a.m.	12 noon
Day Staff	8 a.m.	5 p.m.
Saturdays	8 a.m.	12 noon
Alternating Staff	8 a.m.	3.45 p.m. or 3.45 p.m.	...	10 p.m.
Attendants (Entrance Hall)	8 a.m.	3 p.m. or 3 p.m.	...	10 p.m.

Lending Library.

Professional and Clerical	10.30 a.m.	6 p.m. or 1 p.m.	...	8 p.m.
Saturdays	9 a.m.	1 p.m.
General	9 a.m.	5 p.m. or 12 noon	...	8 p.m.
Saturdays	9 a.m.	12 noon or 10 a.m.	...	1 p.m.

Newspaper Room.

Clerical	9 a.m.	3.45 p.m.
General	8 a.m.	3.45 p.m. or 3.45 p.m.	...	10 p.m.

II. INDUSTRIAL AND TECHNOLOGICAL MUSEUM.

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

III. NATIONAL MUSEUM.

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

IV. NATIONAL GALLERY.

General	8 a.m.	5 p.m.
Attendants (Drawing School)	8 a.m.	3 p.m. or 3 p.m.	...	10 p.m.
Saturdays	8 a.m.	5 p.m.

45. 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 Public Service, not more than three-quarters of an hour will be allowed for luncheon or tea.

CHAUFFEURS.

46. The hours of duty of Chauffeurs in the Departments of Treasurer (Premier's Office), Public Works, and Public Health shall be from 8.30 a.m. to 5.30 p.m., inclusive of one (1) hour for luncheon; and on Saturdays from 8.30 a.m. to 12.30 p.m.

BOTANIC GARDENS AND DOMAIN.

47. The ordinary hours of attendance of persons employed on other than professional and clerical work in the Melbourne Botanic Gardens and Domain shall be from 7.45 a.m. to 5.15 p.m. daily, with an interval of one hour for luncheon, except on Saturdays, when the hours of attendance shall be from 7.45 a.m. to 12 noon.

Employees may be required by the Director to perform general watching duty on public holidays and other special occasions or for the safe keeping of the conservatories, or, in the case of urgent necessity, to perform work beyond the hours prescribed, and may be granted leave of absence for such time worked.

Watchmen on all-day duty (i.e., from 8 a.m. to the actual closing of the gates) shall be allowed half an hour for luncheon, from 1 p.m. to 1.30 p.m., but shall on no account leave the gardens during the luncheon interval without permission from the Director.

CHAPTER XIII.

LEAVE OF ABSENCE.

[Act No. 3757, Section 180.]

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.

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, he shall be allowed full pay during such incapacity for a period not exceeding twelve months, less the amount paid by way of weekly compensation by the State Insurance Commissioner.

6. Leave of absence may be granted to any teacher suffering from pulmonary tuberculosis, who is certified by the Government Medical Officer to be probably curable, on the following terms, viz.:—Six months on full pay, and three months on half pay; provided that such pay may be made conditional on the teacher undergoing treatment in an approved sanatorium when so recommended by the Government Medical Officer.

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

- (a) The Medical Officers at Hospitals for the Insane.
- (b) The Medical Officers for Penal Establishments.
- (c) The Medical Officers at Children's Welfare Depots.
- (d) The School Medical Officers.

In the event of any such teacher being reported by the Government Medical Officer as incurable, a further period of three months on full pay may be granted.

7. Leave of absence may be granted to officers for the purpose of attending naval and military training, on the following terms, viz. :—

- (a) Officers who are members of the Citizen Forces, whether serving voluntarily or as trainees, and who are required to attend the annual training prescribed in Part XII. of the *Defence Act 1903-1927*.

Where the amount of pay which the officer would have received if he had remained on duty exceeds the amount of pay received as a member of the Naval or Military Citizen Forces—with pay equal to the difference, provided that if the officer so desires, the amount of leave of absence granted may be deducted from recreation leave due.

- (b) Officers when attending a school, class, or course of instruction.

Without pay, provided that, if the officer so desires, the amount of leave of absence granted may be deducted from recreation leave due. The leave shall be granted subject to the convenience of the Department, and for the purpose of attending one school, class, or course of instruction annually.

Applications for leave under sub-clauses “(a)” and “(b)” must be accompanied by evidence of the necessity for attendance. A certificate of attendance must be furnished at the expiration of the leave.

- (c) Officers who are required to perform the training required by section 127 of the *Defence Act 1903-1927*, as Senior Cadets.

With full pay on production of evidence that attendance is necessary.

- (d) Officers holding commissions and serving voluntarily in Cadet units, for the purpose of attending compulsory camps or parades.

On production of evidence that attendance is necessary—with full pay, if no pay is received from the Commonwealth Government. If pay is received, but is less than that which would have been received if the officer had remained on duty—with pay equal to the difference, provided that, if the officer so desires, the amount of leave of absence granted may be deducted from recreation leave due.

- (e) Leave of absence shall not be granted under this clause in respect of any period of training required of an officer for failure to become efficient as a trainee, or while undergoing training or detention for an offence.

CHAPTER XIV.

STORES AND TRANSPORT.

[Act No. 3757, Section 190.]

EXCEPTIONS.

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

Department.	Extent of exceptions.
All Departments	Contracts entered into by the Agent-General.
Treasurer (Premier's Office)	Repairs to the State motor cars.
Public Instruction	Stores (general stores, implements, and live stock) for District High School Farms.
" "	Periodicals, text books, and books of reference for use in High and Higher Elementary Schools.
Public Works	Supplies for use of His Excellency the Governor and for the upkeep and maintenance of Government House.
Agriculture	Purchases of exhibits for the Agent-General's Office, or for exhibition or show purposes.
" " "	Seed required for Experimental Farms.
Country Roads Board	All stores and material.
Forests Commission	
State Electricity Commission	
State Rivers and Water Supply Commission	

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

INTERPRETATION.

In these Regulations the expression "Board" means the Tender Board, "Stores, or Stores and Material" includes articles and supplies generally, "Head of Department" means Permanent Head of a Department, "Secretary" means Secretary to the Tender Board, "Inspector" means Inspector of Officers in Charge of Stores and Material, and "Officer in Charge" means the Officer authorized to take delivery and charge of stores and material for Departmental use.

TENDER BOARD.

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

2. The members of the Board shall, at the commencement of every financial year, elect from among their number a Deputy Chairman, who shall hold office until the end of the financial year in which he is elected. If such office should become vacant during the currency of the financial year, it shall be filled by a similar proceeding. The Chairman, or in his absence, the Deputy Chairman, shall preside at all meetings of the Board, but if at any meeting both be absent, the members then present shall elect from among their number an acting Chairman, who shall preside.

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

3. The Head of each Department, when required, shall furnish the Board with an estimate of the probable requirements of his Department for such period or periods as may be determined by the Board. Such estimate shall contain an accurate description of the articles, and be as near actual quantities as possible. With the estimate shall be forwarded a sample of any article not in contract which it is desired to procure as per sample; or as a substitute for any in current use. The Board shall decide whether such stores or material shall be obtained by contract or otherwise, and shall generally advise thereon.

4. The Head of any Department may authorize the purchase of stores or material not included in contracts to the value of £5. When the expenditure involved exceeds that amount three or more quotations shall be obtained when practicable, and a requisition shall be submitted to the Minister, and, if approved by him, transmitted to the Board, which will, if it considers the stores and material asked for are necessary and suitable, give a direction as to purchase. Should, however, the Board be of the opinion that the stores and material asked for are unnecessary or unsuitable, it will submit the requisition to the Treasurer for his decision.

5. The Board shall take action by publicly advertising for tenders. All advertisements shall contain the particulars of the supplies, the period for and within which they are to be furnished, the amount of security required, and the day and hour on or before which tenders will be received, together with any other necessary information.

6. Tenders shall be opened by the Board, numbered consecutively, and initialed by the Chairman. After examination and consideration of the tenders the Board shall forward particulars of them to the Treasurer with a recommendation and with such explanation as may be necessary. Should the tenders received be regarded as

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unsatisfactory, or should no tenders be received, the Board shall advise the Treasurer as to the course considered best to be taken to obtain the supplies. Tenders for ordinary supplies may be accepted without reference to the Treasurer where the value does not exceed £100. Under special circumstances tenders may be invited for supplies required for the unexpired portion of a year.

SECRETARY TO THE TENDER BOARD.

7. An officer of the Public Service shall be appointed as Secretary to the Board, and shall keep the minutes of the proceedings of the Board and perform the duties hereinafter specified and such other duties as may be from time to time directed by the Board.

8. When necessary, or whenever directed, the Secretary shall prepare for the Board from the estimates furnished classified schedules of all supplies likely to be required during the period for which the contract is to be taken.

9. When a tender for stores has been accepted, the Secretary, on behalf of the Government, shall enter into a contract with the tenderer for the supply. All contracts entered into by the Secretary on behalf of the Government shall bind the Department for whose service they were taken. Among the conditions of contract the following shall be included, viz. :—

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

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

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

11. The Secretary shall receive preliminary deposits and securities in connexion with tenders and contracts, and shall deal with them as the Under-Treasurer directs.

12. Tenders for transport, other than by railway, shall be invited by public advertisement when considered advisable by the Board, which shall deal with the tenders received. Transport of stores and parcels other than those delivered direct by contractors under the terms of their contracts shall be undertaken by the Secretary on receipt of a requisition (Form No. 1) from the Head of a Department or the head of the sub-department requiring the service.

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

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

15. 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.

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

17. The Secretary shall keep the following books, viz. :—

1. The minute-book of the Board.
2. Register of tenders.
3. Preliminary deposit cash-book.
4. Record of securities.
5. Register of transport requisitions.
6. Register of transport accounts.
7. Cash-book—transport advance.
8. Register of imports and exports.
9. Register of claims for damages and for short or non-delivery.

MODE OF OBTAINING SUPPLIES.

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

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

20. Requisitions shall be only for such stores or material as may be necessary for the proper conduct of the Public Service, shall state the weight, measurement, or quantity, and correctly describe the stores or material required, be numbered consecutively for each year, and specify the contract price and particulars in the same order as they appear in the gazetted schedule of contracts, and, if possible, be for stores or material specified in the contracts.

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21. The requisition having been approved by the Minister any officer authorized by the Head of the Department to order shall (if the stores and material applied for are in contract) issue orders numbered consecutively (Form No. 5) upon the contractors for the stores or material required. Should there be no contract for the articles required the order to supply must not be issued until a contract has been entered into and gazetted or until such other arrangements have been made as the Board may advise (see Clause No. 4). No order is to be drawn in excess of the approved requisition, and every order must state at what place the articles are to be delivered.

22. Orders issued under the preceding clause for items included in the Government Printer's price list shall be drawn upon the Government Printer. Those issued for the supply of general stationery and office requisites, except for those required by the Education Department, shall be drawn upon the General Stationery Store, Treasury Department. General stationery and office requisites required by the Education Department shall be obtained direct from the contractors.

23. Should the stores or material be not received at the date set out in the order or where no date is stated within a reasonable period after the issue of the order such action shall be taken thereon as will conform to the conditions governing the contract. If an order issued be not received by the contractor the Head of the Department may direct that a duplicate be supplied.

SUPPLIES FOR COUNTRY DISTRICTS.

24. Should stores or material be required for country districts, the contractor shall be directed to deliver at the place where the supplies are required as provided by the conditions of contract. If not so provided then at some office in Melbourne or at some railway station or carrier's office as may be stated in the order.

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

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

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

28. In country districts where no contract has been entered into fuel may be procured in the most economical manner under the authority of the Head of the Department.

29. Any officer of the Public Service and any officer of the Police Force may be required to take temporary charge of stores or material in transit and to forward them to their destination. While such stores or material are in his custody he must protect them against damage or loss of any kind.

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

30. 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.
Education, Treasury, Lands, Public Works, Mines	Superintendent, Public Buildings, Treasury Gardens ..	All stores excepting stationery required for use by the several departments named.
Chief Secretary and Labour	Foreman Labourer	
Chief Secretary ..	All Secretaries, Hospital for Insane Superintendent, Inebriates Institution Storekeeper at every Establishment in Penal and Gaols Branch Storekeeper at every Reformatory and Receiving Depôt. Storekeeper at Observatory " Public Library and Museum : " Police Depôt, St. Kilda-road	All stores and material required for use in the offices or institutions at which the respective officers are stationed.
Treasury	Storekeeper at General Stationery Store,	
Treasury	Storekeeper at Printing Office	General stationery required by all departments, except Education. All stores and material required for use in the Government Printing Office or received there for general distribution.
Lands and Survey ..	Storekeeper at Botanic Gardens	All stores and material intrusted to him for use at the Botanic Gardens.
Public Instruction ..	Storekeeper at Head Office	All stores and material intrusted to him for use in the Head Office, schools, and colleges.
Public Works ..	Cabinetmaker, Carpenter's Shop, Public Offices ..	All stores and material intrusted to him for use in connexion with the Carpenter's Shop, Public Offices
Public Works ..	Foreman Gardener, Head Office	All stores and material entrusted to him for the department.
Public Works ..	Shipwright in Charge, Paynesville Slip	All stores and material intrusted to him for use in connexion with the Ship.
Public Works ..	Storekeeper, Dredging Depôt, Williamstown	All stores and material intrusted to him for use at the depôt and all stores and material received by him for dredging and snagging boats
Public Works ..	Storekeeper, Store Depôt, Wells-street, South Melbourne	All stores and material intrusted to him for use at and distribution from the Store Depôt.
Mines	Storekeeper, Drill Store, Grant-street, South Melbourne	All stores and material intrusted to him for use in connexion with boring and crushing.
Mines	Accountant	Diamonds for boring purposes
Public Health ..	Stores Officer, Head Office	
Public Health ..	Matron, Sanatorium, Greenvalle	All stores and material intrusted to them for the Department of Public Health.
Public Health ..	Matron, V.D. Hospital, Fairhaven	
Public Health ..	Storekeeper, Gresswell Sanatorium, Mont Park	
Public Health ..	Storekeeper, Head Office	
Agriculture ..	Exports Superintendent	All stores and material intrusted to them for the Department of Agriculture.
Agriculture ..	Superintendent and Engineer in Charge, Victoria Dock Cool Stores	
Agriculture ..	Farm Manager, State Research Farm, Werribee	
Agriculture ..	Manager, Viticultural Station, Rutherglen	
Agriculture ..	Manager, Vine Nursery, Wahgunyah	
Agriculture ..	Principal, School of Primary Agriculture, Burnley	
Agriculture ..	Manager, Beet Sugar Factory, Maffra	

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31. Every officer authorized to take delivery shall obtain from the Secretary such samples of the stores or material contracted for as may be required for his use and shall retain such samples. Before taking delivery from any contractor he shall compare the stores or material supplied with the order and with such sample, quality, or description contracted for. The production of the order shall be his authority for comparing and receiving.

32. If the officer be satisfied as to the supply, he shall give his receipt upon the order therefor; if not satisfied as to quantity, quality, or description he shall refuse delivery of the stores or material, and shall at once report the circumstance to the Board and the Head of his Department.

33. If after taking delivery of any stores or material he should discover any deficiency or defect therein, he shall where practicable return to the contractor such deficient or defective stores or material, and report the same to the Board and the Head of his Department.

34. Each officer authorized to take delivery in Melbourne of stores or material for country districts shall, after inspection (if satisfactory), forward the requisition for transport to the Secretary.

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

1. Receipt book.
2. Store Ledger.
3. And such additional Books or other documents as the necessities of any particular case require.

CUSTODY OF STORES, ETC.

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

37. Each officer in charge of stores or material shall inspect and take stock thereof at least once in every year, or whenever and as often as he may be called upon to do so by the Auditor-General or by the Inspector. Should at any time stores or material in stock be in excess of prospective requirements the Head of the Department shall be notified.

38. If at any time there be any deficiency in the stores or material not reasonably accounted for, or damage due to want of care, the value of such deficiency or damage may by direction of the Minister be deducted from the salary of the officer responsible.

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

40. Prior to the removal of an officer in charge of stores and material from any station, he shall balance his accounts, and shall hand over the books, stock, and samples to his successor. The officer taking charge shall ascertain whether the stock on hand agrees with the accounts, or otherwise, and shall report accordingly.

41. Each officer shall be held responsible for the proper application, care, and preservation of all stores and material intrusted to him for use or consumption, and

when considered necessary by the Head of his Department shall keep a book containing a statement or inventory of all stores and material in use and also of all live stock in his charge. Each officer in charge or sub-charge shall when so directed and at such periods as may be prescribed by the Department forward to the Head of his Department a return of the stores and material in use under his supervision, and report as to their state and as to any loss of such stores or material or any damage thereto which may have been due to want of care. Officers shall also comply with any departmental instruction for the checking of stores and material in use and of all live stock that may be in their charge.

42. Each officer in charge of stores and material shall when necessary make a return showing what stores or material (if any) he considers to be obsolete or unserviceable, and shall apply to the Head of his Department for the appointment of a Board of Survey to deal with them.

43. No stores or material considered to be obsolete or unserviceable shall be condemned or otherwise dealt with until they have been inspected by a Board of Survey appointed by the Minister. Clothing, bedding, or surgical appliances deemed unfit to be retained may be dealt with under directions by the Head of the Department or the head of the sub-department.

44. Boards of Survey shall carefully examine the stores or material considered unserviceable, and shall report to the Head of the Department concerned, for the information of the Minister, if such stores or material can be utilized in any Department of the Public Service, and, if not, as to the best method to be adopted for disposing thereof. Should it be decided to dispose of any such stores or material by auction, the Secretary for Public Works shall be so informed in order that he may arrange accordingly.

INSPECTOR OF OFFICERS IN CHARGE OF STORES AND MATERIAL.

45. The Inspector 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.

46. The Inspector shall forthwith, after such investigation and examination in regard to each officer in charge, report the result of his inspection, and shall transmit such report to the Auditor-General, who shall forward the same with his report to the Treasurer, or to the Board, or to the Minister administering the Department, as he may determine.

MISCELLANEOUS.

47. Every account for supplies furnished by a contractor must be accompanied by receipted delivery orders, showing that the stores described in such account have been received by the duly authorized officer, and no item in any account shall be allowed which cannot be supported by such evidence of delivery. Should an original receipted

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delivery order be lost or destroyed, it shall be competent for the officer by whom the stores specified in such order were received, to apply to the officer who issued the order for a duplicate thereof, who upon receiving it shall receipt the same and forward it to the contractor; and a statement shall be written upon the face of such duplicate, showing the circumstances under which it was furnished. As a rule, a contractor shall render one account monthly against the Department, but where the amount is large an interim account may be rendered.

48. 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.

49. If the Head of a Department reports to the Board that he considers it advisable, under exceptional circumstances, to obtain stores or material from a contractor of a quality inferior to that provided for in the contract, the Board may recommend the Treasurer to accept the stores or material at a price agreed upon with the contractor. If the Treasurer approve, the Board shall notify the Head of the Department and the contractor accordingly, and the supplies may thereupon be obtained at the approved price.

(FORM No. 1.)
VICTORIA.

No.

19

REQUISITION FOR THE UNDERMENTIONED TRANSPORT FOR THE DEPARTMENT OF

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

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

(Signature of the Officer requiring the Transport.)

(FORM No. 2.)

REQUISITION FOR STORES AND MATERIAL INCLUDED IN THE ANNUAL CONTRACTS REQUIRED FOR THE DEPARTMENT OF

No. 19

Quantity required (in figures).	Contract No.	Schedule No.	Item No.	Description.	Country of Origin.	Rate, as per Contract.			Amount.		
						@ per	s.	d.	£	s.	d.

Approval of Minister.

Head of Department.
/ / 19

/ / 19

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(FORM No. 3.)
VICTORIA.

No. 19

REQUISITION.

No. 19

For the undermentioned for the Department of

Description of Furniture and Fittings, Fencing, Repairs to Buildings, Rental of Premises, &c., with full particulars, dimensions, &c. (Separate Requisitions for each of the above Services.)	Purpose for which Required.	These Columns to be filled in at Public Works Department.			
		Report.	Country of Origin.	Estimated Cost.	Approval of the Board of Land and Works.
				£ s. d.	No. / 19 Noted for Vote
		Recommended / / 19		Approved	Commissioner of Public Works / 19

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

To the Hon. the
Commissioner of Public Works.

(FORM No. 4.)

REQUISITION FOR STORES AND MATERIAL NOT INCLUDED IN CONTRACT REQUIRED FOR THE DEPARTMENT OF

No. 19

Quantity Required.	Description.	If to Sample or Specification, state so.	Delivery.		Country of Origin.	Cost.	Approval of Minister.
			When Required.	Where Required.			
						£ s. d.	

To the Chairman,
Tender Board, Melbourne.

Head of Department,
Date, 19

(FORM No. 5.)
VICTORIA.

Requisition No.*

ORDER No.

Please supply the undermentioned Stores and Material in accordance with Contract No. for the Department

Delivery to be made on the at

Quantity.	Schedule No.	Item No.	Description.	Rate, as per Contract.			Amount.			Receipt of Officer in Charge of Stores and Material.
				@ 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.

J. HARNETTY, Public Service Commissioner.

W. A. ROBINSON, Secretary.

Approved by the Governor in Council, 28th April, 1931.

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

By Authority: H. J. GREEN, Government Printer, Melbourne.