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PUBLIC SERVICE ACT 1946.

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REGULATIONS.

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## PUBLIC SERVICE ACT 1946.

*At the Executive Council Chamber, Melbourne, the twenty-second day of December, 1953.*

## PRESENT:

His Excellency the Governor of Victoria.

Mr. Cain	Mr. Galvin
Mr. Barry	Mr. Slater
Mr. Hayes	Mr. Fraser
Mr. Shepherd	Mr. Galbally
Mr. Smith	Mr. Scully
Mr. Gladman	

## REGULATIONS.

**I**N pursuance of the powers conferred by the *Public Service Act 1946*, His Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, hereby repeals the Public Service (Governor in Council) Regulations and makes the following Regulations to take effect on and from the 1st January, 1954:—

## PRELIMINARY.

1. These Regulations may be cited as the "Public Service (Governor in Council) Regulations."

2. These Regulations are divided into Parts as follows:—

Part I.—Hours of Business in Public Offices. (R.4.)

Part II.—Hours of Duty and Times of Attendance of Officers and Employees. (R.5-7.)

Part III.—Discipline and Conduct of Officers and Employees. (R.8-36.)

Part IV.—Leave of Absence. (R.37-62.)

Part V.—Stores and Transport. (R.63-110.)

Part VI.—Rent for use of Government Buildings as Residences. (R.111.)

3. In these Regulations "Minister" means the Minister for the time being administering the Department in which the officer or employee in connexion with whom the term is used is employed.

## PART I.—HOURS OF BUSINESS IN PUBLIC OFFICES.

4. The public offices shall be open for business from 8.45 a.m. to 5.6 p.m. on Monday to Friday inclusive, and from 8.45 a.m. to 11.45 a.m. on Saturday.

## PART II.—HOURS OF DUTY AND TIMES OF ATTENDANCE OF OFFICERS AND EMPLOYEES.

5. The hours of duty of officers and employees shall, except as hereinafter provided, be 76 a fortnight, to be worked from 8.45 a.m. to 5.6 p.m. on Monday to Friday inclusive: Provided that—

(a) any officer or employee may be required to work on Saturday from 8.45 a.m. to 11.45 a.m., in which case he shall be allowed equivalent time off duty during the following week, at the convenience of the Department; and

(b) where the nature of the work will not admit of the general observance of these hours, the Permanent Head, with the approval of the Public Service Board, shall determine the hours of duty of the officers or employees concerned.

6. Three-quarters of an hour shall be allowed daily to every officer and employee for luncheon from 12.45 p.m. to 1.30 p.m., or at such other time as in the departmental or public interest the Permanent Head or Head of the Branch may determine.

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7. (1) Subject to Regulation 5 (b), the hours of duty of officers and employees (other than those engaged on clerical duties) designated hereunder shall be 80 a fortnight:—

Department.	Designation.
General .. .. .	Attendant.
	Cabinetmaker.
	Caretaker.
	Carpenter.
	Chauffeur.
	Clerk of Works.
	Cook.
	Fireman.
	Gardener.
	Labourer.
	Lift Attendant.
	Mechanic.
	Plumber.
	Storeman.
Watchman.	
Chief Secretary—	Officers of the Technical and General Division and employees.
Children's Welfare Depot ..	
Penal and Gaols Branch ..	
Explosives Branch ..	Officers of the Technical and General Division and employees at Truganina Explosives Reserve.
Treasurer—	Officers of the Technical and General Division and employees.
Government Printing Office ..	
Crown Lands and Survey—	Officers of the Technical and General Division and employees.
Botanic Gardens .. .. .	
Buchan Caves .. .. .	
Public Works—	Officers of the Technical and General Division and employees.
South Melbourne Storeyard ..	
Port Melbourne Storeyard ..	
Ports and Harbours Branch ..	
Mines—	Officers of the Technical and General Division and employees.
Drill Store, South Melbourne ..	
Government Crushing Batteries ..	
Government Drilling Plants ..	
Health—	Officers of the Technical and General Division and employees.
State Sanatoria .. .. .	
Mental Hospitals and Institutions }	
Agriculture—	Officers of the Technical and General Division and employees.
Government Cool Stores .. ..	
Burnley Gardens .. .. .	
Dookie Agricultural College ..	
Longerenong Agricultural College }	
State Forests .. .. .	Forest Foreman Staff Foreman
Brookwood .. .. .	Officers of the Technical and General Division and employees.
Newport .. .. .	
Noojee Workshop .. .. .	
School of Forestry, Creswick ..	
Water Supply—	Foreman, Water Distribution.
District and Revenue Offices ..	Inspector.
	Patrolman.
	Ranger.
	Reservoir Keeper and Assistant Reservoir Keeper.
	Turncock.
	Water Bailiff.
	Construction Works .. .. .

(2) The hours of duty of officers and employees in the Health Department employed as X-ray technicians shall be 70 a fortnight.

**PART III.—DISCIPLINE AND CONDUCT OF OFFICERS AND EMPLOYEES.**

8. *Attention and Devotion to Duty.*—(1) Officers shall be punctual and regular in their attendance, and shall during the hours of business devote themselves exclusively to the discharge of their public duties.

(2) Officers having to undertake duty at more than one place of business shall, as far as possible, attend at regular periods (particulars as to which must be furnished from time to time to the Permanent Head), and shall, whenever necessary, post a notice to the public at each office, showing the days and hours at which they will be present.

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(3) Officers are not during the hours of business to receive private visitors, or otherwise allow their attention to be engaged in private affairs.

(4) Officers shall furnish the Head of their Branch, or the Permanent Head, with their private (postal) address, and shall from time to time notify any change thereof.

9. *Attendance Books.*—In every office where mechanical time-recorders are not installed attendance books shall be kept, and every officer not specially exempted by the Public Service Board shall enter daily therein the times of his arrival and departure.

10. *Attendance Books, When Accessible.*—(1) The Permanent Head shall cause attendance books to be accessible for record and signature by officers before and up to five minutes after the prescribed time of commencing duty each day, when such books shall be withdrawn and a line ruled under the last signature therein by the officer responsible, who shall initial same.

(2) Attendance books shall not be produced for recording departures until the proper time for ceasing work.

11. *Mechanical Time-recorders.*—In Departments or Branches where mechanical time-recorders are installed, officers will record their times of arrival and departure daily in accordance with instructions issued by the Permanent Head.

12. *Irregular Attendance.*—(1) Any officer arriving at his office later than five minutes after the prescribed time of commencing duty shall report to the officer in charge.

(2) The officer in charge shall report daily to the Head of the Branch all cases in which officers have failed to observe the prescribed times of attendance.

(3) The officer in charge shall, as soon as possible after the end of every quarter, report to the Permanent Head any irregularity of attendance on the part of officers under his control.

13. *Exemptions.*—Permanent Heads of Departments, and other officers who may be specially exempted by the Public Service Board on the recommendation of the Permanent Head shall not be required to record the times of their arrival at and departure from their offices. This exemption shall not be taken to authorize any officer to absent himself from duty during the prescribed hours of attendance.

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

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

16. *Absence from Office or from Duty.*—No officer shall be absent without leave from his office, place of business, or from duty: Provided that if an officer who has not obtained leave be prevented by sudden illness or other emergency from attending his office, place of business, or to his duty, and immediately reports such absence to the Permanent Head, and furnishes evidence proving to the satisfaction of such Permanent Head that his absence without leave was unavoidable and was not due to any misconduct, such officer shall not be deemed to have committed a breach of this Regulation.

17. *Applications for Leave of Absence for Recreation.*—Every application for leave of absence for recreation shall be made to the Minister through the officer in charge and the Permanent Head.

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

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19. *Substituted Leave.*—Where the nature of the employment of officers does not permit the observance of public holidays as they occur, the Minister may grant such substituted leave as the Public Service Board may recommend.

20. *Duties of Senior Officers.*—Officers in charge shall be at all times accountable for the observance of the regulations of the Public Service, and shall afford in all respects the utmost aid and support to the Permanent Head of the Department.

21. *Subordination of Officers.*—Every officer shall obey promptly all lawful instructions that may be given to him by the officer under whose immediate control or supervision he is placed. Any officer who considers that he has grounds of complaint arising out of such instructions, or from any other cause whatsoever, may forthwith appeal in regard thereto, through his immediate superior, to the Permanent Head, who may confirm, amend or quash such instructions. The officer shall, nevertheless, carry out any instructions which may be given to him until his appeal is determined.

22. *Treatment of Subordinates.*—Officers of the higher grades are required to adopt towards the officers of the lower grades a method of control which shall ensure respect.

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

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

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

26. *Breaches of Regulations to be Reported.*—Every officer in charge shall promptly report in writing to the Permanent Head any officer under his control who is guilty of a breach of these Regulations, and he shall specifically describe such breach in his report.

27. *Bankruptcy.*—If the estate of any officer be sequestrated, either voluntarily or compulsorily, for the benefit of his creditors, such officer shall report the same immediately to the Public Service Board through the Permanent Head and furnish a statement in full detail of his assets and liabilities, together with an explanation of the cause of such sequestration, and shall apply as soon as he may legally do so to the Court of Bankruptcy for an order for discharge. Such officer shall forthwith furnish to the Public Service Board for notation a certified copy of the order when granted.

28. *Compliance with Instructions.*—Every officer shall comply with and give effect to all regulations and authoritative instructions made or issued for his guidance.

29. *Accounts and Public Moneys.*—Officers engaged in the collection and payment of public moneys must observe strictly the provisions of the *Audit Act 1928* and such regulations and directions as may from time to time be issued thereunder.

30. *Officers not to incur liability on behalf of the Government, or to alter General Conditions, &c., of Contracts.*—No officer shall be authorized to incur, or shall attempt to incur, any liability, or shall have authority to make, or shall attempt to make, any contract on behalf of the Crown or of the Government, or of any Department of the Public Service, without the authority in writing of the Minister of his Department. The general conditions and forms of specifications and of contracts which may from time to time be prescribed for any Department shall be strictly adhered to by the professional and other officers of such Department, unless under special circumstances an alteration therein be made, and be approved in writing by the responsible Minister.

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31. *Requisitions.*—Requisitions for stores, stationery, furniture, fittings, and repairs to buildings must be made in strict accordance with the Regulations in that behalf.

32. *Public Property in Care of Officers.*—Officers will be held responsible for the careful use and preservation of all Government property in their possession, custody, or care. Officers in charge of public buildings shall, in the event of repairs being required, promptly make a requisition for same.

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

34. *Rewards and Gratuities.*—No officer shall either directly or indirectly solicit or accept any present or remuneration of any kind for services performed by him in connexion with his official position.

35. *Testimonials not to be furnished.*—No officer shall furnish to another officer any certificate or testimonial relating to his capacity or performance of official duties: Provided that the Permanent Head may furnish such certificate or testimonial to an officer who is resigning or retiring from the Public Service.

36. *Application of Regulations to Employees.*—The provisions of this Part of these Regulations shall so far as applicable extend and apply to and with respect to employees with such modifications as are necessary and in particular with the modification that reference therein to "officers" shall be construed as reference to "employees."

PART IV.—LEAVE OF ABSENCE.

SICK LEAVE.

37. (1) In the case of illness of an officer or employee, the conditions under which the Minister may grant leave of absence shall be as follows:—

(a) When leave with pay is approved, the basis for determining the amount which may be granted shall be ascertained by crediting the officer or employee with the following periods, such leave to be cumulative:—

	Leave on Full Pay.	Leave on Half Pay.
<i>Officers.</i>		
At commencement of duty .. .. .	16 days	16 days
On completion of two years' service and each year's service thereafter .. .. .	8 days	8 days
<i>Employees.</i>		
On completion of three months' service—		
For every month of service .. .. .	½ day	½ day
<p><i>Provided that the scale of credits prescribed for officers shall apply to employees on completion of two years' service, such credits to be computed as from the date of commencement of service:</i></p> <p><i>Provided further that an officer who resigns or retires and is subsequently re-employed in a temporary capacity shall be permitted to retain a sick leave credit up to but not exceeding 28 days on full pay.</i></p>		

(b) To determine the leave for which an officer or employee is eligible at any time all leave granted during his service at rates of full pay and half pay respectively shall be deducted from the appropriate period ascertained under the provisions of the preceding paragraph.

(c) After deduction has been made as provided in the preceding paragraph the period remaining at each rate of pay shall be the amount of leave for which an officer or employee is eligible:

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Provided that, notwithstanding the amount of sick leave standing to the credit of any officer or employee, continuous leave with pay shall not be granted for any period longer than fifty-two weeks inclusive of any recreation leave which may be granted. Where an officer or employee has had fifty-two weeks' continuous leave with pay, no further leave with pay shall be granted until such officer or employee has completed a period of duty of not less than four weeks.

- (d) For each week an officer or employee is absent on leave with full pay the amount of leave on full pay standing to his credit shall be reduced by five days.

For each week an officer or employee is absent on leave with half pay the amount of leave on half pay standing to his credit shall be reduced by five days notwithstanding that his pay is reduced to half pay for seven days.

Where the absence exceeds one or more weeks but does not extend to a further week the number of weeks shall be recorded as hereinbefore provided and the remaining days shall be debited as a period of less than a week.

When the period of leave granted to an officer or employee with pay (whether full pay or half pay) does not extend to a week his appropriate credit shall, subject to the provisions of Regulation 39, be reduced by the number of days he would have been required to be on duty if he had not been absent on sick leave.

For the purposes of these Regulations, so far as they relate to sick leave, a week shall be deemed to be any period of seven consecutive days inclusive of Sunday.

- (e) In these Regulations, so far as they relate to sick leave, "service" means continuous service, inclusive of any period of absence on leave, provided that, in determining at any time the amount of leave standing to the credit of an officer or employee who has been absent on leave without pay (other than for the purpose of serving with the Commonwealth Defence Forces) continuously for a period extending beyond six months, such period as is in excess of six months shall not be counted as service.

(2) In computing the service of an officer or employee for the purposes of this Regulation, service in any office in the service of the State of Victoria or of the Commonwealth of Australia or of any other Australian State may to the extent approved by the Board be taken into account.

38. (1) Where an officer or employee whose normal working week is from Monday to Friday inclusive is absent through illness on a Saturday on which he is rostered to perform duty, such day shall not be deemed to be a day on which he is required to be on duty, and, in respect of such day, no debit shall be made against his sick leave credit, but, in the case of any such absence, the Permanent Head may require the production of a medical certificate.

(2) Where an officer or employee, whose normal working week is from Monday to Friday inclusive, is granted sick leave for a period which includes a period during which he would but for such sick leave have been rostered off duty in respect of duty performed by him on a Saturday morning, he shall, after resuming duty from sick leave, be granted time off in lieu of any such duty performed before he commenced sick leave.

39. (1) A public holiday observed between the first and last days of a period of leave of an officer or employee shall be regarded as part of the leave.

(2) After an absence on sick leave an officer or employee shall be deemed to have resumed duty on the day he actually returns to duty: Provided that a public holiday observed at the expiration of a period of leave shall not be regarded as part of the leave when the officer or employee resumes duty immediately after such holiday.



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40. (1) For any period exceeding two days continuous absence, a satisfactory certificate by a duly qualified medical practitioner shall be furnished setting out the cause of such absence: Provided that—

- (a) the Permanent Head may require a medical certificate to be furnished with respect to any absence, and
- (b) continuous leave with pay shall not be granted to an officer or employee for any period exceeding thirteen weeks, unless the Government Medical Officer certifies that the leave is necessary.

(2) No leave shall be granted with pay on account of illness caused by the misconduct of the officer or employee, or in any case of absence from duty without sufficient cause. Where the Permanent Head has occasion for doubt as to the cause of illness or the reason for absence, he shall before accepting a medical certificate refer such certificate to the Government Medical Officer for report.

(3) If the number of days during which an officer or employee is absent in any year without a medical certificate exceeds five days in the aggregate, the number of days absence in excess of five shall not be granted as sick leave, but shall be deducted from his annual recreation leave or be granted without pay.

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

(5) When an officer or employee is absent from duty on account of a dental disability he may be granted leave of absence for a period not exceeding one week provided that he furnishes the Permanent Head with a satisfactory certificate from a legally qualified dentist.

41. (1) Where the Permanent Head is satisfied that the illness of an officer or employee with at least six months' service is directly attributable to or is aggravated by his service in the war which commenced in the year One thousand nine hundred and fourteen or in the year One thousand nine hundred and thirty-nine, such officer or employee may, apart from any sick leave which may be standing to his credit, be credited with special leave with full pay amounting to eight days in respect of each year of service from the 1st July, 1947, to the 30th June, 1951, and with fifteen days' special leave with full pay in respect of each year of service from and inclusive of the 1st July, 1951.

Such special leave shall be cumulative provided that the total of such accumulated leave standing to the credit of an officer or employee shall not at any time exceed one hundred days.

(2) When the nature of the duties of an officer or employee is such as to expose him to the risk of contracting an infectious disease and the Government Medical Officer certifies that the officer or employee has contracted an illness directly attributable to such infection, the officer or employee, may, on the recommendation of the Public Service Board, be granted leave with full pay, apart from any sick leave which may be standing to his credit, during the period which he is required to absent himself from duty on account of such illness. Leave granted under the provisions of this sub-regulation shall not be regarded as a debit against the officer or employee and such leave shall not exceed a continuous period of three months on full pay provided that where such officer or employee has contracted poliomyelitis or pulmonary tuberculosis, the leave of absence shall not exceed six months on full pay and three months on half pay.

(3) If any officer or employee sustains personal injury by accident arising out of or in the course of the discharge of his duty of such a nature as to incapacitate him for all duty, and the Board is satisfied that such injury was not contributed to by the negligence or misconduct of the officer or employee, such officer or employee shall, apart from any sick leave which may be standing to his credit, be granted during such incapacity leave on full pay less the amount paid by way of weekly compensation by the State Insurance Commissioner. Leave granted under the provisions of this sub-regulation shall not be regarded as a debit against the officer or employee and shall not exceed a continuous period of fifty-two weeks inclusive of any other leave which may be granted with pay.

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The Board in determining whether an injury suffered by an officer or employee as a result of an accident arose out of or in the course of the discharge of duty shall have regard to the interpretative provisions of Section 8 of the *Workers Compensation Act 1951*.

(4) If any officer (or any employee in a State sanatorium) is certified by the Government Medical Officer to be suffering from pulmonary tuberculosis and to be probably curable, leave of absence may be granted on the following terms, viz., six months on full pay and three months on half pay: Provided that such pay may be made conditional on the officer undergoing treatment in an approved sanatorium when so recommended by the Government Medical Officer. Any leave so granted in excess of the amount standing to his credit shall not be regarded as a debit against such officer or employee. On his resumption of duty, such officer or employee shall be entitled to a total initial credit of not less than sixteen days on full pay and sixteen days on half pay.

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

(5) If any officer or employee in a State sanatorium is certified by the Government Medical Officer to be a case of clinically suspected tubercular infection, such officer or employee may be granted leave of absence on full pay for a period not exceeding thirteen weeks, provided that such pay may be made conditional on the officer or employee undergoing treatment in an approved sanatorium when so recommended by the Government Medical Officer. Any leave so granted in excess of the amount standing to his credit shall not be regarded as a debit against such officer or employee.

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

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

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

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

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

42. Where an officer or employee is continuously absent from duty on account of illness beyond a period of thirteen weeks, he shall not be permitted to return to duty until the Government Medical Officer shall have certified that he is fit to resume work.

43. In these Regulations, so far as they relate to sick leave. "Government Medical Officer" shall, except for the purposes of sub-regulation (2) of Regulation 41, include—

- (a) Assistant Government Medical Officer.
- (b) Medical Officers at Mental Hospitals.
- (c) Medical Officers for Penal Establishments.
- (d) Medical Officers at Children's Welfare Depots.
- (e) School Medical Officers.
- (f) Medical Officers at Sanatoria.

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## LEAVE ON ACCOUNT OF PRESSING NECESSITY.

44. Leave of absence granted by the Minister, pursuant to the provisions of Section 62 of the *Public Service Act 1946*, in cases of pressing necessity, shall, except as is elsewhere provided in these Regulations or in such cases as the Minister on the recommendation of the Public Service Board otherwise directs, be without pay.

45. The Minister may grant leave of absence for two days on full pay and one day on half pay to any officer or employee on account of the death or serious illness of his wife, child, father, mother, brother, or sister or in any other case where, in the opinion of the Minister, special circumstances exist: Provided that more favourable terms of leave may be granted by the Minister if he is satisfied in any particular case that the leave authorized by this Regulation is inadequate.

46. (1) If the Permanent Head has reason to believe that an officer or employee is in such a state of health as to render him a danger to his fellow officers, he may require such officer or employee to obtain and furnish a report as to his condition from a duly qualified medical practitioner, or may require him to submit himself for examination by a Government medical officer.

(2) Upon receipt of the medical report, the Permanent Head, with the approval of the Minister, may direct the officer or employee to absent himself from his duties for a specified period, or, if already on leave of absence, direct him to continue on leave for a specified period, and the absence of such officer or employee shall be regarded as absence on leave owing to illness.

47. (1) Upon report by a medical officer of health that, by reason of contact with a person suffering from an infectious disease and through the operation of restrictions imposed by law in respect of such disease, an officer or employee is unable to attend for duty, the Minister may grant the officer or employee special leave of absence.

(2) Leave of absence under the last preceding sub-regulation shall not be granted for any period beyond the earliest date at which it would be practicable for the officer or employee to resume duty, having regard to the restrictions imposed by law.

48. The Minister may grant any officer or employee leave of absence with full pay for the purpose of attending examinations held in accordance with Regulations made pursuant to the provisions of the *Public Service Act 1946*, or such other examinations in subjects a knowledge of which would, in the opinion of the Public Service Board, increase the efficiency of such officer or employee in the performance of his duties in the Public Service.

## LEAVE WITHOUT PAY.

49. Where an officer or employee, who has been granted leave of absence without pay for a specified number of days, resumes duty on a Monday or the first working day of a week, pay shall be restored from and inclusive of the day following the last normal working day within the period of leave, except where the leave granted commences on a Monday and the last normal working day within the leave period is a Friday or a Saturday (as the case may be), in which case pay shall be restored from and inclusive of the Monday.

## LEAVE TO OFFICERS WHO HAVE BEEN GRANTED FREE PLACES AT THE UNIVERSITY.

50. (1) Where, in accordance with the Regulations made pursuant to the provisions of the *Education Act 1928*, an officer has been awarded a free place at the University of Melbourne, the Governor in Council, on the application of such officer, may grant him the necessary leave of absence on full pay to enable him to attend the essential lectures and practical and other work, and examinations in the subjects of his course: Provided that no such leave of absence shall be granted unless the officer has, in accordance with such Regulations, entered into an agreement with the Minister of Education and an approved surety that he will observe the conditions of tenure of his free place, that he will not relinquish his free place without the permission of

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such Minister, and that, if required, he will remain and continue in the employment of the Government of Victoria during the period of three years after the termination of his free place, and, if his free place extends over more than three years, an additional year for each year by which the term of his free place exceeds three years.

(2) On the cancellation at any time of a free place awarded to an officer, the leave of absence granted to him under this Regulation shall be deemed to have been terminated.

## SPECIAL LEAVE FOR WAR PURPOSES.

51. (1) Where any officer or employee was required or permitted to absent himself from duty for service with the Defence Forces in connexion with the war against Germany which commenced in the year One thousand nine hundred and thirty-nine or the war against Japan which commenced in the year One thousand nine hundred and forty-one, he shall be deemed to have been granted leave of absence from the date of his enlistment until the date of his discharge on such terms and conditions as are contained in any authoritative directions which were issued from time to time in respect of such absence.

The provisions of this Regulation shall not apply to service with the British Commonwealth Occupation Forces.

(2) Where any officer or employee was permitted to absent himself from duty in connexion with the circumstances arising out of the war against Germany which commenced in the year One thousand nine hundred and thirty-nine or the war against Japan which commenced in the year One thousand nine hundred and forty-one, he shall be deemed to have been granted leave of absence on such terms and conditions as are contained in any authoritative directions which were issued from time to time in respect of such absence.

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

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

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

(4) Any period of leave granted to an officer or employee under this Regulation shall not affect his seniority, subdivisional promotion, incremental progression, accruing sick leave credits, or eligibility for long-service leave, but no recreation leave shall accrue to an officer or employee in respect of any such period.

## LEAVE FOR DEFENCE TRAINING PURPOSES.

52. (1) The Minister may grant leave of absence without pay to any officer or employee who is a voluntary member of the Citizen Forces for the purpose of attending an annual training camp and not more than two schools, classes, or courses of instruction in any year.

(2) The Minister shall grant leave of absence without pay to any officer or employee who, under the provisions of the *Commonwealth National Service Act 1951*, is required to render service with the Citizen Forces.

(3) Where the amount of pay (not including any payment by way of overtime, penalty rates, higher duties allowances, or any payment of a temporary character) which an officer or employee would have received had he remained on duty, exceeds the amount of pay (including marriage and separation allowances) received by him as a member of the Citizen Forces, he shall be entitled to receive an amount equal to the difference.

(4) An officer or employee may, at his election, be granted any recreation leave due to him in lieu of an equivalent period of leave under this Regulation.

(5) The Minister shall grant leave of absence with full pay to any officer or employee who is required under Sections 19 and 22 of the said Act to present himself for medical examination.

(6) Any officer or employee who requires leave under this Regulation shall submit, in writing, an application therefor to the Minister, and, upon completion of the period of such leave, he shall furnish satisfactory evidence that he has attended for the purpose for which the leave was granted.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

(7) Except where otherwise provided, any period of leave granted to an officer or employee under this Regulation shall not affect his seniority, subdivisional promotion, incremental progression, accruing recreation and sick leave credits, or eligibility for long-service leave.

(8) Any officer or employee who, while serving with the Citizen Forces, sustains injury or contracts illness necessitating his absence from duty beyond the period of leave granted under this Regulation, may be granted leave on the following terms:—

- (a) If compensation is not paid to the officer or employee by the Department of Defence in respect of such absence, the leave may be granted as sick leave.
- (b) If compensation is paid and is equal to or exceeds the amount of pay which the officer or employee would have received had he been granted sick leave, the leave shall be granted without pay.
- (c) If compensation is paid and is less than the amount of pay which the officer or employee would have received had he been granted sick leave, he may be paid an amount equal to the difference, and his sick leave credit with full pay or half pay (as the case may be) reduced as if he had been granted sick leave for such number of days as is appropriate to the amount of the difference.

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

53. (1) Leave of absence without pay may be granted by the Governor in Council, on the recommendation of the Public Service Board, to any officer or employee for the purpose of enabling him to undertake any full-time course of study for which he has been selected under the Commonwealth Post-War Reconstruction Training Scheme: Provided that any leave granted to an officer or employee after the first or any subsequent year shall be subject to his furnishing evidence to the Public Service Board that his progress in the course during the preceding year has been satisfactory.

(2) Any period of leave taken by an officer or employee under this Regulation shall not affect his seniority, subdivisional promotion, incremental progression, accruing sick leave credits or eligibility for long-service leave, but no recreation leave shall accrue to an officer or employee in respect of any such period.

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

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

(2) Any period of leave taken by an officer or employee under this Regulation shall not affect his seniority, subdivisional promotion, incremental progression, accruing sick leave credits, or eligibility for long-service leave, but no recreation leave shall accrue to an officer or employee in respect of any such period.

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

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

(2) Where leave so granted does not exceed three hours per week it shall be granted with pay and where it exceeds three hours per week it shall be granted with pay only as to the first three hours thereof: Provided that in any case where in the opinion of the Board special circumstances exist the whole or portion of the leave may be granted on full pay notwithstanding that it may exceed three hours per week.

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

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

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

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

SPECIAL LEAVE TO UNDERGO TRAINING FOR THE GENERAL NURSING  
CERTIFICATE.

57. (1) The Governor in Council may, on the recommendation of the Public Service Board, grant special leave to any officer on the nursing staff in the Mental Hygiene Branch, Department of Health, for the purpose of undergoing training to obtain a general nursing certificate, who—

(a) has obtained a certificate under Regulation 52 of the Public Service (Public Service Board) Regulations as a Trained Mental Nurse or a Trained Mental Deficiency Nurse; and

(b) has been selected by the Mental Hygiene Authority to undergo such training.

(2) Before commencing such leave, an officer shall enter into an agreement with the Minister of Health in the form prescribed in Schedule "B" to these Regulations (with an approved surety) that he will not seek to terminate his training without the consent in writing of the Minister and that, if required, he will remain and continue in the employment of the Government of Victoria during the period of two years after the termination of the special leave or completion of the course of training.

(3) Where any such leave is granted, and the amount of pay (not including any payment by way of overtime, penalty rates, higher duties allowances or any payment of a temporary character) which an officer would have received had he remained on duty exceeds the amount of pay received by him from the hospital employing authority while undergoing training, he shall be entitled to be paid an amount equal to the difference.

(4) Any period of leave taken by an officer under this Regulation shall not affect his seniority, subdivisional promotion, incremental progression, accruing sick leave credits or eligibility for long-service leave but no recreation leave shall accrue to an officer during such period.

LONG SERVICE LEAVE.

58. In computing the period of service which entitles an officer or employee to be granted long service leave—

(a) there shall be included—

(i) subject to paragraph (b) of this Regulation, where his period of service is not continuous, the aggregate periods of his service; or

(ii) any period of service during which he was absent from duty on recreation leave, sick leave, leave authorized under the provisions of Regulations 50, 51, 52, 53, 54, 55, 56 and 57 or on such other leave as the Board may determine in any particular case;

(b) there shall not be included any period of service—

(i) prior to his having voluntarily left his employment, or having been dismissed therefrom for causes within his own control: Provided that an officer or employee who has terminated his service for the purpose only of taking up other employment under the Crown, or with a Public or Governmental Authority referred to in Regulation 59, or in the service of the Commonwealth of Australia or of any Australian State, shall not be deemed to have voluntarily left his employment; or

(ii) prior to his absence from his employment for any continuous period of five years or more (other than on such leave as the Board may determine, or by reason of his retirement on account of ill-health).

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

59. For the purposes of the preceding Regulation, "service" of an officer or employee shall include any period of service or employment in the Public Service, and to the extent approved by the Board—

- in the service of the Commonwealth of Australia, or of any Australian State;
- in the Railways Service as defined in Section 2 of the *Railways (Furlough) Act 1951*;
- in the Teaching Service as defined in Section 3 of the *Teaching Service Act 1946*;
- with the Council of a Technical School;
- with the Forests Commission or the State Rivers and Water Supply Commission;
- with the Heatherton Sanatorium Board;
- with the Council of Agricultural Education;
- with the Closer Settlement Board prior to the 1st March, 1933;
- with the Farmers Debts Adjustment Board;
- with the Liquid Fuel Control Board;
- with the Country Roads Board;
- with the State Electricity Commission;
- with the Melbourne Harbour Trust;
- with the Victorian Police Women's Auxiliary Force;
- with the Rural Finance Corporation;
- under the *Milk and Dairy Supervision Act 1928* or any corresponding previous enactment;
- under the *Vermin and Noxious Weeds Act 1928* or any corresponding previous enactment;
- under the *Co-operative Housing Societies Act 1944*;
- under the Housing Acts;
- under the Agricultural Education Act;
- as an officer, employee or person or as a member of a class of officers, employees or persons to whom or to which the provisions of the Public Service Acts or any corresponding previous enactments have been declared not to apply;
- as a person in employment exempted from the provisions of Section 38 of the *Public Service Act 1946*;
- as Inspector of Charities under the *Hospitals and Charities Act 1928*.

60. (1) Where an officer or employee is granted long service leave with pay, such pay shall be computed in the same manner as if he had remained on duty during the period of any such leave.

(2) Where an officer or employee or the legal personal representative of any deceased officer or employee is granted pay in lieu of the whole or part of any long service leave to which such officer or employee is or was entitled, the amount of such pay shall be computed in accordance with the following formula:—

$$\frac{\text{Completed years of service}}{20} \times \frac{\text{Annual pay}}{2}$$

(3) "Completed years of service" means the completed years of service of an officer or employee as computed in accordance with Regulation 58 less any period in respect of which long service leave or pay in lieu thereof has been granted.

*Part-time Employment.*

61. Notwithstanding anything contained in Regulation 60 where the service of an officer or employee includes a period during which his normal hours of duty were less than full time the pay to which he is entitled while on long service leave or the pay in lieu thereof (as the case may be), shall be computed on a proportionate basis.

*Recreation Leave.*

62. Where an officer or employee is absent on long service leave for more than three months in any year or more than three months continuously the amount of recreation leave which he may be granted shall be proportionately reduced: Provided that where recreation leave in excess of that which an officer or employee may be granted under this Regulation has been taken his subsequent recreation leave shall be reduced by the period of such excess.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## PART V.—STORES AND TRANSPORT.

## EXCEPTIONS.

63. The following Regulations, in so far as they relate to the purchase of Stores and Material, shall not apply to the contracts and stores mentioned hereunder:—

Department.	Extent of Exceptions.
All Departments .. .. .	Contracts entered into by the Agent-General
Premier .. .. .	
Education .. .. .	Periodicals, text books, and books of reference for use in State Secondary Schools.
Public Works .. .. .	Supplies for use of His Excellency the Governor and for the upkeep and maintenance of Government House.
Agriculture .. .. .	Purchases of exhibits for the Agent-General's Office, or for exhibition or show purposes. Seed and plants required for experimental purposes and for distribution to growers. Purchase of live stock.
Country Roads Board .. .. .	} All stores and material.
Forests Commission .. .. .	
State Electricity Commission .. .. .	
State Rivers and Water Supply Commission .. .. .	
Housing Commission .. .. .	

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

## INTERPRETATION.

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

## TENDER BOARD.

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

(2) Notwithstanding anything in this Regulation, the Chairman and members of the Board appointed in accordance with the Regulations made pursuant to the *Public Service Act 1928*, and holding office immediately prior to the date of coming into operation of these Regulations, shall, without any other appointment, continue in office as Chairman or members (as the case may be).

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

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

68. 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



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**REGULATIONS UNDER PUBLIC SERVICE ACT 1946.**

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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.

69. Where any stores or materials not on contract are required, the following procedure shall be adopted:—

- (a) If the amount to be expended on such stores or materials does not exceed Fifteen pounds the Head of the Department may authorize the purchase thereof;
- (b) if the amount to be so expended exceeds Fifteen pounds, three or more quotations shall be obtained, when practicable, and a requisition shall be submitted to the Minister and, if approved by him, transmitted to the Board. The Board, if it considers such stores and materials are necessary and suitable, shall give a direction as to purchase. If the Board should be of the opinion that such stores and materials are unnecessary or unsuitable, it shall submit the requisition to the Treasurer for his decision.

Provided that the Head of the Education Department may authorize the purchase of stores or materials on account of the Education Department Store in cases where the amount to be expended does not exceed Twenty-five pounds.

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

71. Tenders shall be opened by the Board, numbered consecutively, and initialed by the Chairman. After examination and consideration of the tenders the Board shall forward particulars of them to the Treasurer with a recommendation and with such explanation as may be necessary. Should the tenders received be regarded as unsatisfactory, or should no tenders be received, the Board shall advise the Treasurer as to the course considered best to be taken to obtain the supplies. Tenders for ordinary supplies may be accepted without reference to the Treasurer where the value does not exceed £100. Under special circumstances tenders may be invited for supplies required for the unexpired portion of a year.

**SECRETARY TO THE TENDER BOARD.**

72. The Public Service Board shall appoint some fit and proper officer to be Secretary to the Board, who shall keep the minutes of the proceedings of the Board and perform the duties hereinafter specified, and such other duties as may be from time to time directed by the Board.

73. 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.

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

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

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

(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.

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

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

76. The Secretary shall receive preliminary deposits and securities in connexion with tenders and contracts, and shall deal with them as the Director of Finance directs.

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

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

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

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

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

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

## MODE OF OBTAINING SUPPLIES.

82. 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).

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

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

85. The requisition having been approved by the Minister any officer authorized by the Head of the Department to order shall (if the stores and material applied for are in contract) issue orders numbered consecutively (Form No. 5) upon the contractors for the stores or material required. Should there be no contract for the articles required the order to supply must not be issued until a contract has been entered into and gazetted, or until such other arrangements have been made as the Board may advise (see Regulation 69). 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.

86. Orders issued under the preceding Regulation for items included in the Government Printer's price list shall be drawn upon the Government Printer. Those issued for the supply of general stationery and office requisities shall be drawn upon the Stationery Store, Education Department.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

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

SUPPLIES FOR COUNTRY DISTRICTS.

88. 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.

89. 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.

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

91. 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.

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

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

93. It shall be the duty of officers authorized by the Public Service Board to take delivery and charge of such stores and material for use by Departments as may be specified by the Public Service Board.

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

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

96. If, after taking delivery, the officer should discover any stores or material to be inferior in quality or defective, he shall where practicable return to the contractor such stores or material, and report the matter to the Board and the Head of his Department.

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

98. 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.

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

1. Receipt book or other record approved by the Auditor-General or by the Inspector.
2. Store ledger.
3. Such additional books or other documents as the necessities of any particular case require.

CUSTODY OF STORES, ETC.

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

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

101. Each officer in charge of stores or material shall inspect and take stock thereof at least once in every year, or whenever and as often as he may be called upon to do so by the Auditor-General or by the Inspector, and shall forward to the Auditor-General, not later than the thirty-first day of July in each year, a certified statement showing a concise description of the stores, the value of the stores at the time of last stocktaking and the date of stocktaking. Should at any time stores or material in stock be in excess of prospective requirements the Head of the Department shall be notified accordingly by the officer in charge.

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

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

104. 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.

105. Each officer shall be held responsible for the proper application, care, and preservation of all stores and material entrusted to him for use or consumption, and when considered necessary by the Head of his Department shall keep a record of all stores and material in use and also of all live stock in his charge. Each officer in charge or sub-charge shall when so directed and at such periods as may be prescribed by the Department forward to the Head of his Department a return of the stores and material in use under his supervision, and report as to their state and as to any loss of such stores or material or any damage thereto which may have been due to want of care. Officers shall also comply with any departmental instruction for the checking of stores and material in use and of all live stock that may be in their charge, and shall check same when so directed by the Auditor-General or the Inspector.

106. (1) Each officer in charge of stores and material shall when necessary furnish the Head of his Department with a return showing the stores or material (if any) he considers to be obsolete or un-serviceable.

(2) No stores or material so considered to be obsolete or un-serviceable shall be condemned or otherwise dealt with until they have been inspected by a Board of Survey appointed by the Head of the Department: Provided that any clothing, bedding or surgical appliances deemed unfit to be retained, or any obsolete or un-serviceable stores or material (where the Head of the Department is satisfied that the value thereof does not exceed £10), may be dealt with under directions by the Head of the Department.

(3) On every Board of Survey there shall be at least one officer who is not attached to the departmental store through which the stores or material under consideration are controlled.

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

MISCELLANEOUS.

108. Every account for supplies furnished by a contractor must be accompanied by receipted delivery orders showing that the stores described in such account have been received by the duly authorized officer, and no item in any account shall be allowed which cannot be supported by such evidence of delivery. Should an original receipted delivery order be lost or destroyed, it shall be competent for the officer by whom the stores specified in such order were received, to apply to the officer who issued the order for a duplicate thereof, who upon receiving it shall receipt the same and forward it to the contractor; and a statement shall be written upon the face of such duplicate, showing the circumstances under which it was furnished. As a rule, a contractor shall render one account monthly against the Department, but where the amount is large an interim account may be rendered.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

109. 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.

110. 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 approves, the Board shall notify the Head of the Department and the contractor accordingly, and the supplies may thereupon be obtained at the approved price.

(FORM No. 1.)  
Victoria.

No. \_\_\_\_\_ 19  
Requisition for the undermentioned Transport for the Department of \_\_\_\_\_

Description and Number of Parcels or Goods for which Conveyance is Required.	Weight.			To Whom Consigned.
	cwt.	qr.	lb.	

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

(Signature of the Officer requiring the Transport.)

(FORM No. 2.)

Requisition for Stores and Material included in the Annual Contracts required for the Department of \_\_\_\_\_

No. \_\_\_\_\_ 19

Quantity Required (in Figures).	Contract No.	Schedule No.	Item No.	Description.	Country of Origin.	Rate, as per Contract.			Amount.
						At per	s. d.	£ s. d.	

Approval of Minister. \_\_\_\_\_ / 19 . Head of Department. \_\_\_\_\_ / 19 .

(FORM No. 3.)  
Victoria.

No. \_\_\_\_\_ 19  
Requisition. No. \_\_\_\_\_ 19  
For the undermentioned for the Department of \_\_\_\_\_ at \_\_\_\_\_

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

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

(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.

M

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

Delivery to be made on the at

Quantity.	Schedule No.	Item No.	Description.	Rate as per Contract.		Amount.			Receipt of Officer in Charge of Stores and Material.
				At per	s. d.	£	s.	d.	

Officer authorized to Order.

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

\* To be inserted by Officer ordering supply.

PART VI.—RENT FOR USE OF GOVERNMENT BUILDINGS AS RESIDENCES.

111. Where the Governor in Council has directed that a deduction as rent shall be made from the salary or wages of any officer or employee who is allowed to use for the purpose of residence any building belonging to the Government, the amount of deduction which the Public Service Board may fix shall not exceed ten per centum (10%) of the total emolument payable by way of salary or wages to the officer or employee according to the circumstances associated with any particular case.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## SCHEDULE "A"

## Regulation 55.

This agreement is made the \_\_\_\_\_ day of \_\_\_\_\_ One  
thousand nine hundred and \_\_\_\_\_ Between

of \_\_\_\_\_ in  
the State of Victoria, an officer in the  
Department of the Public Service of the said State (hereinafter called  
"the officer") of the first part

of \_\_\_\_\_ in the said State  
(hereinafter called "the surety") of the second part and the Honorable  
the Treasurer of the said State (hereinafter called "the Minister") of the  
third part: Whereas the officer has applied for and has in accordance with  
the Public Service (Governor in Council) Regulations been granted part-  
time leave of absence for the purpose of pursuing and completing a course  
of study\*

at \_\_\_\_\_  
And whereas in accordance with the said Regulations the said leave has  
been granted as to the part thereof on full pay and in consideration  
whole

thereof the officer and the surety have agreed to enter into this agreement:  
And whereas the Minister has approved of the party hereto of the second  
part as a surety for the officer: Now these presents witness that in  
consideration of the premises the officer and the surety do hereby for themselves  
and their respective executors and administrators and also as separate covenants  
each of them doth hereby for himself his executors and administrators covenant  
with the Minister in manner following that is to say:—

1. That the officer will apply himself diligently to the said course and will  
not relinquish or discontinue it without the consent in writing of the Minister  
first had and obtained and will remain in the said Public Service for a period  
of three years after the latest date (hereinafter called "the said date") on  
which he is absent from his office during office hours on leave granted as afore-  
said.

2. That in the event of—

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

the officer and the surety or one of them will forthwith on demand pay or cause  
to be paid to the Minister by way of liquidated damages a sum equal to that  
part of the salary of the officer calculated on an hourly basis attributable to  
the actual time of his absence during office hours on leave with pay granted as  
aforesaid.

3. That in the event of the termination of the services of the officer on  
account of any cause whatever (other than death or mental or physical  
incapacity to perform his duties) after the said date but before the expiration  
of the period of three years aforesaid the officer and the surety or one of them  
will forthwith on demand pay or cause to be paid to the Minister by way of  
liquidated damages a sum equal to that part of the salary of the officer calcu-  
lated on an hourly basis attributable to the actual time of his absence during  
office hours on leave with pay granted as aforesaid: Provided that for every  
six months of service completed by the officer subsequent to the said date the  
sum last mentioned shall be reduced by one-sixth.

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

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

Signed sealed and delivered by the officer

in the presence of—

(Address)

(SEAL)

Signed sealed and delivered by the surety

in the presence of—

(Address)

(SEAL)

Signed sealed and delivered by the Minister

in the presence of—

(Address)

(SEAL)

\* Insert parti-  
culars of  
course and  
place where it  
is to be  
pursued.  
† Strike out  
word  
inapplicable.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

Regulation 57.

## SCHEDULE "B."

This agreement is made the \_\_\_\_\_ day of \_\_\_\_\_ One thousand nine hundred and \_\_\_\_\_ between \_\_\_\_\_ of \_\_\_\_\_ in the State of Victoria an officer in the Mental Hygiene Branch of the Health Department of the Public Service of the said State (hereinafter called "the officer") of the first part \_\_\_\_\_ of \_\_\_\_\_ (hereinafter called "the surety") of the second part and the Honorable the Minister of Health of the said State (hereinafter called "the Minister") of the third part: Whereas the officer has applied for and has in accordance with the Public Service (Governor in Council) Regulations been granted leave of absence for the purpose of pursuing and completing a course of training for qualification as a registered nurse under the *Nurses Act 1928* at \_\_\_\_\_

(hereinafter called "the training school"): And whereas in accordance with the said Regulations the said leave has been granted upon the condition that if the amount of pay (excluding any payment by way of overtime or penalty rates, higher duties allowances or any payment of a temporary nature) which the officer would have received had he remained on duty in the said Department exceeds the amount of pay received by him from the training school while pursuing the said course he shall be entitled to be paid an amount equal to the excess and in consideration thereof the officer and the surety have agreed to enter into this agreement: And whereas the Minister has approved of the party hereto of the second part as a surety for the officer: Now these presents witness that in consideration of the premises the officer and the surety do hereby for themselves and their respective executors and administrators and also as separate covenants each of them doth hereby for himself his executors and administrators covenant with the Minister in manner following that is to say:—

1. That the officer will apply himself diligently to the said course and will not relinquish or discontinue it without the consent in writing of the Minister first had and obtained and will remain in the said Public Service for a period of two years after the latest date (hereinafter called "the said date") on which he is absent from duty on leave granted as aforesaid.

2. That if the officer has received any payment pursuant to the condition hereinbefore recited then in the event of—

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

the officer and the surety or one of them will forthwith on demand pay or cause to be paid to the Minister by way of liquidated damages a sum equal to the amount of that payment.

3. That if the officer has received any payment pursuant to the said condition then in the event of the termination of the services of the officer on account of any cause whatever (other than death or mental or physical incapacity to perform his duties) after the said date but before the expiration of the period of two years aforesaid the officer and the surety or one of them will forthwith on demand pay or cause to be paid to the Minister by way of liquidated damages a sum equal to the amount of that payment: Provided that for every six months of service completed by the officer subsequent to the said date the sum last mentioned shall be reduced by one-quarter.

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

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

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

(Address)

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

(Address)

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

(Address)

And the Honourable John Cain, Her Majesty's Premier for the State of Victoria, shall give the necessary directions herein accordingly.

A. MAHLSTEDT,  
Clerk of the Executive Council.



*Public Service Act 1946.*

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**REGULATIONS.**

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The Public Service Board, in pursuance of the powers conferred by the *Public Service Act 1946*, hereby repeals the Public Service (Public Service Board) Regulations and makes the following Regulations, to take effect on and from the 1st of January, 1954.

PRELIMINARY.

1. These Regulations may be cited as the "Public Service (Public Service Board) Regulations."

2. These Regulations are divided into Parts as follows:—

Part I.—Appointments to the Administrative, Professional, and Technical and General Divisions. (R.3-35.)

Part II.—Promotions and Transfers. (R.36-57.)

Part III.—Salaries, Increments, and Allowances. (R.58-81.)

Part IV.—Automatic adjustment of Salaries and Wages in accordance with the variation in the cost of living. (R.82.)

Part V.—Temporary Employment. (R.83-91.)

Part VI.—Travelling Expenses. (R.92-112.)

Part VII.—Applications by Approved Associations and Officers. (R.113-117.)

Part VIII.—Miscellaneous. (R.118-124.)

**PART I.—APPOINTMENTS TO THE ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL AND GENERAL DIVISIONS.**

GENERAL PROVISIONS.

3. Every applicant for appointment to the Public Service shall forward to the Board an application in his own handwriting, stating his full name and address, the date and place of his birth, and the particular appointment or the class of appointment which he desires to obtain, together with a certificate satisfactory to the Board of his good moral character and industrious habits, and, except in a case where he is required to pass a prescribed entrance examination, documentary evidence of his qualifications and experience. If an applicant is required to pass a prescribed entrance examination, he shall also state the place at which he desires to be examined, and, where there is a choice of examination subjects, the subjects for which he is entering.

4. All examinations for admission to the Public Service shall be held at such times and places as the Board may from time to time determine, and due notice of every examination shall be published in the *Government Gazette*.

5. If, at any time prior to an examination, the Board is satisfied that it would not be desirable to admit to an examination a person who is an intending candidate, the Board may determine that such person shall not be allowed to undergo examination.

6. Candidates shall, as soon as practicable before the date fixed for an examination, be informed in writing of the place and time at which they are to present themselves for examination and of the distinguishing number, if any, to be allotted to them at the examination.

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

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

(2) The Board may authorize the refund of an entrance fee paid by a candidate for examination if the candidate was unable, for satisfactory reasons, to attend the examination, or in such other circumstances as the Board considers a refund should be made.

8. The fees payable to examiners appointed by the Board under the Public Service Act shall be such as the Board fixes from time to time according to the nature of the examination subject and the work involved.

9. The examiners shall, as soon as practicable after an examination has been held, forward to the Board a return showing the marks in each subject, and the total marks, obtained by every candidate.

10. The name of every candidate (other than a candidate who has passed an examination as prescribed herein) who has complied with these Regulations, and who has satisfied the Board that he is qualified for appointment, shall be entered in the "Register of Candidates Qualified for Appointment" in respect of the position or the class of position for which he applies and is qualified. Where more than one candidate is registered on the same day, the Board shall determine the relative order of their registration. The mode of registration of candidates who have passed a prescribed examination shall be as hereinafter provided.

11. (1) Every person (other than a person who is on the permanent staff of the Public Service) who qualifies for appointment at a prescribed examination, or who is selected by the Board for appointment, shall furnish the Board, within fourteen days after being required so to do, with a properly certified extract of his birth entry from an official register of births, or other evidence of age satisfactory to the Board, and a certificate from the Government Medical Officer that such person is of sound bodily health, and free from any physical defect likely to impair his efficiency in the performance of the duties which he will be required to perform on his appointment.

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

(3) A rail voucher shall be issued to any such person who has been temporarily employed for a period of at least twelve months immediately prior to his selection, and who is stationed outside the metropolitan area and is required to travel by rail to undergo medical examination.

(4) Any such person may be allowed reimbursement of personal expenses incurred in travelling as may be determined by the Board.

(5) "Government Medical Officer" in this Regulation includes a Medical Officer at a Mental Institution.

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

- (a) if he fails to comply with the provisions of this Part;
- (b) on his appointment by the Board;
- (c) where there is a maximum age prescribed for appointment, on his attaining such age; or
- (d) as hereinafter provided in this Part.

13. (1) Subject to the provisions of Section 33 of the *Public Service Act 1946*, where any person is appointed on probation to an office in the Public Service, the Permanent Head shall, on the expiration of the period of probation, report to the Board as to the conduct of such person and the manner in which he has performed his duties, and the Board may thereupon confirm or annul the appointment, or extend the probation for a further period.

(2) The Board may at any time during an extended period of probation, upon a report from the Permanent Head, confirm or annul the appointment.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

(3) Upon the expiration of the extended period of probation of any probationer whose appointment has not been confirmed or annulled under the provisions of the last preceding sub-regulation, the Board shall, upon a report from the Permanent Head, confirm or annul the appointment.

(4) Where any appointment is annulled, the annulment shall take effect from such date as may be determined by the Board.

14. In this Part "discharged serviceman" means a discharged serviceman as defined in the *Discharged Servicemen's Preference Act 1943*.

## ADMINISTRATIVE DIVISION.

15. All new appointments to the Administrative Division shall be to the first subdivision of Class "E."

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

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

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

English  
General Intelligence.  
Handwriting.

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

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

18. A candidate who obtains at least fifty per centum (50%) of the maximum number of marks in each of the subjects of English and Handwriting, and at least 100 marks in General Intelligence, shall be awarded a pass.

19. The Board shall cause to be entered in the "Register of Qualified Candidates," in order of their merit—

- (a) the names of qualified candidates who are discharged servicemen, and
- (b) then the names of all other qualified candidates: Provided that of the published number to be selected for appointment, so many places as the Board, subject to the *Public Service Act 1946*, may determine shall be reserved for officers of the Technical and General Division who qualify for appointment. Where the number of Technical and General Division officers who qualify is less than the number of such places, the number of places so reserved shall be reduced accordingly.

20. If two or more successful candidates secure the same total number of marks their order of merit shall be determined by the number of marks awarded to each in English, and, if these numbers are the same, then by the number of marks awarded to each in Handwriting, and, if these numbers are also the same, then by lot.

21. The names of all candidates who occupy places beyond the published number of appointments proposed to be made, and who have not been appointed within twelve months of the date of registration, shall be removed from the Register, unless any such candidate is a person to whom the proviso to Section 26 (2) of the *Public Service Act 1946* applies: Provided that the Board may, if it thinks fit, extend the period of eligibility of candidates who are officers of the Technical and General Division.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## PROFESSIONAL DIVISION.

22. A candidate for appointment to any position in the Professional Division, Class "E," shall be required to enter for a competitive examination as may be from time to time prescribed.

23. No person shall be eligible to enter for the examination for appointment as a Draughtsman, Class "E", Professional Division, unless—

- (a) he is recorded by the University of Melbourne as having passed—
  - (i) the School Leaving Examination including the subjects English, Mathematics I., and Mathematics II.; or
  - (ii) the School Intermediate Examination, and, in addition, the School Leaving subjects English, Mathematics I., and Mathematics II.; or
- (b) he has passed an equivalent University or Technical School Examination.

Candidates shall be required to enter for competitive examination in Practical Mathematics at the standard of School Leaving Mathematics I. and II., and in Penmanship. A candidate who obtains at least fifty per centum (50%) of the maximum number of marks in each of the subjects of the examination shall be awarded a pass.

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

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

*Public Library—*

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

*Museums—*

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

(3) A candidate who obtains at least sixty per centum (60 %) of the maximum number of marks in each of the subjects of the examination shall be awarded a pass.

(4) No person shall be eligible to be appointed as Librarian or Assistant, Class "E," Professional Division, Public Library and Museums, respectively, whose age is less than 16 years, or whose age on the last preceding anniversary of his birthday was 30 years or more.

25. The Board shall cause to be entered in the "Register of Qualified Candidates," in the order of their merit as determined by the number of marks gained by them, the names of discharged servicemen who have passed the required standard of examination, and then the names of all other successful candidates. If two or more successful candidates secure the same total number of marks, their order of merit shall be determined by the number of marks in the subject in which each of them obtained the highest marks, and, if these numbers are the same, then by lot.

26. Except in the case of discharged servicemen, the names of all candidates who have not been appointed within twelve months of the date of registration shall be removed from the Register.

## TECHNICAL AND GENERAL DIVISION.

27. A candidate for appointment to the Technical and General Division must, unless he is a person already employed in the Public Service, be under the age of fifty-six years.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

28. Where the Board deems it necessary to hold an examination in respect of any particular appointment or class of appointment to be made to the Technical and General Division, a candidate shall not be eligible for such appointment unless he passes the required standard at such examination: Provided that a candidate who satisfies the Board that he has passed an examination of approved standard, prior to the commencement of these Regulations, may be appointed without further examination.

29. The Board shall cause to be entered in the "Register of Qualified Candidates," in the order of their merit as determined by the number of marks gained by them, the names of discharged servicemen who have passed the required standard at any examination, and then the names of all other successful candidates at such examination. If two or more successful candidates secure the same total number of marks, their order of merit shall be determined by the number of marks in the subject in which each of them obtained the highest marks, and if these numbers are the same, then by lot.

30. Except in the case of a discharged serviceman, or a person already in the Public Service, the names of all candidates who have not been appointed within twelve months of the date of registration shall be removed from the Register.

*Department of Chief Secretary—Penal Establishments and Gaols;  
Reformatory Schools and Receiving Depots.*

31. (1) Candidates for appointment to any of the under-mentioned offices must be between the ages specified opposite the description of the office: Provided that, where the age of a candidate does not exceed 41 years, he shall, if the Board thinks fit, be eligible for appointment as a Warder (Male), Penal and Gaols Branch, notwithstanding that he is over the age of 35 years: Provided also that the restrictions with regard to age herein contained shall not apply to candidates who are discharged servicemen.

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

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

(3) No applicant will be registered as a candidate for appointment as a Male Warder in the Penal and Gaols Branch if he is less than 5 ft. 8 in. in height or measures round his chest less than 36 inches, or weighs less than 11 stone.

(4) Every person appointed, on probation, as a Male Warder in the Penal Department, shall, before the confirmation of his appointment, pass an examination in—

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

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

(6) To pass the examination a candidate must obtain at least sixty per centum (60 %) of the maximum number of marks in each paper.

(7) A candidate possessing a merit certificate, or equivalent qualification, will be exempted from examination in English and Arithmetic.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

*Department of Crown Lands and Survey—Botanic Gardens.*

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

## (a) For Gardener, Grade III.—Junior—

(i) English. (Spelling, handwriting, composition, and grammar.) Grade VII. Primary Schools.

(ii) Arithmetic. Grade VI. Primary Schools.

(iii) Practical work of a Gardener, Grade III.—Junior.

A merit certificate or approved equivalent may be accepted as evidence of proficiency in (i) and (ii).

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

## (b) For Gardener, Grade III.—Adult, and Woodman—

(i) English. (As for Gardener, Grade III.—Junior.)

(ii) Arithmetic. (As for Gardener, Grade III.—Junior.)

(iii) Elementary treatment of the origin, composition, classification, and physical properties of soils and their constituents. Fertility of the soil, manures and fertilizers and soil improvement.

(iv) Practical work of a Gardener, Grade III.—Adult.

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

*Department of Crown Lands and Survey—Inspection Branch.*

33. No person shall be appointed to a position of Inspector of Land Settlement unless he has obtained at least sixty per centum (60%) in each of the written and oral examinations prescribed hereunder:—

(i) Vermin Control—Methods of destruction of vermin. Use of poisons and fumigants. Issue of notices. Court procedure.

(ii) Noxious Weeds Control—Identification of noxious weeds. Methods of eradication. Use of chemicals. Issue of notices.

(iii) Land Inspection Duties—Eligibility of persons to occupy land under the Lands, Residence Area, Closer Settlement and Unused Roads and Water Frontages Acts. Nature and value of improvements required and effected under the foregoing Acts. Farming methods and cultivation costs. Removal of material from Crown Lands.

(iv) Land Valuations—Methods of valuing country and township lands. Suitability and value of structural and other improvements.

(v) General Office Knowledge—Report on the situation of, and the nature of the soils, timber, and water supply in candidate's district, with particulars of erosion dangers and the condition of the district in respect of vermin and noxious weeds.

(vi) General knowledge of departmental land matters and farming methods.

(vii) Handwriting, spelling and method of expression used in answering examination questions.

*Department of Health—Mental Hygiene Branch.*

34. (1) Candidates for appointment to the office of Student Nurse (Male or Female) or Ward Assistant (Male or Female), must be not less than eighteen and not more than 45 years of age: Provided that

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

any candidate under the age of 56 years who has previously been employed in the Mental Hygiene Branch and has qualified as an Attendant or as a Nurse by passing the prescribed examinations shall be eligible for appointment.

(2) A candidate for appointment to the office of Student Male Nurse must possess a merit certificate or equivalent qualification.

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

(4) All appointments of Student Nurses (Male or Female) to the staff shall be on probation and shall be subject to the passing of the examinations prescribed by Regulation 52 of these Regulations. Any such appointment shall not be confirmed unless the appointee passes the First Examination within two years and the Third Examination within five years after appointment.

*Department of Agriculture.*

35. (1) No person shall be appointed to any of the under-mentioned positions unless he has obtained at least sixty per centum (60%) in each of the written, oral, and practical examinations in the subjects prescribed hereunder:—

(a) *Dairy Supervisor—*

- (i) Dairy Farming.
- (ii) Dairy Sanitation.
- (iii) Stock Diseases.
- (iv) Milk and Dairy Supervision Acts and Regulations thereunder.

(b) *Farm Produce Inspector—*

- (i) Identification, grading, judging and methods of marketing of cereal grains, grass, clover, and other crop seeds.
- (ii) Identification of seeds and of the commoner weeds.
- (iii) Quality and characteristics of fodder and the common adulterants of same.
- (iv) Diseases of farm crops.
- (v) Stock Foods Acts and Regulations thereunder, Farm Product Agents Acts and Regulations thereunder, Commerce Act (Commonwealth), and Commerce Export (General) Regulations.

(c) *Potato Inspector—*

- (i) Potato and onion culture and inspection, and the following Acts and Regulations relating to potatoes and onions:—  
Vegetation and Vine Diseases Act and Regulations thereunder, Fruit and Vegetable Acts and Regulations thereunder, and Commerce Export (General) Regulations.
- (ii) Plant Pathology with reference to potato and onion diseases.
- (iii) Entomology in relation to insect pests of potatoes and onions.

(d) *Orchard Supervisor—*

- (i) Orchard Management—including spraying, cultivation, irrigation, drainage, fertilization, and establishment of orchards.
- (ii) Pomology—including varieties, rootstocks, pruning, reworking and propagation, and fruit setting.
- (iii) Preservation of Fruit—including harvesting, cool storage, drying and packing.

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- (iv) Plant Pathology—life histories of the principal fungous diseases attacking fruit trees, and methods of control.
  - (v) Entomology—life histories of the principal insect pests attacking fruit trees and methods of control.
  - (vi) Acts and Regulations—including Fruit and Vegetables Acts and Regulations thereunder, Vegetation and Vine Diseases Act and Regulations thereunder, Commonwealth Quarantine Act and Regulations thereunder, and Commerce (Gardens Exports) Regulations.
- (e) *Assistant Fruit Packing Instructor*—
- (i) Fruit Packing—including methods and principles of packing fruit for local, interstate, and overseas markets.
  - (ii) Instructional ability.
- (f) *Fruit Inspector*—
- (i) Acts and Regulations—including Fruit and Vegetables Acts and Regulations thereunder, Vegetation and Vine Diseases Act and Regulations thereunder, Commonwealth Quarantine Act and Regulations thereunder, Commerce Exports (Fresh Fruit) Regulations, Commerce Exports (General) Regulations, and Commerce (Imports) Regulations.
  - (ii) Horticultural Material—including a good knowledge of and ability to identify all species and varieties of fruits, bulbs, rhizomes, &c., agricultural and horticultural seeds and weed seeds, trees and plants.
  - (iii) Fruit Packing—including a general knowledge of fruit packing as required for local, interstate, and overseas markets.
  - (iv) Entomology—in relation to insect pests affecting various fruits, vegetables, nursery plants, seeds, timber, &c.
  - (v) Plant Pathology—with reference to the nature, cause and control of diseases of various fruits, vegetables, plants, and seeds, &c.
- (g) *Tomato Supervisor*—
- (i) Tomato Culture—
    - (a) Propagation.
    - (b) Varieties.
    - (c) Irrigation, Manuring, and Cultivation.
    - (d) Pruning.
    - (e) Harvesting and Ripening.
  - (ii) Tomato Pests and Diseases.
- (h) *Vegetable Supervisor*—
- (i) Vegetables and Vegetable Seed Growing;
  - (ii) Vegetable Seed Certification Regulations and approved conditions;
  - (iii) Diseases and pests of vegetables and vegetable seed crops.
- (2) No person shall be appointed to any of the under-mentioned positions unless he possesses the Certificate of Competency of the School of Horticulture and Primary Agriculture, Burnley, or its equivalent, or has obtained at least sixty per centum (60 %) in each of the written, oral and practical examinations in the subjects prescribed hereunder:—
- (a) *Demonstrator in Horticulture or Assistant Demonstrator in Horticulture*—
- (i) Soils and soil management—soil formation, soil profile, pH values, fertilizers, ameliorants, organic manures and maintenance of soil fertility.



## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

- (ii) Principles of plant classification—plant structure, growth and function, and methods of plant improvement.
  - (iii) Plant Pathology—life histories of the principal fungous diseases attacking horticultural plants and methods of control.
  - (iv) Entomology—life histories of the principal insect pests attacking horticultural plants and methods of control.
  - (v) Elementary surveying—simple levelling, principles of drainage, land measurement and drawing of plans.
  - (vi) Ornamental gardening—culture of trees, shrubs, annuals, garden display work and garden design.
  - (vii) Glasshouse construction and management—light, heating, ventilation, with special reference to type of plants grown and precautions against pests and diseases.
  - (viii) Plant propagation and nurserywork—nursery design and establishment and propagation by seed, cuttings, layers, budding, and grafting.
  - (ix) Vegetable and vegetable seed growing—including onions and potatoes, large scale and small scale vegetable gardening, and cut flower growing.
  - (x) Fruit growing—including orchard management and pomology.
- (b) Horticultural Assistant—  
Subjects (i) to (v) and any two of subjects (vi) to (x) as prescribed in paragraph (a) of this sub-regulation.

## PART II.—PROMOTIONS AND TRANSFERS.

36. (1) In determining the grounds upon which the Board will certify to the promotion or transfer of an officer to any office, the Board will, in accordance with the provisions of sub-section (5) of Section 32 of the *Public Service Act 1946*, have regard first to relative efficiency and, in the event of equality of efficiency of two or more officers, then to relative seniority.

(2) (a) Subject to the provisions of Section 65 of the *Public Service Act 1946*, the relative seniority of officers shall be determined by the relative seniority of the positions in which such officers are classified.

Provided that—

- (i) where officers are classified in positions of equal seniority, the officer first appointed to one of such positions shall be the senior;
- (ii) where two or more officers are appointed to positions of equal seniority on the same day, the relative seniority, if any, of such officers prior to the date of such appointment shall not be affected;
- (iii) where an officer of the Administrative or Professional Division is transferred from one position to another position of equal seniority, his relative seniority shall not be affected by such transfer;
- (iv) where an officer of the Technical and General Division is transferred from one position to another position of equal or lower seniority within that Division, he shall be junior to all other officers classified in a corresponding position of similar designation at the date of such transfer: Provided further, that notwithstanding anything contained in this sub-regulation where, in relation to any office of the Technical and General Division in the Government Printing Office, it is necessary to determine the relative seniority of officers, such seniority shall be determined by their length of permanent service.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

(b) The relative seniority of positions shall be determined as follows:—

- (i) the position with the higher or highest maximum salary shall be the senior;
- (ii) where the maximum salary of two or more positions is the same, the position with the higher or highest minimum salary shall be the senior.

Provided that positions in Classes "E" and "D" of the Administrative and Professional Divisions shall be deemed to be positions of equal seniority.

(c) Where two or more employees (other than employees who qualify for appointment at a prescribed examination) are appointed on the same day to classified positions of equal seniority, the relative seniority of such employees shall be determined by their length of temporary service.

(d) The seniority of employees (as amongst themselves) shall be determined by their length of service.

(e) Where any doubt arises as to the relative seniority of officers, the question shall, subject to this Regulation, be determined by the Board.

37. (1) The Board will not (except on allowance of an appeal made as hereinafter provided) promote or transfer an officer to any office unless, in accordance with sub-section (4) (a) of Section 32 of the *Public Service Act 1946*, the Permanent Head of the Department in which the office exists recommends him for such promotion or transfer.

(2) The provisions of Regulation 13 shall apply to any promotion or transfer: Provided that, where the Permanent Head, prior to the expiration of the period of probation, reports to the Board that the conduct of the officer and the manner in which he is performing his duties are satisfactory, the Board may thereupon confirm such promotion or transfer.

38. (1) The Permanent Head shall furnish the Board with a requisition for the making of an appointment to any vacant office in his Department which he deems expedient to fill, and shall attach thereto a summary of the duties of and the requisite qualifications for such office.

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

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

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

(5) The Permanent Head shall within seven days after the date on which the list and the applications are received by him—

- (i) recommend to the Board for appointment the applicant whom he considers most suitable, and at the same time notify all applicants in writing of the name of the recommended applicant, or
- (ii) where he is not prepared to recommend any applicant, notify all applicants in writing accordingly.

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(6) (a) Any applicant who feels aggrieved by the failure of the Permanent Head to recommend him for appointment may appeal in writing to the Board.

(b) The appellant shall state—

(i) the grounds of his appeal, and

(ii) if he is so entitled, whether he desires to appear in person before the Board—

and shall cause such appeal to be lodged with the Board within ten days of the date of notification by the Permanent Head.

(7) (a) Any appellant senior to the recommended applicant or, where no applicant is recommended, any applicant having complied with the provisions of the preceding sub-regulation shall be entitled, unless the Board otherwise determines, to appear in person before the Board to support his appeal.

(b) No matter which has not been stated in any written appeal shall be introduced at the hearing without leave of the Board.

(8) Where any appeal has been lodged under the provisions of this Regulation, a recommended applicant shall be entitled to appear before the Board in person to support his application or recommendation.

(9) Where a recommended applicant, or a successful appellant, is required to travel to Melbourne to support his application, recommendation or appeal (as the case may be) the Board may authorize reimbursement of fares and reasonable personal expenses to a recommended applicant or a successful appellant.

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

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

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

(3) (a) Any officer may appeal in writing to the Board against any such recommendation.

(b) The appellant shall state—

(i) the grounds of his appeal, and

(ii) if he is so entitled, whether he desires to appear in person before the Board—

and shall cause such appeal to be lodged with the Board within ten days of the date of the notification of such recommendation in the *Government Gazette*.

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

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

(2) Where examinations are conducted by examiners appointed by the Board, such examiners shall, as soon as practicable after any examination has been held, forward to the Board a return signed by each examiner, showing the distinguishing numbers of the candidates who have passed, the marks obtained by every candidate in each subject, and the total of his marks.

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## ADMINISTRATIVE DIVISION.

*Department of Chief Secretary.—Actuarial Positions.*

41. (1) No officer shall be promoted or transferred to a position which, in the opinion of the Board, requires a knowledge of Actuarial Science, unless he has passed the following examinations:—

## (a) Preliminary examination:—

- (i) Arithmetic and Algebra, including the theory and use of logarithms and the elements of the theory of probabilities.
- (ii) Elements of the calculus of finite differences, including interpolation and summation.
- (iii) Elements of bookkeeping.

## (b) Final examination:—

- (i) The theory of compound interest and annuities—certain with construction of monetary tables.
- (ii) Probabilities of life and of survivorship.
- (iii) Theory of life contingencies, including annuities, assurances, and sickness benefits, with construction of relative tables.
- (iv) Distinctive features of mortality and sickness tables now in use in Australasia (excluding methods of construction and graduation).
- (v) Methods of construction and use of monetary and other tables involving the contingencies of life.
- (vi) Elementary differential and integral calculus, excluding questions necessitating the use of trigonometry.
- (vii) Elementary application of the calculus of finite differences and of the differential and integral calculus to life contingencies.

(2) A candidate cannot present himself for the Final examination unless he has successfully completed the Preliminary examination.

(3) A candidate who successfully completes the Final examination will be recorded as having passed in Actuarial Science.

*Department of Crown Lands and Survey.—Clerks and Draughtsmen.*

42. No officer shall be promoted or transferred to the office of Clerk and Draughtsman, Department of Crown Lands and Survey, unless he shall have produced evidence satisfactory to the Board of his competency as a draughtsman and his ability to reduce traverses, to plot from field notes, to test mathematically the closing of plane figures and to calculate their contents.

## PROFESSIONAL DIVISION.

*Department of Premier.—Soil Conservation Authority.*

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

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

(2) No officer shall be eligible to be promoted or transferred to the position of District Conservation Officer unless he holds the office of Conservation Officer and has passed the prescribed examination.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

(3) For the purpose of this Regulation, the prescribed examination shall be in the following subjects:—

*Conservation Principles.*

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

*Text Books.*

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

*Conservation Practice.*

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

*Conservation Science.*

Elementary soil science; elementary climatology; ecological principles.

*Text Books.*

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

*Conservation Surveying.*

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

*Conservation Engineering.*

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

*Text Books.*

Ayres—*Soil Erosion and Its Control.*  
Bennett—*Soil Conservation.*  
Lincoln—*Farm Water Supply.*

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

(5) (i) A person who holds one of the qualifications listed in sub-regulation (1) (a) of this Regulation; or

(ii) any adult officer or employee who, on the 6th November, 1950, was in the employ of the Soil Conservation Authority and had completed not less than three years' practical experience as a Field Officer of such Authority;

shall be deemed to have passed the Preliminary Examination.

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

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

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

- (a) as an officer or employee of the Soil Conservation Authority, or
- (b) in the employ of any other authority deemed by the Board to be performing similar functions,

as follows:—

Persons holding the Degree of Bachelor of Agricultural Science or Diploma of Agriculture of the University of Melbourne, or an equivalent degree of any university approved by the Board—

Final Examination—not less than one year.

Persons holding the Diploma of Agriculture of an agricultural college approved by the Board, or a Certificate of the Longerenong Agricultural College granted prior to 1946—

Preliminary Examination—not less than one year.

Final Examination—not less than three years.

*Department of Chief Secretary—Public Library.*

44. A Librarian shall not be eligible for promotion to a class higher than Class "D" unless he has obtained a degree in Arts or Science at the University of Melbourne, or can satisfy the Board that he has linguistic or other special educational qualifications that may be regarded as equivalent to the possession of such a degree, and has had experience as a Librarian for a period of at least five years in Class "D".

*Law Department—Appointment of Stipendiary Magistrates.*

45. (1) No person shall be appointed to the office of Stipendiary Magistrate unless he has attained the age of thirty-five years, and is willing (if required by the Permanent Head) to reside permanently within the district to which he may be appointed, and unless—

- (a) such person—
  - (i) is an officer of Class "C1," or a higher class of the Professional Division of the Public Service, who has passed the qualifying examination for appointment to the offices of Clerk of Petty Sessions and Registrar of the County Court;
  - (ii) has been or is a Clerk of Petty Sessions or Registrar of County Courts, and has acted in either or both such capacities for an aggregate period of at least ten years; and
  - (iii) has passed the examination prescribed for Police Magistrates under the *Public Service Act 1928* or the examinations hereinafter prescribed; or
- (b) such person is a barrister and solicitor of the Supreme Court, who has been practising for a period of at least five years.

(2) The examinations required to be passed by candidates for appointment to the office of Stipendiary Magistrate shall be in the subjects following, as prescribed by the University of Melbourne:—

- (a) Introduction to Legal Method;
- (b) Principles of Contract;
- (c) Mercantile Law;
- (d) Tort;
- (e) Criminal Law and Procedure;
- (f) Law of Evidence.

(3) Any officer who, before the 31st December, 1947, passed the examination prescribed for appointment to the office of Police Magistrate by Regulations under the *Public Service Act 1928*, shall be deemed to have passed the examinations required by this Regulation and for the purposes only of this sub-regulation, the corresponding regulations under the *Public Service Act 1928*, shall be deemed to be incorporated in these Regulations.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

(4) A certificate of the Registrar of the University of Melbourne that any candidate has passed at the annual examinations in any subject prescribed by this Regulation shall, for all purposes, be accepted by the Board as conclusive proof that such candidate has passed in that subject.

(5) Any officer who has—

(a) graduated as a Bachelor of Laws at the University of Melbourne, or any university approved of by the Board; or

(b) been admitted by the Supreme Court to practise as a barrister and solicitor;

shall be deemed to have passed the examinations prescribed by this Regulation.

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

46. (1) No officer shall be eligible to be promoted or transferred to the office of Clerk of Petty Sessions or Registrar of County Courts classified in a class higher than Class "D" of the Professional Division unless he has—

(a) Served for a period of at least three years in a Court of Petty Sessions, County Court, or in the Children's Court Offices, Melbourne; and

(b) passed, as hereinafter provided, the qualifying examinations in the following subjects:—

(i) *Introduction to Law.*

An elementary knowledge of the principles and background of the law as propounded in the following text book:—

Baalman—"Outline of Law in Australia."

(ii) *Statute Law.*

A sound knowledge of the following Statutes or indicated parts thereof:—

Commonwealth Acts—

*Acts Interpretation Act 1901-1941.*

*Judiciary Act 1903-1942, Parts VI., X., and Sections 78-85 of Part XI.*

*Service and Execution of Process Act 1901-1934 (so far as it relates to Courts of Summary Jurisdiction).*

State Acts—

*Acts Interpretation Acts.*

*Audit Act 1928, sections 14-28, 30, 34.*

*Children's Court Act 1928 and Regulations.*

*Children's Welfare Act 1928, sections 3, 17, and Divisions 3, 7, 8, and 9 of Part I., and section 109 of Part II.*

*County Court Act 1928 (sections 3-7, 18-28, and 33-94) and Rules.*

*Coroners Act 1928.*

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

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

*Imprisonment of Fraudulent Debtors Act 1928, Parts II. and III.*

*Juries Acts.*

*Justices Acts and Rules.*

*Landlord and Tenant Act 1928, Part V.*

*Licensing Act 1928 (Parts V., X., XI., and XVI.) and Rules.*

*Maintenance Acts.*

*Police Offences Acts.*

*Stamps Act 1928, sections 20, 29, 30, and 41-45 of Part II.*

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

(iii) *Practice.*

A sound knowledge of the official volume of Instructions to Clerks of Courts, as amended from time to time.

(2) A candidate, who has passed at the one examination any two of the subjects prescribed by sub-regulation (1) of this Regulation, may, without being required to present himself again in those subjects, be entitled to sit for supplementary examination in the other subject at any ensuing examination if he obtains a recommendation to that effect from the examiners.

(3) Upon a candidate obtaining a pass in the said supplementary examination, he shall be deemed to have passed the prescribed qualifying examinations.

(4) An officer who has passed the qualifying examination for appointment as a Clerk of Petty Sessions or Registrar of County Courts prescribed under the Regulations heretofore in force shall be deemed to have qualified within the meaning of these Regulations.

*Law Department—Office of Titles.*

47. (1) No person shall be eligible for appointment to the office of Surveyor and Chief Draughtsman and Titles Office Survey Officer unless he is a Licensed Surveyor and has a thorough knowledge of the survey and transfer work of the Office of Titles and of legislation having application to the tenure, conveyance and transfer of land.

(2) No person shall be eligible for appointment to the office of Assistant Surveyor and Chief Draughtsman unless he is a Licensed Surveyor and has a sound knowledge of legislation having application to the tenure, conveyance and transfer of land.

## TECHNICAL AND GENERAL DIVISION.

*Department of Chief Secretary.—Penal and Gaols Branch.*

48. No male warder shall be eligible for promotion in the Penal and Gaols Branch unless he has passed an examination in—

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

Books of reference:—*English Prisons To-day*, by Hobhouse and Brockway, and *The English Prisons System*, by Ruggles-Brise.

*Department of Chief Secretary.—Fisheries and Game Branch.*

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

- (a) Fisheries and Game Acts, and Regulations thereunder.
- (b) Identification of animals, including birds and common angling and commercial fish species.
- (c) Use of commercial fishing gear.
- (d) Methods adopted by persons acting in contravention of the Regulations under the Fisheries and Game Acts.
- (e) Preparation of reports and briefs for prosecutions.
- (f) Rudiments of fauna and fisheries investigations carried out by the Department.

*Department of Chief Secretary.—Public Library.*

50. No officer shall be eligible for promotion to the position of Library Attendant Grade I. unless he has served for at least three years in the Reference or in the Lending Branch of the Public Library, or has had such library experience as may be considered equivalent to such service.



## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

*Department of Crown Lands and Survey—Botanic Gardens.*

51. No officer shall be eligible for promotion or transfer to the under-mentioned positions in the Botanic Gardens, unless he has passed the examination prescribed for appointment to such positions as set out hereunder:—

- (a) Gardener, Grade II., and Senior Woodman—
- (i) General knowledge of the structure and functions of the various parts of the plant. Insect pests—life history—sprays.
  - (ii) Practical work, such as pruning, budding, grafting, layering, seed collecting, and making cuttings.
- (b) Gardener, Grade I.—
- (i) A more detailed knowledge of the plant as specified for Gardener, Grade II. Detailed study of three Natural Orders. Culture, treatment, and propagation of selected plants. Cross fertilization and selection.
  - (ii) Practical work as specified for Gardener, Grade II., and the identification of approximately 40 plant specimens selected from plants growing in the Gardens, including the botanical name, common name, if any, and a brief description of the plants to be identified.

*Department of Health.—Mental Hygiene Branch.*

52. (1) In order to qualify for promotion to positions on the nursing staff of Mental Institutions, Student Nurses (Male or Female) will be required to pass three examinations. It shall be compulsory for such officers to attend the lectures arranged in connexion with these examinations.

- (a) First examination—subjects—
- (i) Anatomy and Physiology.
  - (ii) First Aid.
- This examination cannot be undertaken until a Student Nurse (Male or Female) has been at least three months in the Mental Hygiene Branch. An officer who fails to pass the examination at the first attempt may, with the approval of the Mental Hygiene Authority, be given an opportunity to pass at the next examination.
- (b) Second Examination—subject—  
General Nursing and Duties.
- This examination cannot be undertaken until after the end of the second year of service in the Mental Hygiene Branch.
- (c) Third Examination—
- (i) Other than Mental Defectives Section—subjects—  
Mental Disorders.  
Nursing and Duties.  
Elementary Anatomy and Physiology of brain and nervous system.
  - (ii) Mental Defectives Section—subjects—  
Anatomy and Physiology of the nervous system and of the special senses.  
Manual for Mental Deficiency Nurses—Chapters 5, 6, 9, 10, 11, 12, and 13.
- This examination cannot be undertaken until after the third year of service in the Mental Hygiene Branch, and until at least one year after the passing of the Second Examination.

(2) A candidate who passes the examination prescribed by paragraph (c) (i) of the preceding sub-regulation will be issued with a certificate that he or she is a Trained Mental Nurse. A candidate who passes the examination prescribed by paragraph (c) (ii) of the preceding sub-regulation will be issued with a Mental Deficiency Nursing Certificate.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

(3) Any Student Male Nurse or Student Nurse who has passed the Third Examination shall, on the recommendation of the Mental Hygiene Authority, be promoted to the office of Staff Male Nurse or Staff Nurse (as the case may be).

(4) No officer shall be eligible for promotion to the position of Deputy Charge Nurse (Male or Female) unless such officer has passed the Third Examination. Notwithstanding the provisions of sub-regulation (1) of this Regulation, (a) an officer possessing a certificate of the Royal Medico Psychological Association shall be eligible for promotion to the position of Deputy Charge Nurse (Male or Female) on the completion of three months' satisfactory service as a Staff Nurse (Male or Female); and (b) a person who possesses a general nursing certificate shall be eligible for promotion to the position of Deputy Charge Nurse (Male or Female) on passing the Third Examination prescribed herein.

(5) For promotion to the position of Charge Nurse (Male or Female), selection shall be made from Deputy Charge Nurses (Male or Female) who have, by reason of their special fitness for the work and their good conduct and industry, proved themselves capable of taking charge of a large and important ward.

(6) An officer or employee on the nursing staff of a mental institution who possesses a general nursing certificate shall, on the recommendation of the Permanent Head, be eligible to be paid an allowance at the rate of £30 a year in addition to the salary appropriate to his or her office or designation.

*Department of Health—General Health Branch.*

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

- (a) Elementary industrial toxicology.
- (b) Preventive methods in relation to occupational diseases.
- (c) Regulations under the Health Acts and the Factories and Shops Acts relating to industrial hygiene.

*Department of Labour.—Inspectors of Factories and Shops.*

54. No officer shall be eligible for promotion to the position of Inspector of Factories and Shops, Grade I, unless, while serving in the position of Inspector of Factories and Shops, Grade II., he has passed an examination in the following:—

- (a) (i) Factories and Shops Acts and Regulations thereunder.
- (ii) *Footwear Regulation Act 1928.*
- (iii) *Goods Act 1928, Part V.*
- (b) (i) Elementary principles of Industrial Hygiene.
- (ii) Guarding of machinery, causation and prevention of accidents.
- (iii) Procedure in Courts of Petty Sessions and the elementary rules of evidence.
- (iv) Departmental practice and procedure.

*General—Assistant (Female) Grade I.*

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

*General—Shorthand Writers and Typists (Female).*

56.(1) Any person who satisfies the Board, by test, of her ability to write shorthand at the rate of 100 words a minute shall be eligible from the date of passing such test or the date of commencing duty, whichever is the later—

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

- (a) if an adult, to be appointed to the office of Shorthand Writer and Typist (Female), Grade II.; or
- (b) if a minor, to be appointed to the office of Shorthand Writer and Typist (Female), Grade I., and paid a standary salary appropriate to one year in advance of her age, and on attaining the age of 21 years, to be appointed to the office of Shorthand Writer and Typist (Female), Grade II.
- (2) Pending permanent appointment any employee who is qualified as aforesaid may, as from the date of passing such test, or the date of commencing duty, whichever is the later, be paid with the approval of the Board a total emolument equivalent to the salary to which she would have been entitled in terms of the preceding sub-regulation.
- (3) No officer or person shall be eligible to be appointed to the office of Shorthand Writer and Typist (Female), Grade III., unless she has satisfied the Board, by test, of her ability to write shorthand at the rate of 120 words a minute.
- (4) Any Shorthand Writer and Typist (Female), Grade II., who satisfies the Board, by test, of her ability to write shorthand at the rate of 120 words a minute shall be eligible, from the date of passing such test, to receive an allowance at the rate of £13 a year.
- (5) No officer or person shall be eligible to be appointed to the office of Shorthand Writer (Female), Licensed, unless she is licensed under the provisions of the *Evidence Act 1928* as a shorthand writer and is experienced in reporting depositions and interviews.

*General—Typists (Female).*

57. (1) Any person who satisfies the Board, by test, of her ability to type at the rate of 42 words a minute shall be eligible from the date of passing such test or the date of commencing duty, whichever is the later—
- (a) if an adult, to be appointed to the office of Typist (Female), Senior; or
- (b) if a minor, to be appointed to the office of Typist (Female) and paid a standard salary appropriate to one year in advance of her age and, on attaining the age of 21 years, to be appointed to the office of Typist (Female), Senior.
- (2) Pending permanent appointment any employee who is qualified as aforesaid may, as from the date of passing such test, or the date of commencing duty, whichever is the later, be paid with the approval of the Board a total emolument equivalent to the salary to which she would have been entitled in terms of the preceding sub-regulation.

**PART III.—SALARIES, INCREMENTS, AND ALLOWANCES.**

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

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

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

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

(4) Where annual increments are payable to officers in the Administrative Division whose offices are classified in Class "A1" Classes "A" and "A1," or Class "A," each such annual increment shall be of £50: Provided that, subject to the prescribed maximum salary not being exceeded, where increments are payable beyond an annual salary of £1,420, they shall be of £100.

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60. (1) The several offices comprising the Professional Division shall be those specified in the First Schedule, and the annual amount or range of salary assigned to each such office shall be that entered opposite the name thereof in such Schedule.

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

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

(4) Where annual increments are payable to officers in the Professional Division whose offices are classified in Class "A1," Classes "A" and "A1," or Class "A," each such annual increment shall be of £50: Provided that, subject to the prescribed maximum salary not being exceeded, where increments are payable beyond an annual salary of £1,420, they shall be of £100.

61. (1) The several offices comprising the Technical and General Division shall be those specified in the Second and Seventh Schedules and the annual amount or range of salary assigned to each such office shall be that entered opposite the name thereof in such Schedules: Provided that where a rate assigned to any such office is a rate in accordance with a Commonwealth Award or a State Wages Board Determination the officer occupying such office shall be paid as if the basic wage adjustment clause contained in any such award or determination had not been deleted therefrom.

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

62. Where a minimum salary and a maximum salary are assigned to his office in a Schedule, the officer, except as hereinafter provided or as may be otherwise determined by the Board, shall commence at the minimum salary, and may proceed by the prescribed increments until he attains the maximum salary of the office.

63. Every increment shall be discretionary, and no increment shall be payable except as may be granted by the Permanent Head or, on the allowance of an appeal made as hereinafter provided, by the Board.

64. An officer transferred or promoted to any office in the Professional Division, or the Technical and General Division, shall be paid an amount not less than that which he was receiving immediately before such transfer or promotion, provided such amount is not greater than the maximum rate for such office.

65. Where an officer transferred or promoted to any office in the Professional Division, or the Technical and General Division, does not receive an immediate increase in salary on such transfer or promotion, time served in his former office may be counted in reckoning the interval for the first increment in his new office.

66. Notwithstanding the provisions of Regulations 59, 60, and 64, the Board may determine that an officer classified in Class "E" or Class "D" of the Administrative or of the Professional Division, who immediately prior to his appointment to Class "E" was classified in the Technical and General Division, or was employed in a temporary capacity in the Public Service, shall, without affecting his normal progression by subdivisional promotion in Classes "E" or "D," be paid a salary in excess of the maximum salary of Class "E" or the minimum salary of Class "D."

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

68. The granting of the first and second increments to officers occupying the position of Student Male Nurse or Student Nurse, in the Mental Hygiene Branch of the Department of Health, shall be conditional on their passing the First and Second Examinations respectively, as prescribed in Regulation 52.

69. The Permanent Head shall, within fourteen days after the last day of each month, furnish the Board with a return showing particulars of all increments that have been granted to officers during the month and the dates from which such increments are payable.

70. (1) Where the Permanent Head, within fourteen days of the date on which an officer becomes eligible for any increment, fails to grant the officer such increment, the officer may appeal to the Board against such failure.

(2) Where the Permanent Head refuses to grant an officer any increment for which he is eligible, he shall advise the officer in writing of his refusal, and such officer may within fourteen days of the date on which he was so advised appeal to the Board against such refusal.

71. Where any officer who is provided with meals or with board and lodging, paid for by way of deduction from salary, is absent from duty on approved leave for a continuous period of two weeks or more and is not supplied with meals during the period of his absence, no deduction shall be made from his salary in respect of the charge for meals or of the rations portion of the board and lodging charge (as the case may be) for such period of absence.

72. (1) Notwithstanding the provisions of Regulations 59 and 60, every officer who is classified in Class "E" of the Administrative Division or of the Professional Division shall, without affecting his normal progression by subdivisional promotion in the class, be paid an annual rate of salary, according to age, as provided in the following scale:—

Age.	Annual Rate of Salary.	
	Male.	Female.
	£	£
At 17 years .. .. .	182	156
At 18 years .. .. .	208	182
At 19 years .. .. .	247	221
At 20 years .. .. .	286	247
At 21 years or over .. .. .	338	286

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

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

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

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73. (1) An adult officer in the Administrative Division who holds one of the qualifications set out hereunder shall, on the recommendation of the Permanent Head, be eligible to be paid a total emolument equal to the salary of the fourth subdivision of Class "D" and to be advanced, after the completion of twelve months' satisfactory service from the date of authorization of such payment, to a total emolument equal to the maximum salary of that class:—

- (a) A Degree of Bachelor of Laws or a Degree of Bachelor of Commerce, a Diploma in Commerce, or a Diploma in Public Administration of the University of Melbourne;
- (b) a licence of the Companies' Auditors Board;
- (c) an associateship of one of the following bodies:—
  - (i) The Commonwealth Institute of Accountants;
  - (ii) The Federal Institute of Accountants;
  - (iii) The Association of Accountants of Australia (Incorporated);
  - (iv) The Australasian Institute of Cost Accountants;
  - (v) The Chartered Institute of Secretaries.
  - (vi) The Australian Society of Accountants;
  - (vii) The Incorporated Australian Insurance Institute;
- (d) A certificate in Public Administration of the Melbourne Technical College.

(2) An officer who does not possess the qualifications set out in sub-regulation (1) of this Regulation, by reason only of age, shall, on the recommendation of the Permanent Head, be eligible to receive an allowance at the rate of £78 a year, provided that the total emolument shall not exceed £416 a year.

74. (1) An adult officer in the Professional Division who has passed the examinations in one of the groups of subjects set out hereunder shall, on the recommendation of the Permanent Head, be eligible to be paid a total emolument equal to the salary of the fourth subdivision of Class "D" and to be advanced, after the completion of twelve months' satisfactory service from the date of authorization of such payment, to a total emolument equal to the maximum salary of that class:—

*Survey Draughtsman—*

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

together with one of the following subjects:—

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

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*Architectural Draughtsman—*

Building Construction IA., IIA., (Diploma Technical School Stan-  
and IIIA., or Building Con- dard.)  
struction I., II., and III.

*Civil Draughtsman—*

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

*Electrical Draughtsman—*

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

*Mechanical Draughtsman—*

Engineering Drawing I., and IIB. }  
and either Engineering Draw- }  
ing and Design IIIB., Part I, } (Diploma Technical School Stan-  
or Heat Engines I. (plus two } dard.)  
subjects from Physics IA., IB., }  
and IC., or equivalent Physics, }  
and two subjects from Mathe- }  
matics IA., IB., or IC., or }  
equivalent Mathematics) }

(2) An officer who is not eligible, by reason only of age, to receive an allowance under the provisions of sub-regulation (1) of this Regulation shall, on the recommendation of the Permanent Head, be eligible to receive an allowance at the rate of £78 a year for a male officer and £52 a year for a female officer, provided that the total emolument shall not exceed £416 a year for a male officer and £338 a year for a female officer.

75. An officer in the Professional Division who possesses a degree or diploma of a recognized university or technical school may be paid an allowance, as determined by the Board, in accordance with his qualifications and experience: Provided that the salary payable to such officer, together with the allowance, shall not exceed an amount equal to the maximum salary prescribed for Class "C2".

76. An officer in the Professional Division who is a graduate of the School of Forestry, Creswick, may be paid an allowance, as determined by the Board: Provided that the salary payable to such officer, together with the allowance, shall not exceed an amount equal to the salary prescribed for the second subdivision of Class "D".

## EMPLOYEES.

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

Provided that where a rate assigned to any such position is a rate in accordance with a Commonwealth Award or a State Wages Board Determination the person occupying such position shall be paid as if the basic wage adjustment clause contained in any such award or determination had not been deleted therefrom:

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

(2) The provisions of sub-regulation 2 of the Regulation 61 and of Regulations 62, 63, 67, 69, 70, and 71 shall be deemed to be incorporated in this Regulation *mutatis mutandis*.

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## OVERTIME ALLOWANCES.

78. (1) As circumstances require, an officer may be directed to remain on duty beyond the normal hours prescribed.

(2) Officers working overtime must record, in the usual manner, the time of ceasing duty. A record must also be kept by the officer in charge showing (a) the date on which the overtime was worked, (b) the name of the officer, (c) the nature of the work, (d) the time taken for tea, (e) the time of departure, and (f) the authority for working the overtime.

(3) No payment for overtime work shall be made unless, prior to the work being undertaken (or, if the work is of an urgent nature, immediately after the commencement thereof), the Permanent Head has recommended, and the Board is satisfied, that payment therefor should be made.

(4) Subject to these Regulations payment for overtime work shall be made for all time worked in excess of the ordinary hours of duty. Any question as to the ordinary hours of duty of any officer shall be determined by the Board.

(5) An officer in receipt of a standard salary of £1,150 a year or more shall not be eligible to receive payment for overtime worked.

(6) The hourly rates of payment for overtime shall be determined in accordance with the following formula:—

$$\frac{\text{Actual fortnightly salary}}{\text{Fortnightly ordinary hours of duty}} \times \frac{3}{2}$$

Provided that the hourly rate shall not in any case exceed that calculated on an annual actual salary appropriate to a standard salary of £806 a year.

(7) The amount payable in respect of overtime worked by an officer during a fortnightly pay period shall not exceed the difference between the amount of salary payable to such officer for a full period of ordinary duty during such fortnightly pay period and an amount calculated in accordance with the following formula:—

$$\frac{\text{£1,150 + current cost of living adjustment}}{365\frac{1}{4}} \times \frac{14}{1}$$

(8) The Permanent Head may, on the application of an officer, grant such officer leave of absence in respect of overtime work performed by him: Provided that no such leave of absence shall be granted unless—

(a) the Permanent Head within fourteen days of the time when the overtime was worked certifies to the Board that the overtime was unavoidable and was not due to the officer's inefficiency or want of diligence, and

(b) the Board approves of the granting of such leave of absence.

No leave of absence shall be granted in respect of any overtime for which payment is made.

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

(10) Actual fortnightly salary shall be determined, as follows:—

$$\frac{\text{Annual salary as adjusted in accordance with variations in the cost of living}}{365\frac{1}{4}} \times \frac{14}{1}$$

(11) The provisions of this Regulation other than sub-regulation (5) shall not apply in such special cases as may be approved by the Board.

79. (1) Subject to the Permanent Head being satisfied that the amount claimed has actually been incurred, an officer who is required to work after office hours may be reimbursed a sum of not more than Six shillings for a meal: Provided that no reimbursement shall be allowed unless such officer works after the prescribed time of ceasing duty for at least two hours in addition to the interval taken for such meal.



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(2) A reimbursement of not more than Six shillings for a meal may be allowed to Warders who are required to remain continuously on duty at the Law Courts later than 6.30 p.m.: Provided that the Inspector-General of Penal Establishments is satisfied that the amount claimed has actually been incurred.

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

80. For all rostered time of ordinary duty performed by an officer of the Technical and General Division whose standard salary does not exceed £605 a year the Board may authorize additional payment as follows:—

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

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

and

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

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

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

HIGHER DUTIES ALLOWANCES.

81. (1) Where an officer is assigned the duties of a position higher than that in which he is classified, and the Board has consented to such duties being so assigned for a period longer than one month, such officer shall be paid an allowance to increase his remuneration to the minimum rate of salary of the higher position, provided that no such allowance shall be paid until the officer has served in that position for a period of one month.

(2) (a) While an officer continues to occupy a higher position, he shall be entitled to such increases in the allowance payable as are equivalent to the annual increments appropriate to such position.

(b) For the purpose of reckoning the date from which an increase in an allowance is payable, time served in the higher position shall be counted only from the date from which payment of the allowance was first made.

(3) In the event of an officer while acting in a higher position being permanently promoted, he shall not suffer any reduction of remuneration, and shall be eligible to receive increments in the same manner as he would have received them had his period of acting service, from the date from which he received the higher duties allowance, been in the position to which he has been promoted: Provided that, if the officer is promoted to a position which is lower in classification than that in which he has been acting, his remuneration on promotion shall be equivalent to the amount which he would have received had the period of acting service, from the date from which he received the higher duties allowance, been in the lower position.

(4) Where the range of salary of the position held by the acting officer and the position temporarily occupied by him overlap, such officer shall be paid an allowance to increase his remuneration to such amount, as determined by the Board, as he would have received had he been permanently promoted to the higher position.

(5) Notwithstanding anything contained in the foregoing provisions, where the amount of higher duties allowance payable in accordance with this Regulation would increase an officer's remuneration to a rate in excess of an annual standard salary of £806, the officer shall be paid such allowance as is determined by the Board.

(6) Where an officer temporarily occupies a higher position, but does not perform the whole of the duties usually performed by the holder of that position, he may be paid such allowance as may be determined by the Board.

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(7) Allowances granted under this Regulation shall be regarded as salary for the purpose of calculation of payments made under the provisions of Regulations 78, 80 and 102.

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

**PART IV.—AUTOMATIC ADJUSTMENT OF SALARIES AND WAGES IN ACCORDANCE WITH THE VARIATIONS IN THE COST OF LIVING.**

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

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

(a) The measure of increases or decreases in the cost of living will be an index number derived by multiplying the index number for Melbourne as shown in the "C" Series Retail Price Index' published by or at the direction of the Commonwealth Statistician from time to time by the factor .103, taking the result to the first decimal place (as it stands).

The expression "index number" or "index numbers" hereafter in this Regulation shall refer to the index number or numbers so derived.

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

(c) In respect of adult males and married male minors, increases above or decreases below salaries or wages determined by the Board shall be adjusted according to the following table, the amount of the increase or decrease being determined by the amount shown in the table opposite the index number group within which the index number for the three months ending on the 31st March, 30th June, 30th September, or 31st December, in any year falls:—

	Index Number Groups.	Amount of Adjustment.
		£
Decreases	58.3-60.5 .. .. .	72
	60.6-62.8 .. .. .	66
	62.9-65.1 .. .. .	60
	65.2-67.4 .. .. .	54
	67.5-69.7 .. .. .	48
	69.8-72.0 .. .. .	42
	72.1-74.3 .. .. .	36
	74.4-76.6 .. .. .	30
	76.7-78.9 .. .. .	24
	79.0-81.2 .. .. .	18
	81.3-83.5 .. .. .	12
83.6-85.8 .. .. .	6	
No change	85.9-88.1 .. .. .	..
Increases	88.2-90.4 .. .. .	6
	90.5-92.7 .. .. .	12
	92.8-95.0 .. .. .	18
	95.1-97.3 .. .. .	24
	97.4-99.6 .. .. .	30
	99.7-101.9 .. .. .	36
	102.0-104.2 .. .. .	42
	104.3-106.5 .. .. .	48
	106.6-108.8 .. .. .	54
	108.9-111.1 .. .. .	60
	111.2-113.4 .. .. .	66
113.5-115.7 .. .. .	72	

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- (d) In the event of the index number being more than 115.7 or less than 58.3, salaries or wages payable to adult males and married male minors shall be further increased or decreased on the basis of the table, that is, for each further rise or fall of 2.3 points in the index number, salaries or wages shall be increased or decreased (as the case may be) by a further £6 a year.
- (e) In respect of adult females and male and female minors (not being married male minors), increases above or decreases below salaries or wages determined by the Board, shall be calculated according to the following table:—

Age.	Percentage of Adult Male Adjustment as Determined in accordance with Paragraphs (c) and (d) of this Sub-regulation.	
	Male.	Female.
At 16 years and under .. .. .	50	50
At 17 years .. .. .	60	50
At 18 years .. .. .	70	52.5
At 19 years .. .. .	80	60
At 20 years .. .. .	90	67.5
At 21 years .. .. .	..	75

Amounts calculated in accordance with this paragraph shall be taken to the nearest pound, provided that an amount of ten shillings shall be taken to the next higher pound.

## PART V.—TEMPORARY EMPLOYMENT.

83. A person desirous of being recorded for temporary employment shall make an application to the Board in an approved form. Such application must be supported by a statutory declaration.

84. An applicant must forward with his application satisfactory documentary evidence that he is of good moral character and industrious habits, and of sound bodily health.

85. An applicant, when required, must furnish a properly certified extract of his birth entry from an official register of births or other satisfactory evidence of age.

86. An applicant for employment in any work, requiring the exercise of skill usually acquired in some profession, trade or other occupation, must satisfy the Board that he possesses the skill and experience necessary for the work which he desires, and, if required, must submit himself for a test as to his suitability for the class of work applied for by him.

87. An applicant who, in the opinion of the Board, has complied with the foregoing Regulations and is qualified to perform the work applied for shall be deemed to be a fit and proper person to be recorded for temporary employment, and his full name and address and the date of birth, together with the date of registration and a description of the work which he desires, and such other particulars as the Board may direct, shall be entered in the "Temporary Employment Register."

88. Whenever any person whose name is recorded in the "Temporary Employment Register" is selected for employment, an entry of such selection shall be made in the Register and his name removed therefrom. Any person so selected may, on the termination of his employment, apply for re-registration and, if the report of the Permanent Head as to his previous employment is satisfactory, his name may be again placed on the Register.

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

90. If any person fails to reply within seven days to any communication from the Board requesting him to state whether he is prepared to accept employment, his name may be removed from the Register.

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

## PART VI.—TRAVELLING EXPENSES.

92. "Reimbursement" in this Part, except where otherwise stated, includes both cost of travelling and personal expenses.

93. Permanent Heads and Certifying Officers are responsible for ensuring that travelling, for which reimbursement of expenses may be claimed, was necessary, that it could not have been more economically arranged, and that claims made are correct.

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

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

96. Reimbursement of personal expenses, except as may be granted by the Board, shall not be allowed within an area of 15 miles radius of an officer's head-quarters, as determined by the Permanent Head.

97. When the actual and necessary expenses incurred by officers when travelling exceeds the rates of reimbursement allowed by these Regulations such increased reimbursement may be granted as the Board, on the recommendation of the Permanent Head, shall determine: Provided that the actual amount of the expenses incurred for sleeping berths when travelling on the railways may be paid upon the approval of the Permanent Head.

98. Where an officer, who is being reimbursed his expenses whilst absent from his station, is required to visit an out-station, he may be allowed such additional reimbursement as may be specially approved by the Board.

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

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

(2) Reimbursement in respect of breakfast, lunch, or tea shall not be allowed unless an officer commences travelling earlier than or is absent later than the time or times respectively prescribed hereunder, viz. :—

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

Provided that the Permanent Head may, in any special case, authorize reimbursement beyond the hours prescribed, where the circumstances warrant.

101. No reimbursement of personal expenses, except as may be granted by the Board on the recommendation of the Permanent Head, shall be allowed to an officer for being absent from his headquarters when he leaves and returns the same day:

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

- (a) 3s. 6d. for breakfast, where an officer is required to leave before 7 a.m. and is unable to return until after 9.30 a.m.
- (b) 6s. for tea, where an officer is required to leave before 5 p.m. and is unable to return until after 7 p.m.

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

## DIVISION I.—REIMBURSEMENT OF PERSONAL EXPENSES.

102. Reimbursement for personal expenses in accordance with the provisions of the following paragraphs shall be allowed to officers visiting—

## (a) Abroad—

Such reimbursement as the Board may determine having regard to the classification of the officer concerned and the country to be visited.

## (b) Capital cities other than Canberra and Melbourne—

	Full Rate (Less than One Week).	One Week but not more than Four Weeks.	More than Four Weeks but not more than Eight Weeks.
	a day.	a day.	a day.
	s. d.	s. d.	s. d.
(i) Permanent Heads .. .. .	60 0	50 0	42 0
(ii) Other officers .. .. .	45 0	40 0	35 0

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

## (c) Canberra—

	Full Rate (Less than One Week).	One Week but not more than Four Weeks.	More than Four Weeks but not more than Eight Weeks.
	a day.	a day.	a day.
	s. d.	s. d.	s. d.
(i) Permanent Heads .. .. .	60 0	50 0	42 0
(ii) Other Officers .. .. .	50 0	45 0	40 0

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

## (d) Melbourne and all other places—

	Full Rate (Less than One Week).	One Week, but not more than Four Weeks at the Same Place.	More than Four Weeks at the Same Place.
	a day.	a day.	a day.
	s. d.	s. d.	s. d.
(i) Permanent Heads .. .. .	42 0	35 0	30 0
(ii) Officers other than Permanent Heads whose salaries are more than £900 a year .. .. .	35 0	30 0	25 0
(iii) Other officers .. .. .	30 0	27 6	23 6

Where the duties of an officer are of such a nature that he cannot ascertain beforehand that he will be detained one week or more at the same place, the Permanent Head may allow reimbursement at a rate higher than the scale rate but not more than the full rate.

## DIVISION II.—REIMBURSEMENT OF CERTAIN OFFICERS FOR EXPENSES.

103. (1) Officers shall be reimbursed expenses in accordance with the following sub-regulations:—

*Department of Chief Secretary.*

(2) Fisheries and Game Branch.—Officers on outdoor duty within the metropolitan area—

- (a) When engaged from 7 p.m. until midnight—One-quarter of daily rate of reimbursement for personal expenses as per scale.

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- (b) When engaged from 7 p.m. until 6 a.m.—One-half of daily rate of reimbursement for personal expenses as per scale.
- (3) Penal and Gaols Branch.—Officers while on relieving duty at French Island or at Cooriemungle—
- |                   |    |    |    |                |
|-------------------|----|----|----|----------------|
| Personal expenses | .. | .. | .. | 2s. 6d. a day. |
|-------------------|----|----|----|----------------|

*Department of Education.*

- (4) Attendance Officers—
- (a) Where required to use own motor car on official duties—such commuted amount as may be determined by the Board; or
- (b) In Melbourne and suburbs—£30 a year each. In Ballarat, Bendigo, Geelong and Shepparton—£20 a year each.
- (5) Projectionists Operating on Circuits.—An allowance in respect to periodical visits to Headquarters—£40 a year.

*Department of Crown Lands and Survey.*

- (6) Inspectors—
- |                                         |    |    |                   |
|-----------------------------------------|----|----|-------------------|
| Inner metropolitan districts            | .. | .. | £250 a year each. |
| Other than inner metropolitan districts | .. | .. | £258 a year each. |

*Department of Agriculture.*

- (7) Inspectors of Stock—Senior Inspector, Melbourne (1), Inspector, Melbourne (1), Echuca, Serviceton—£20 a year each, to cover reimbursement of cost of all locomotion within a radius of 10 miles from assigned head-quarters.
- (8) Orchard Supervisor, Melbourne—£20 a year—to cover reimbursement of cost of all locomotion within a radius of 10 miles from assigned head-quarters.
- (9) Fruit Inspectors and Potato Inspectors, when engaged on early-morning work at markets—£20 a year each for use of own bicycle.
- (10) Officers when required to attend early-morning markets on inspection duties—3s. a day each for breakfast.
- (11) Senior Farm Produce Inspector, and Farm Produce Inspector (1)—£20 a year each for use of own bicycle.

*Department of State Forests and Department of Water Supply.*

- (12) Where an officer in a district is required to provide a horse or horses for transportation in the course of his duties, reimbursement may be allowed by the Permanent Head, as follows:—

## DISTRICT ALLOWANCE.

- (a) Where one horse is used—not exceeding £115 a year.
- (b) Where two horses are used—not exceeding £160 a year.

Provided that where an officer in a district is required to use also a motor car, motor cycle, or bicycle, he may be allowed such additional reimbursement as the Board, on the recommendation of the Permanent Head, may determine.

- (13) Officers engaged on work necessitating their living in a camp, other than at their headquarters—
- (a) proceeding to or shifting camp or returning officially to head-quarters—Full rate.
- (b) while in camp—
- (i) where messing gear is provided and cooking done at Department's expense—  
4s. 3d. a day.
- (ii) where men are required to batch—  
5s. 9d. a day.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

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

(14) Officers engaged on engineering investigations may, on the approval of the Permanent Head, be reimbursed an amount of 30s. a week for board and lodging: Provided that, where an officer is engaged in the same locality for a period exceeding six months, reimbursement shall not be made in respect of such excess period until approved by the Board.

*Department of Public Works—Ports and Harbors.*

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

*Department of Health.*

(16) Sisters and Motor Drivers (Female) in the Maternal and Child Hygiene Branch employed in the infant welfare mobile service circuits—£78 a year: Provided that in any case where special circumstances exist the Board may, on the recommendation of the Permanent Head, authorize reimbursement of travelling expenses at a higher rate.

104. (1) Where an officer, who is being reimbursed a commuted amount for expenses, is absent on leave he shall not during any period of absence beyond two weeks be entitled to be so reimbursed except with the approval of the Board:

Provided that—

- (a) where an officer was being reimbursed a commuted amount for the provision of a horse or horses for transportation in the course of his duties immediately prior to his absence on sick leave or on long-service leave, he shall continue to be entitled to be so reimbursed during any continuous period of absence on sick leave or long-service leave not exceeding two months;
- (b) where an officer was being reimbursed a commuted amount for the use of his own motor vehicle on official business immediately prior to his absence on sick leave, he shall be entitled to be reimbursed one-half of such commuted amount during any continuous period of absence on sick leave beyond two weeks but not exceeding two months; and
- (c) full reimbursement of the commuted amount shall be allowed to an officer during any period of recreation leave.

(2) An officer relieving any officer who is absent on leave shall not be entitled to any reimbursement for the use of a horse or vehicle where reimbursement is being made under this Regulation in respect of such horse or vehicle.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

DIVISION III.—REIMBURSEMENT FOR USE OF MOTOR CAR, MOTOR CYCLE, OR BICYCLE.

105. (1) Officers who use their own motor cars, motor cycles, or bicycles, and who are not being reimbursed a commuted amount in which the cost of locomotion is included, may be reimbursed—

- (a) such weekly, monthly or yearly allowance as the Board determines, or
- (b) with the approval of the Permanent Head, at the mileage rates set out hereunder:—

	For the First	Mileage Over
	5,000 Miles in a Financial Year.	5,000 Miles in a Financial Year.
	a mile.	a mile.
	d.	d.
Motor Cars—		
Over 20 h.p. . . . .	10½	8½
Over 12 h.p. and up to 20 h.p. . . . .	10	8½
Over 9 h.p. and up to 12 h.p. . . . .	9½	8½
9 h.p. and under . . . . .	8½	7½
Motor Cycles, with side cars . . . . .	4½	3½
Motor Cycles . . . . .	3½	3½
Bicycles . . . . .	1½d. a mile irrespective of mileage	

NOTE.—H.P. means horse-power, as registered in accordance with the provisions of the *Motor Car Act 1928*.

Provided that, where the Board is satisfied that a rate as above-mentioned should be increased, such increased rate of reimbursement may be allowed as the Board shall determine.

(2) An officer authorized to claim reimbursement in respect of the use of his own motor vehicle on official business will not be permitted to hire motor cars, except in cases where it is proved to the satisfaction of the Permanent Head that the hiring was justified by the circumstances.

DIVISION IV.—GENERAL.

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

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

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

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

108. 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.

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



**REGULATIONS UNDER PUBLIC SERVICE ACT 1946.**

110. (1) When in response to an advertisement an officer applies for transfer, and is transferred, he shall not be entitled to any reimbursement of travelling expenses: Provided that, if the Permanent Head considers that the circumstances are such as to warrant reimbursement, he may allow payment of the whole or part of such expenses as in the preceding Regulation.

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

111. (1) Officers possessing motor cars may use them for transport, in which case they shall be reimbursed at the rate of 4½d. a mile in respect of the distance travelled by them on removal from one station to another.

(2) Officers shall travel by the shortest practicable route.

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

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

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

(2) Where an unmarried officer under the age of 21 years is appointed, promoted, or transferred to a position and is thereby required to live away from home and to pay a weekly amount for board and lodging in excess of one-third of the weekly rate equivalent to his annual rate of total emolument payable by way of salary inclusive of cost of living adjustment, the Board may authorize payment of an allowance equal to one-half of the excess: Provided that the allowance so calculated shall be taken to the nearest shilling, an amount of sixpence being taken to the next higher shilling, but no allowance shall be payable if the amount so determined is less than 2s:

Provided further that in no case shall the weekly allowance exceed 20s.

(3) Where, in the opinion of the Permanent Head, special circumstances exist for which provision is not made in the foregoing, the Board may authorize the payment of such allowance as is considered reasonable.

**PART VII.—APPLICATIONS BY APPROVED ASSOCIATIONS  
AND BY OFFICERS.**

113. (1) An association of officers or employees, if approved by the Board under the provisions of the next sub-regulation, may make representations to the Board in relation to salaries and wages and terms or conditions of service or employment in the Public Service.

(2) Where the Board approves of an association by which representations may be made, notification of such approval shall be published in the *Government Gazette*.

114. Where a claim is submitted by an approved association in respect of the salaries and wages and terms or conditions of service or employment in the Public Service, such claim shall be submitted to the Board in quadruplicate, and a copy thereof shall also be furnished by such approved association to the Permanent Head of the officers concerned in such claim.

115. The Board shall notify the Permanent Head and the Secretary of the approved association of the date set down for hearing the claim. Any notification shall be in writing and despatched by the Board not less than fourteen days before the date set down for hearing.

116. The Permanent Head and the authorized representative of the approved association may tender such evidence and make such representations, in relation to the claim as, in the opinion of the Board, are relevant.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

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

(2) Where an officer applies for appointment or promotion to an advertised vacancy, or appeals against his non-recommendation for appointment or promotion thereto, such application shall be submitted direct to the Board.

## PART VIII.—MISCELLANEOUS.

118. *Boards of Inquiry.*—(1) Where the Board appoints a Board of Inquiry under the provisions of Section 55 of the *Public Service Act 1946*, such Board of Inquiry shall consist of three officers in the Public Service, one of whom shall be or have been a Stipendiary Magistrate, who shall be Chairman.

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

(3) The report of every Board of Inquiry and the transcript of the notes of evidence taken at the investigation shall be forwarded by the Chairman to the Board.

119. *Yearly Report on Officers.*—(1) The Permanent Head shall, in the month of January each year, furnish to the Board a report on the attendance, conduct, and efficiency of each officer of his department and a brief description of the duties performed by him: Provided that no such report shall be required on officers classified in Class "A" or Class "A1."

(2) The Permanent Head shall, as soon as practicable, notify each officer of the nature of any adverse report furnished upon him.

(3) Any officer who receives an adverse report may furnish his comments thereon in writing to the Board through his Permanent Head.

"Adverse report" means a report in which an officer's attendance or conduct is described as "unsatisfactory" or in which his efficiency is assessed as "fair," "indifferent," or "incompetent."

120. *Conduct of Officers.*—The Permanent Head shall, within twenty-one days after the end of the months of March, June, September, and December each year, furnish to the Board particulars of all offences committed by officers of his department in the preceding quarter.

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

122. *Departments Overmanned.*—When the Permanent Head is of the opinion that the number of officers under his control is greater than is reasonably necessary to perform the current work of the Department, he shall report the circumstance to the Board. Officers in charge must report to the Permanent Head any reduction in staff that may be made on account of diminution in the amount of work or re-arrangement of duties.

123. *Officers to be acquainted with these Regulations.*—All officers are required to acquaint themselves with these Regulations. Officers in charge of the various Branches of each Department are directed to make available for the use of the officers under their control a copy of these Regulations.

124. *Employees.*—The provisions of the foregoing Regulations shall so far as applicable extend and apply to and with respect to employees with such modifications as are necessary and in particular with the modification that reference therein to "officers" shall be construed as reference to "employees."

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## FIRST SCHEDULE.

PROFESSIONAL DIVISION.  
*Offices and Rates of Salaries.*

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
<b>DEPARTMENT OF PREMIER.</b>		
CLASS "A."		
Executive Officer, Soil Conservation Authority .. ..	1,110	1,210
Principal Research Officer, Soil Conservation Authority .. ..	1,110	1,210
CLASS "B1."		
Inspector (Industrial), Office of the Public Service Board	958	1,050
Press Relations Officer .. ..		
Senior Conservation Officer, Soil Conservation Authority		
CLASS "B."		
Chief Executive Officer, State Film Centre .. ..	841	919
Senior Conservation Officer, Soil Conservation Authority		
Senior Research Officer (Conservation Economics), Soil Conservation Authority .. ..		
CLASS "C2."		
Agronomist, Soil Conservation Authority .. ..	754	806
Conservation Engineer, Soil Conservation Authority .. ..		
District Conservation Officer, Soil Conservation Authority		
Pedologist, Soil Conservation Authority .. ..		
Publications and Information Officer, Soil Conservation Authority		
Senior Investigation Officer, Regional Planning and Decentralization Division .. ..		
CLASS "C1."		
Agronomist, Soil Conservation Authority .. ..	668	720
Conservation Engineer, Soil Conservation Authority .. ..		
District Conservation Officer, Soil Conservation Authority		
Soil Physicist, Soil Conservation Authority .. ..		
CLASS "C."		
Assistant Engineer, Soil Conservation Authority .. ..	520	624
Conservation Officer, Soil Conservation Authority .. ..		
Machinery Officer, Soil Conservation Authority .. ..		
Soil Physicist, Soil Conservation Authority .. ..		
CLASS "D."		
Assistant Publications and Information Officer, Soil Conservation Authority .. ..	364	468
<b>DEPARTMENT OF CHIEF SECRETARY.</b>		
CLASS "A1."		
Assistant Government Statist .. ..	1,580	1,680
Government Statist .. ..	1,580	1,980
CLASSES "A" AND "A1."		
Chief Inspector of Explosives .. ..	1,235	1,485
Chief Librarian, Public Library .. ..	1,235	1,485
Director, Museum of Applied Science .. ..	1,120	1,320
Director, National Gallery .. ..	1,225	1,375
Director, National Museum .. ..	1,120	1,320
Inspector-General of Penal Establishments and Inspector of Reformatory Schools .. ..	1,245	1,595
Medical Superintendent (Female), Children's Welfare Depot, Royal Park .. ..	1,170	1,320
CLASS "A."		
Assistant Actuary, Friendly Societies .. ..	1,105	1,155
Assistant Chief Librarian, Public Library .. ..	1,105	1,155
Chief Clerk, Accident Insurance Office .. ..	1,105	1,155
Chief Shorthand Writer .. ..	1,160	1,210
Director of Fisheries and Game .. ..	1,105	1,155

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum
DEPARTMENT OF CHIEF SECRETARY—continued.		
CLASS "B1."		
Deputy Inspector-General of Penal Establishments ..	958	1,050
Education and Training Officer, Penal and Gaols ..		
Senior Assistant, Museum of Applied Science ..		
Senior Chemist and Inspector, Explosives ..		
Senior Reporter, Grade I. . . . .		
Superintendent of Weights and Measures ..		
Supervising Librarian, Public Library ..		
CLASS "B."		
Assistant Director, National Museum§ ..	841	919
Curator of Fossils, National Museum ..		
Curator of Insects, National Museum ..		
Deputy Superintendent of Weights and Measures ..		
Governor, Pentridge ..		
Principal, Library Training School ..		
Secretary, Free Library Service Board ..		
Senior Reporter, Grade II.† ..		
Superintendent, Langi Kal Kal ..		
Supervising Inspector, Explosives ..		
Supervisor of Industries, Penal and Gaols ..		
CLASS "C2."		
Assistant Director, National Gallery ..	754	806
Assistant Librarian, Public Library ..		
Chemist and Inspector, Explosives ..		
Curator of Anthropology, National Museum ..		
Curator of Minerals, National Museum ..		
Inspector, State Motor Car Insurance Office ..		
Physicist, Museum of Applied Science ..		
Reporter, Grade I.¶ ..		
Senior Biologist, Fisheries and Game ..		
Senior Librarian, Public Library ..		
CLASS "C1."		
Agricultural Scientist, Museum of Applied Science ..	668	720
Assistant and Keeper of the Prints (Female), National Gallery ..		
Biologist, Fisheries and Game ..		
Chemist and Inspector, Explosives ..		
Chemist (Female), Museum of Applied Science ..		
Curator of Molluscs, National Museum ..		
Education Officer, National Gallery ..		
Field Officer, Free Library Service Board ..		
Inspector, Accident Insurance Office ..		
Inspector, State Motor Car Insurance Office ..		
Preparator, Grade I., National Museum ..		
Reporter, Grade II.* ..		
Senior Librarian (Female), Public Library ..		
Technical Officer, Free Library Service Board ..		
CLASS "C."		
Assistant, Museum of Applied Science ..	520	624
Assistant, National Museum ..		
Biologist, Fisheries and Game ..		
Biologist (Female), Fisheries and Game ..		
Chemist, Explosives ..		
Classification Officer, Children's Welfare Depot, Royal Park ..		
Curator of Birds, National Museum ..		
Inspector, Accident Insurance Office ..		
Librarian, Public Library ..		
Mineralogist (Female), National Museum ..		
CLASS "D1" (FEMALE).		
Assistant, National Museum ..	416	494
Children's Librarian, Free Library Service Board ..		
Librarian, Public Library ..		
Social Worker, Children's Welfare ..		

§ Also performs the duties of Curator of Mammals.  
 † After the completion of three years' satisfactory service as such, will be eligible for progression to Senior Reporter, Grade I., Class "B1".  
 ¶ After the completion of three years' satisfactory service as such, will be eligible for progression to Senior Reporter, Grade II., Class "B".  
 \* After the completion of three years' satisfactory service as such, will be eligible for progression to Reporter, Grade I., Class "C2."

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—*continued.*

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF CHIEF SECRETARY— <i>continued.</i>		
CLASS "D."		
Assistant Biologist, Fisheries and Game .. .. .	442	468
Assistant Curator of Insects, National Museum .. .. .	364	468
Assistant, National Museum .. .. .		
Librarian, Public Library .. .. .	442	468
Preparator, Grade II., National Museum .. .. .		
CLASS "D" (FEMALE).		
Assistant, Museum of Applied Science .. .. .	299	300
Assistant, National Museum .. .. .		
Librarian, Public Library .. .. .		
Teacher, Children's Welfare .. .. .		
CLASS "E."		
Assistant Entomologist, National Museum .. .. .	169	338
Assistant, Museum of Applied Science .. .. .		
Assistant, National Museum .. .. .		
Librarian, Public Library .. .. .		
CLASS "E" (FEMALE).		
Assistant, National Museum .. .. .	143	286
Librarian, Public Library .. .. .		
DEPARTMENT OF TREASURER.		
CLASS "A1."		
Chief Engineer, Housing Commission .. .. .	1,330	1,430
Government Printer .. .. .	..	1,650
CLASSES "A" AND "A1."		
Estate and Property Officer, Housing Commission .. .. .	1,120	1,320
CLASS "A."		
Chief Valuer, Taxation (Land Tax) Branch .. .. .	..	1,100
Economics Research Officer .. .. .	1,115	1,265
CLASS "B1."		
Architect, Housing Commission .. .. .	958	1,050
Assistant Estates Officer, Housing Commission .. .. .		
Investigating Officer, Housing Commission .. .. .		
Senior Valuer, Taxation (Land Tax) Branch .. .. .		
CLASS "B."		
Valuer, Taxation (Land Tax) Branch .. .. .	841	919
CLASS "C2."		
Senior Draughtsman, Housing Commission .. .. .	754	806
Valuer, Housing Commission .. .. .		
Valuer, Taxation (Land Tax) Branch .. .. .		
CLASS "C1."		
Housing Standards Officer, Housing Commission .. .. .	668	720
Valuer, Taxation (Land Tax) Branch .. .. .		
CLASS "C."		
Assistant Valuer, Taxation (Land Tax) Branch .. .. .	520	624
Draughtsman, Housing Commission .. .. .		
Draughtsman, Taxation (Land Tax) Branch .. .. .		
CLASS "D."		
Cadet Valuer, Taxation (Land Tax) Branch .. .. .	364	468

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
<b>DEPARTMENT OF LAW.</b>		
<b>CLASS "A1."</b>		
Assistant Crown Solicitor .. .. .	1,570	1,870
Assistant Parliamentary Draftsman .. .. .	1,570	1,870
Chief Examiner of Titles .. .. .	..	1,485
Chief Stipendiary Magistrate .. .. .	..	1,925
Crown Solicitor .. .. .	2,075	2,475
Metropolitan Stipendiary Magistrate .. .. .	..	1,705
Parliamentary Draftsman .. .. .	2,075	2,475
Registrar-General and Registrar of Titles .. .. .	..	1,540
Stipendiary Magistrate, Grade I. (Suburban, Bendigo, Ballarat, Geelong, City Coroner, Relieving and Children's Court) ..	1,395	1,595
Stipendiary Magistrate, Grade II. (Country) .. .. .	1,295	1,545
Surveyor and Chief Draughtsman and Titles Office Survey Officer	1,385	1,485
<b>CLASSES "A" AND "A1."</b>		
Assistant Surveyor and Chief Draughtsman, Titles Office ..	1,120	1,320
Assistant Public Trustee .. .. .	1,120	1,320
Examiner of Titles .. .. .	1,175	1,375
Public Solicitor .. .. .	1,120	1,320
Second Assistant Parliamentary Draftsman .. .. .	1,120	1,320
<b>CLASS "A."</b>		
Chief Court Reporter .. .. .	..	1,155
Clerk of Courts, Grade I. .. .. .	1,105	1,155
Legal Assistant (Police), Crown Solicitor's Office .. .. .	1,105	1,155
Medico-Legal Chemist .. .. .	..	1,100
Officer in Charge, Common Law, Crown Solicitor's Office ..	1,105	1,155
Officer in Charge, Conveyancing other than Railways, Crown Solicitor's Office .. .. .	1,105	1,155
Prosecuting Officer in Petty Sessions, Crown Solicitor's Office ..	1,105	1,155
Prothonotary .. .. .	1,105	1,155
Registrar of Probates and Administrations .. .. .	1,115	1,285
Senior Inspecting Clerk of Courts .. .. .	1,105	1,155
Superintending Draughtsman, Titles Office .. .. .	1,105	1,155
<b>CLASS "B1."</b>		
Assistant Superintending Draughtsman, Titles Office ..	958	1,050
Chief Clerk, City Court, Melbourne .. .. .		
Clerk of Courts, Grade I. .. .. .		
Inspecting Clerk of Courts .. .. .		
Legal Officer, Common Law, Crown Solicitor's Office ..		
Medico-Legal Chemist .. .. .		
Professional Assistant, Crown Solicitor's Office .. .. .		
Professional Assistant, Office of the Public Trustee .. .. .		
Senior Court Reporter, Grade I. .. .. .		
<b>CLASS "B."</b>		
Clerk of Courts, Grade I. .. .. .	841	919
Deputy Medico-Legal Chemist .. .. .		
Legal Assistant (Housing), Crown Solicitor's Office ..		
Legal Assistant (Labour), Crown Solicitor's Office ..		
Legal Officer, Common Law, Crown Solicitor's Office ..		
Officer in Charge of Children's Courts .. .. .		
Professional Assistant, Crown Solicitor's Office .. .. .		
Professional Assistant, Public Solicitor's Office .. .. .		
Section Leader Draughtsman, Titles Office .. .. .		
Senior Court Reporter, Grade II.* .. .. .		
Senior Surveyor, Titles Office .. .. .		

\* After the completion of three years' satisfactory service as such, will be eligible for progression to Senior Court Reporter, Grade I., Class "B1."

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
<b>DEPARTMENT OF LAW—continued.</b>		
CLASS "C2."		
Clerk of Courts, Grade II. . . . .	754	806
Court Reporter, Grade I.¶ . . . .		
Deputy Medico-Legal Chemist . . . . .		
Professional Assistant, Crown Solicitor's Office . . . . .		
Professional Assistant, Office of the Public Trustee . . . . .		
Professional Assistant, Public Solicitor's Office . . . . .		
Senior Bench Clerk, City Court, Melbourne . . . . .		
Senior Court Reporter (Female) . . . . .		
Senior Draughtsman, Titles Office . . . . .		
Senior Inspecting Clerk of Courts . . . . .		
Surveyor, Grade I., Titles Office . . . . .		
CLASS "C1."		
Clerk of Courts, Grade II. . . . .	668	720
Clerk of the Coroner's Court . . . . .		
Court Reporter, Grade II.* . . . .		
Court Reporter (Female), Grade I.‡ . . . .		
Deputy Medico-Legal Chemist§ . . . . .		
Draughtsman, Titles Office . . . . .		
Professional Assistant, Crown Solicitor's Office . . . . .		
Professional Assistant, Office of the Public Trustee . . . . .		
Surveyor, Grade II., Titles Office . . . . .		
CLASS "C."		
Clerk of Courts, Grade III. . . . .	520	624
Court Reporter (Female), Grade II.† . . . .		
Draughtsman, Titles Office . . . . .		
Probation Officer, Children's Courts . . . . .		
Professional Assistant, Crown Law Offices . . . . .		
Professional Assistant, Crown Solicitor's Office . . . . .		
CLASS "D1" (FEMALE).		
Probation Officer, Children's Courts . . . . .	416	494
Professional Assistant, Crown Law Offices . . . . .	416	442
CLASS "D."		
Cartographic Assistant . . . . .	364	468
Draughtsman, Titles Office . . . . .		
CLASS "E."		
Draughtsman, Titles Office . . . . .	169	338
<b>DEPARTMENT OF CROWN LANDS AND SURVEY.</b>		
CLASS "A1."		
Surveyor-General . . . . .	..	1,485

¶ After the completion of three years' satisfactory service as such, will be eligible for progression to Senior Court Reporter, Grade II., Class "B."  
 \* After the completion of three years' satisfactory service as such, will be eligible for progression to Court Reporter, Grade I., Class "C2."  
 ‡ After the completion of three years' satisfactory service as such, will be eligible for progression to Senior Court Reporter (Female), Class "C2."  
 § After the completion of three years' satisfactory service as such, will be eligible for progression to Deputy Medico-Legal Chemist, Class "C2."  
 † After the completion of five years' satisfactory service as such, will be eligible for progression to Court Reporter (Female), Grade I., Class "C1."

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—*continued.*

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF CROWN LANDS AND SURVEY— <i>continued.</i>		
CLASSES "A" AND "A1."		
Assistant Surveyor-General .. .. .	1,225	1,375
Chief Draughtsman .. .. .	1,120	1,320
Chief Topographic Surveyor .. .. .	1,220	1,320
Director, Melbourne Botanic Gardens and Government Botanist	1,185	1,485
CLASS "A."		
District Surveyor, Grade I. .. .. .	1,110	1,210
Superintendent of Vermin and Noxious Weeds Destruction ..	1,115	1,265
Superintending Draughtsman .. .. .	1,105	1,155
Superintending Photogrammetrist .. .. .	1,105	1,155
Surveyor, Land and Buildings .. .. .	..	1,100
CLASS "B1."		
Assistant Superintending Draughtsman .. .. .	} 958	1,050
Chief Inspector of Land Settlement .. .. .		
District Surveyor, Grade II. .. .. .		
Superintending Surveyor .. .. .		
CLASS "B."		
Section Leader Draughtsman .. .. .	} 841	919
Senior Botanical Officer .. .. .		
Senior Photogrammetrist .. .. .		
Senior Surveyor .. .. .		
CLASS "C2."		
Senior Draughtsman .. .. .	} 754	808
Senior Draughtsman (Geodetic) .. .. .		
Senior Draughtsman (Lithographic) .. .. .		
Senior Photogrammetrist .. .. .		
Senior Research Officer .. .. .		
Staff Surveyor .. .. .		
CLASS "C1."		
Botanist .. .. .	} 668	720
Cartographic Assistant .. .. .		
Computing Draughtsman (Geodetic) .. .. .		
Draughtsman .. .. .		
Photogrammetrist .. .. .		
Surveyor .. .. .		
CLASS "C."		
Assistant Research Officer .. .. .	} 520	624
Botanical Officer .. .. .		
Cartographic Assistant .. .. .		
Computing Draughtsman (Geodetic) .. .. .		
Draughtsman .. .. .		
Photogrammetrist .. .. .		
CLASS "D1" (FEMALE).		
Assistant Botanist .. .. .	415	494
CLASS "D."		
Assistant Botanist .. .. .	} 364	468
Cartographic Assistant .. .. .		
Draughtsman .. .. .		
CLASS "E."		
Draughtsman .. .. .	169	338



REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
<b>DEPARTMENT OF PUBLIC WORKS.</b>		
<b>CLASS "A1."</b>		
Assistant Chief Architect (Construction) .. .. .	1,335	1,485
Assistant Chief Architect (Design) .. .. .	1,335	1,485
Assistant Chief Architect (Maintenance) .. .. .	1,335	1,485
Assistant Chief Engineer .. .. .	1,335	1,485
Chief Architect .. .. .	1,680	1,980
Chief Engineer and Engineer, Ports and Harbours .. .. .	1,560	1,760
Chief Mechanical and Electrical Engineer .. .. .	1,335	1,485
Senior District Architect .. .. .	1,325	1,375
<b>CLASSES "A" AND "A1."</b>		
Senior Engineer .. .. .	1,170	1,320
<b>CLASS "A."</b>		
Assistant Chief Mechanical and Electrical Engineer .. .. .	1,105	1,155
Assistant Marine Surveyor .. .. .	1,105	1,155
Chief Structural Engineer .. .. .	1,160	1,210
District Architect .. .. .	1,160	1,210
Engineer (Equipment) .. .. .	1,105	1,155
Marine Surveyor .. .. .	1,105	1,210
Senior Architect .. .. .	1,105	1,155
Senior Designing Architect .. .. .	1,160	1,210
Superintendent of Floating Plant .. .. .	1,160	1,210
<b>CLASS "B1."</b>		
District Architect .. .. .	} 958	1,050
Engineer .. .. .		
Pilot and Harbour Master, Portland .. .. .		
Senior Architect .. .. .		
Structural Engineer .. .. .		
<b>CLASS "B."</b>		
Architect .. .. .	} 841	919
Assistant District Architect .. .. .		
Assistant Superintendent of Floating Plant .. .. .		
Chief Quantity Surveyor .. .. .		
Engineer .. .. .		
Sewerage Planning Officer .. .. .		
Technical Stores Officer .. .. .		
<b>CLASS "C2."</b>		
Assistant Engineer .. .. .	} 754	806
Assistant Technical Stores Officer .. .. .		
Assistant to Marine Surveyor .. .. .		
Engineer .. .. .		
Engineering Surveyor .. .. .		
Senior Draughtsman .. .. .		
Superintendent of Parks and Gardens .. .. .		
Supervisor of Works .. .. .		
<b>CLASS "C1."</b>		
Assistant Engineer .. .. .	} 668	720
Assistant Quantity Surveyor .. .. .		
Senior Draughtsman .. .. .		
Senior Draughtswoman .. .. .		
Senior Inspector of Works .. .. .		
<b>CLASS "C."</b>		
Assistant Engineer .. .. .	} 520	624
Assistant Quantity Surveyor .. .. .		
Draughtsman .. .. .		
Engineering Assistant .. .. .		
Hydrographer .. .. .		
Inspector of Works .. .. .		
Pilot and Harbour Master, Warrnambool .. .. .		
Senior Draughtswoman .. .. .		
<b>CLASS "D1" (FEMALE).</b>		
Draughtswoman .. .. .	416	494
<b>CLASS "D."</b>		
Draughtsman .. .. .	364	468
<b>CLASS "D" (FEMALE).</b>		
Draughtswoman .. .. .	299	390
<b>CLASS "E."</b>		
Draughtsman .. .. .	169	338

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
DEPARTMENT OF MINES.		
CLASSES "A" AND "A1."		
Chief Government Geologist .. .. .	1,235	1,485
CLASS "B1."		
Assistant Chief Government Geologist .. .. .	958	1,050
Senior Chemist .. .. .		
Senior Field Geologist .. .. .		
Superintending Draughtsman .. .. .		
CLASS "B."		
Chief Inspector of Boilers .. .. .	841	919
Chief Mining Inspector .. .. .		
Senior Draughtsman .. .. .		
Senior Field Geologist .. .. .		
CLASS "C2."		
Chemist .. .. .	754	800
Draughtsman .. .. .		
Field Geologist .. .. .		
Inspector of Mines and Machinery, Grade I. .. .. .		
Senior Inspector of Boilers .. .. .		
CLASS "C1."		
Chemist .. .. .	668	720
Draughtsman .. .. .		
Field Geologist .. .. .		
Inspector of Boilers, Grade I. .. .. .		
Inspector of Mines and Machinery, Grade II. .. .. .		
Inspector of Mines and Machinery (Electrical) .. .. .		
CLASS "C."		
Analyst .. .. .	520	624
Chemist .. .. .		
Draughtsman .. .. .		
Field Geologist .. .. .		
Inspector of Boilers, Grade II.* .. .. .		
Inspector of Mines and Machinery, Grade III. .. .. .		
CLASS "D."		
Assistant Field Geologist .. .. .	442	468
Draughtsman .. .. .		
DEPARTMENT OF HEALTH.		
CLASS "A1."		
Chief Health Officer .. .. .	2,010	2,310
Government Medical Officer .. .. .	1,670	1,970
CLASSES "A" AND "A1."		
Assistant Government Medical Officer .. .. .	1,240	1,540
GENERAL HEALTH BRANCH.		
CLASS "A1."		
Chief Engineer .. .. .	1,445	1,595
Chief Industrial Hygiene Officer .. .. .	1,550	1,650
District Health Officer, Grade I. .. .. .	1,550	1,650
District Health Officer, Grade II. .. .. .	1,335	1,485
Health Officer (Venereal Diseases) .. .. .	1,550	1,650
Medical Supervisor, Poliomyelitis .. .. .	1,550	1,650
Senior Health Officer .. .. .	1,665	1,815
CLASSES "A" AND "A1."		
Medical Officer (Male) .. .. .	1,125	1,375
CLASS "B1."		
Senior Building Surveyor .. .. .	958	1,050

\* Occupants must possess a degree or diploma in Mechanical Engineering or a Board of Trade Certificate (Marine.)

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—*continued.*

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
DEPARTMENT OF HEALTH— <i>continued.</i>		
GENERAL HEALTH BRANCH— <i>continued.</i>		
CLASS "B."		
Building Surveyor .. .. .	} 841	919
Senior Chemist (Female) .. .. .		
Senior Engineer .. .. .		
CLASS "C2."		
Building Surveyor .. .. .	} 754	806
Engineer .. .. .		
Senior Building Inspector .. .. .		
CLASS "C1."		
Building Inspector .. .. .	} 668	720
Building Surveyor .. .. .		
Chemist .. .. .		
Scientific Officer (Chemist) .. .. .		
Senior Building Inspector (Electrical) .. .. .		
Physiotherapist in Charge (Female) .. .. .	668	694
CLASS "C."		
Analyst, Grade I... .. .	} 520	624
Assistant Engineer .. .. .		
Building Inspector .. .. .		
Deputy Physiotherapist in Charge (Female) .. .. .		
Scientific Officer (Chemist) .. .. .		
CLASS "D1" (FEMALE).		
Physiotherapist .. .. .	} 416	494
Scientific Officer (Chemist) .. .. .		
CLASS "D."		
Analyst, Grade II.† .. .. .	} ..	468
Building Inspector .. .. .		
MATERNAL AND CHILD HYGIENE BRANCH.		
CLASS "A1."		
Chief School Medical Inspector (Female) .. .. .	1,390	1,540
Deputy Director of Child Health (Dental) .. .. .	1,610	1,700
Director of Maternal, Infant, and Pre-School Welfare (Female) .. .. .	1,390	1,540
School Medical Officer (Male) (Anaesthetics) .. .. .	1,390	1,490
Senior Dental Officer (Male) .. .. .	1,390	1,490
Superintending Dental Officer .. .. .	1,540	1,590
CLASSES "A" AND "A1."		
Assistant Chief School Medical Inspector (Female) .. .. .	1,225	1,375
Assistant Director of Maternal, Infant, and Pre-School Welfare (Female) .. .. .	1,225	1,375
School Medical Officer (Male) .. .. .	1,225	1,375
School Dental Officer (Male) .. .. .	1,125	1,375
Senior Dental Officer (Female) .. .. .	1,225	1,325
CLASS "A."		
Medical Officer (Female) .. .. .	1,110	1,210
School Dental Officer (Female), Grade I. .. .. .	1,110	1,210
School Medical Officer (Female), Grade I. .. .. .	1,110	1,210
CLASS "B1."		
School Dental Officer (Female), Grade II.* .. .. .	} 958	1,050
School Medical Officer (Female), Grade II.* .. .. .		
CLASS "C1."		
Chief Pre-School Supervisor (Female) .. .. .	668	694
CLASS "D1" (FEMALE).		
Social Worker .. .. .	416	494
MENTAL HYGIENE BRANCH.		
CLASSES "A" AND "A1."		
Dentist .. .. .	1,125	1,375
CLASS "A."		
Senior Psychologist .. .. .	..	1,100

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

\* After the completion of one year's satisfactory service on the maximum of class "B1," will be eligible for progression to Grade I. Class "A."

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
DEPARTMENT OF HEALTH—continued.		
MENTAL HYGIENE BRANCH—continued.		
CLASS "B1."		
Psychologist .. .. .	958	1,050
CLASS "B."		
Psychologist .. .. .	841	919
CLASS "C2."		
Pharmaceutical Chemist .. .. .	754	805
Psychologist .. .. .		
CLASS "C1."		
Electro-Physicist .. .. .	668	720
Pharmaceutical Chemist .. .. .		
Psychologist (Female) .. .. .		
CLASS "C."		
Bio-chemist (Female) .. .. .	520	624
Senior Dietitian (Female) .. .. .	520	572
Social Worker .. .. .	520	624
CLASS "D1" (FEMALE).		
Occupational Therapist .. .. .	416	494
Social Worker .. .. .		
Speech Therapist .. .. .		
TUBERCULOSIS BRANCH.		
CLASS "A1."		
Assistant Clinical Tuberculosis Officer .. .. .	1,390	1,540
Assistant Clinical Tuberculosis Officer, Prahran Bureau .. .. .	1,390	1,540
Clinical Tuberculosis Officer .. .. .	1,550	1,650
Clinical Tuberculosis Officer (Female) .. .. .	1,440	1,540
Deputy Director of Tuberculosis (Diagnostic Services) .. .. .	1,610	1,760
Deputy Director of Tuberculosis (Radiology) .. .. .	1,610	1,760
Deputy Director of Tuberculosis (Sanatoria and Chalets) .. .. .	1,610	1,760
Medical Superintendent, Sanatoria .. .. .	1,550	1,650
Radiologist, Mass X-ray Surveys .. .. .	1,495	1,595
Rehabilitation Medical Officer .. .. .	1,390	1,540
Senior Medical Officer, Sanatoria .. .. .	1,390	1,540
Supervisor of Mass X-ray Surveys .. .. .	1,495	1,595
Tuberculosis Officer .. .. .	1,550	1,650
CLASSES "A" AND "A1."		
Assistant Clinical Tuberculosis Officer (Female) .. .. .	1,175	1,375
Medical Officer (Male) .. .. .	1,125	1,375
DEPARTMENT OF AGRICULTURE.		
CLASS "A1."		
Agricultural Superintendent .. .. .	1,395	1,595
Biologist .. .. .	1,335	1,485
Chief Chemist .. .. .	1,400	1,650
Chief Inspector of Agriculture .. .. .	1,395	1,595
Senior Plant Pathologist and Deputy Biologist .. .. .	1,330	1,430
Superintendent of Agricultural Education .. .. .	1,395	1,595
Superintendent of Dairying .. .. .	1,395	1,595
Superintendent of Horticulture .. .. .	1,395	1,595
Superintendent of Live Stock, Chief Veterinary Inspector, and Chief Inspector of Stock .. .. .	1,395	1,595
CLASSES "A" AND "A1."		
Senior Inspector of Agriculture .. .. .	1,120	1,320
CLASS "A."		
Deputy Chief Chemist .. .. .	1,105	1,155
Information Officer .. .. .	1,110	1,210
Live Stock Science Officer .. .. .	1,105	1,155
Manager, Cool Stores .. .. .	1,110	1,210
Principal, Dookie Agricultural College .. .. .	1,110	1,210
Principal, Longerenong Agricultural College .. .. .	1,105	1,155
Principal, School of Dairy Technology and Chief Dairy Research Officer .. .. .	1,110	1,210

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—*continued.*

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF AGRICULTURE— <i>continued.</i>		
CLASS "A"— <i>continued.</i>		
Senior Agronomist .. .. .	1,110	1,210
Senior Agrostologist .. .. .	1,110	1,210
Senior Entomologist .. .. .	1,105	1,155
Senior Geneticist .. .. .	1,110	1,210
Senior Inspector of Agricultural Education .. .. .	1,110	1,210
Senior Inspector of Horticulture .. .. .	1,110	1,210
Senior Milk Products Officer .. .. .	1,105	1,155
Senior Plant Investigation Officer .. .. .	1,110	1,210
Senior Veterinary Milk Supply Officer .. .. .	1,105	1,155
Senior Veterinary Officer .. .. .	1,110	1,210
Veterinary Research Officer .. .. .	1,110	1,210
CLASS "B1."		
Agronomist .. .. .	958	1,050
Assistant Chief Inspector of Agriculture .. .. .		
Cerealist .. .. .		
Chief Metropolitan Dairy Supervisor .. .. .		
Cool Storage Research Officer .. .. .		
Manager, State Research Farm, Werribee .. .. .		
Manager, Tatura Research Station .. .. .		
Pig Expert .. .. .		
Principal, School of Primary Agriculture .. .. .		
Senior Chemist .. .. .		
Senior Chemist (Soil) .. .. .		
Senior District Agricultural Officer .. .. .		
Senior Horticultural Instructor .. .. .		
Senior Horticultural Research Officer .. .. .		
Senior Irrigation Officer .. .. .		
Sheep and Wool Expert .. .. .		
Veterinary Officer .. .. .		
Vice-Principal, Dookie Agricultural College .. .. .		
Vice-Principal, Longerenong Agricultural College .. .. .		
Viticulturist .. .. .		
CLASS "B."		
Agronomist .. .. .	841	919
Assistant Works Manager, Cool Stores .. .. .		
Dairy Research Officer (Bio-Chemist) .. .. .		
Dairy Research Officer (Bacteriologist) .. .. .		
District Agricultural Officer .. .. .		
English and Mathematics Master, Dookie Agricultural College .. .. .		
English, Mathematics, and House Master, Longerenong Agricultural College .. .. .		
Entomologist .. .. .		
Field Superintendent, Dookie Agricultural College .. .. .		
Horticultural Research Officer .. .. .		
Manager, Horticultural Research Station, Scoresby .. .. .		
Manager, Rutherglen Research Station .. .. .		
Plant Pathologist .. .. .		
Potato Expert .. .. .		
Poultry Expert .. .. .		
Research Agrostologist .. .. .		
Senior Chemist (Supervising) .. .. .		
Soils Officer .. .. .		
Veterinary Officer .. .. .		
CLASS "C2."		
Agricultural Research Officer .. .. .	754	806
Agricultural Science Instructor .. .. .		
Agrostological Research Officer .. .. .		
Cereal Geneticist .. .. .		
Cheese Instructor .. .. .		
Chemist .. .. .		
District Agricultural Officer .. .. .		
District Irrigation Officer .. .. .		
District Tobacco Instructor .. .. .		
Entomologist .. .. .		
Field Agrostologist .. .. .		
Horticultural Research Officer .. .. .		
Manager, Mallee Research Station .. .. .		
Plant Pathologist .. .. .		
Plant Pathologist (Female) .. .. .		
Publications Officer .. .. .		
Registrar, Dookie Agricultural College .. .. .		
Senior Inspector of Farm Produce .. .. .		
Science Master, Agricultural College .. .. .		
Senior Dairy Husbandry Officer .. .. .		
Supervisor of Herd Testing .. .. .		
Veterinary Officer* .. .. .		

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

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF AGRICULTURE—continued.		
CLASS "C1."		
Agricultural Research Officer .. .. .	688	720
Assistant Cereal Geneticist .. .. .		
Assistant Entomologist .. .. .		
Assistant Geneticist .. .. .		
Assistant Inspector of Agriculture .. .. .		
Chemist .. .. .		
Demonstrator in Agriculture, Dookie Agricultural College		
Farm Supervisor, Longerenong Agricultural College .. .. .		
Field Agrostologist .. .. .		
Horticultural Instructor .. .. .		
Horticultural Research Officer .. .. .		
Horticulturist, Dookie Agricultural College .. .. .		
Irrigation Research Officer .. .. .		
Live Stock Research Officer .. .. .		
Motion Picture Engineer .. .. .		
Pig Husbandry Adviser .. .. .		
Plant Pathologist .. .. .		
Registrar, Longerenong Agricultural College .. .. .		
Seeds Analyst (Female) .. .. .		
Science Master, Agricultural College .. .. .		
Tomato Culturist .. .. .		
Veterinary Officer† .. .. .		
Veterinary Stock Inspector‡ .. .. .		
CLASS "C."		
Agricultural Education Officer .. .. .	520	624
Agricultural Research Officer .. .. .		
Analyst .. .. .		
Assistant Agricultural Research Officer .. .. .		
Assistant Agrostologist .. .. .		
Assistant Dairy Husbandry Officer .. .. .		
Assistant Entomologist .. .. .		
Assistant Geneticist .. .. .		
Assistant Herd Survey Officer .. .. .		
Assistant Horticultural Instructor .. .. .		
Assistant Horticultural Research Officer .. .. .		
Assistant Irrigation Research Officer .. .. .		
Assistant Live Stock Research Officer .. .. .		
Assistant Live Stock Science Officer .. .. .		
Assistant Live Stock Science Officer (Poultry) .. .. .		
Assistant Plant Pathologist .. .. .		
Assistant Supervisor of Herd Testing .. .. .		
Assistant Weeds Research Officer .. .. .		
Building Instructor, Agricultural College .. .. .		
Citriculturist .. .. .		
Dairy Instructor, Dookie Agricultural College .. .. .		
Farm Manager, Dookie Agricultural College .. .. .		
Field Agrostologist .. .. .		
Horticultural Instructor .. .. .		
Horticultural Research Officer .. .. .		
Live Stock Research Officer .. .. .		
Live Stock Research Officer (Female) .. .. .		
Plant Pathologist .. .. .		
Poultry Instructor, Longerenong Agricultural College .. .. .		
Science Mistress, Agricultural College .. .. .		
Seeds Analyst (Female) .. .. .		
Soils Assistant .. .. .		
CLASS "D1" (FEMALE).		
Analyst .. .. .	416	494
Assistant Geneticist .. .. .		
Assistant Research Agrostologist .. .. .		
Assistant Seeds Analyst .. .. .		
Fruit Preserving Expert .. .. .		
Technical Librarian .. .. .		
CLASS "D."		
Analyst¶ .. .. .	364	468
Junior Analyst .. .. .		
CLASS "D" (FEMALE).		
Assistant Fruit Preserving Expert .. .. .	..	390
CLASS "E."		
Junior Analyst .. .. .	169	338

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

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

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

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
DEPARTMENT OF LABOUR.		
CLASS "B."		
Architect .. .. .	841	919
Engineer .. .. .		
CLASS "C1."		
Assistant Architect .. .. .	668	720
DEPARTMENT OF STATE FORESTS.		
CLASSES "A" AND "A1."		
Chief Inspector of Forests .. .. .	1,225	1,375
Chief Superintendent of Plantations and Nurseries .. .. .	1,120	1,320
Chief Technical Officer .. .. .	1,225	1,375
Fire Protection Officer .. .. .	1,225	1,375
Silvicultural Officer .. .. .	1,120	1,320
CLASS "A."		
Assistant Chief Inspector of Forests .. .. .	1,215	1,265
Assistant Chief Superintendent of Plantations and Nurseries .. .. .	1,110	1,210
Chief Engineer .. .. .	1,115	1,265
Inspector of Forests .. .. .	1,110	1,210
Principal, School of Forestry .. .. .	1,110	1,210
Sales and Marketing Officer .. .. .	1,110	1,210
CLASS "B1."		
Chief Draughtsman .. .. .	958	1,050
Divisional Working Plans Officer .. .. .		
Inspector of Forests .. .. .		
Staff Surveyor .. .. .		
CLASS "B."		
Architect .. .. .	841	919
Chief Forester .. .. .		
Divisional Working Plans Officer .. .. .		
Forest Economist .. .. .		
Lecturer, School of Forestry .. .. .		
Senior Draughtsman .. .. .		
Superintendent of Plantations .. .. .		
CLASS "C2."		
Communications Officer .. .. .	754	806
Divisional Working Plans Officer .. .. .		
Forest Assessor .. .. .		
Forest Engineer .. .. .		
Forest Entomologist and Research Officer .. .. .		
Senior Draughtsman .. .. .		
Senior Forester .. .. .		
Staff Surveyor .. .. .		
CLASS "C1."		
Draughtsman .. .. .	668	720
Forester, Grade I. .. .. .		
Mechanical Engineer .. .. .		
Senior Engineering Surveyor .. .. .		
Staff Surveyor .. .. .		
CLASS "C."		
Draughtsman .. .. .	520	624
Engineering Surveyor .. .. .		
Forest Assessor .. .. .		
Forester, Grade II. .. .. .		
Radio Engineer .. .. .		
Regional Engineer .. .. .		
CLASS "D1" (FEMALE).		
Forest Pathologist .. .. .	416	404
CLASS "D."		
Assistant Forester .. .. .	416	468
Assistant Surveyor .. .. .	364	468
Cartographic Assistant .. .. .		
Draughtsman .. .. .		
Research Assistant .. .. .		
CLASS "E."		
Draughtsman .. .. .	160	338
Junior Assistant Forester .. .. .		338

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
<b>DEPARTMENT OF WATER SUPPLY.</b>		
<b>CLASS "A1."</b>		
Assistant Chief Constructional Engineer .. .. .	1,445	1,595
Assistant Chief Designing Engineer .. .. .	1,445	1,595
Assistant Chief Engineer, Eildon Dam .. .. .	1,445	1,595
Assistant Chief Mechanical Engineer .. .. .	1,280	1,430
Chief Constructional Engineer .. .. .	1,665	1,815
Chief Designing Engineer .. .. .	1,665	1,815
Chief Engineer, Eildon Dam .. .. .	1,785	2,035
Chief Irrigation Officer .. .. .	1,395	1,595
Chief Mechanical Engineer .. .. .	1,555	1,705
Chief Surveyor .. .. .	1,270	1,320
Divisional Engineer .. .. .	1,305	1,595
Divisional Engineer (Reclamation) .. .. .	1,380	1,430
Senior Designing Engineer .. .. .	1,330	1,430
Senior Divisional Engineer .. .. .	1,605	1,705
Senior Executive Engineer .. .. .	1,330	1,430
<b>CLASSES "A" AND "A1."</b>		
Assistant Divisional Engineer .. .. .	1,220	1,320
Designing Engineer, Grade I. .. .. .	1,220	1,320
Executive Engineer, Grade I. .. .. .	1,220	1,320
Superintendent of Testing and Research .. .. .	1,220	1,320
<b>CLASS "A."</b>		
Assistant Chief Surveyor .. .. .	1,110	1,210
Chief Estates Officer .. .. .	1,115	1,265
Chief Valuer .. .. .	1,110	1,210
Designing Engineer, Grade II. .. .. .	1,110	1,210
District Engineer, Grade I. .. .. .	1,110	1,210
Executive Engineer, Grade II. .. .. .	1,110	1,210
Mechanical Engineer, Grade I. .. .. .	1,119	1,210
Senior Electrical Engineer .. .. .	1,110	1,210
Superintendent of Water Distribution .. .. .	1,110	1,210
<b>CLASS "B1."</b>		
Designing Engineer, Grade III. .. .. .	} 968	1,050
District Engineer, Grade II. .. .. .		
District Officer, Grade I. .. .. .		
Executive Engineer, Grade III. .. .. .		
Manager, Bendigo Depot .. .. .		
Mechanical Engineer, Grade II. .. .. .		
Research Officer, Grade I. .. .. .		
Superintending Draughtsman (Design) .. .. .	} 841	1,050
Superintending Surveyor .. .. .		
<b>CLASSES "B" AND "B1."</b>		
Assistant Superintendent of Water Distribution .. .. .	841	1,050
<b>CLASS "B."</b>		
Assistant Estates Officer .. .. .	} 841	919
Chief Hydrographer .. .. .		
Designing Engineer, Grade IV. .. .. .		
District Engineer, Grade III. .. .. .		
District Officer, Grade II. .. .. .		
Executive Engineer, Grade IV. .. .. .		
Geologist .. .. .		
Hydraulic Research Engineer .. .. .		
Leasing Officer .. .. .		
Mechanical Engineer, Grade III. .. .. .		
Research Officer, Grade II. .. .. .		
Senior Draughtsman (Design) .. .. .		
Senior Surveyor .. .. .	} 841	919
Senior Valuer .. .. .		
Superintending Draughtsman .. .. .		



REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIRST SCHEDULE—continued.

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
DEPARTMENT OF WATER SUPPLY—continued.		
CLASS "C2."		
Assistant District Officer, Grade I. . . . .	754	806
Assistant Engineer, Grade I. . . . .		
Assistant Engineer (Mechanical), Grade I. . . . .		
Assistant Research Officer, Grade I. . . . .		
Designing Engineer, Grade V. . . . .		
District Engineer, Grade IV. . . . .		
District Officer, Grade III. . . . .		
Irrigation Officer . . . . .		
Mechanical Engineer, Grade IV. . . . .		
Plant and Equipment Officer . . . . .		
Senior Draughtsman . . . . .		
Senior Hydrographer . . . . .		
Senior Valuer . . . . .		
Supervisor of Water Distribution (Torrumbarry System) Surveyor . . . . .		
CLASS "C1."		
Assistant District Officer, Grade II. . . . .	668	720
Assistant Engineer, Grade II. . . . .		
Assistant Engineer (Mechanical), Grade II. . . . .		
Assistant Research Officer, Grade II. . . . .		
District Officer, Grade IV. . . . .		
Draughtsman . . . . .		
Engineering Surveyor . . . . .		
Hydrographer . . . . .		
Irrigation Officer. . . . .		
Senior Inspector of Works. . . . .		
Supervising Instructor (Plant) Surveyor . . . . .		
Valuer . . . . .		
CLASS "C."		
Assistant District Officer, Grade III. . . . .	520	624
Assistant Engineer, Grade III. . . . .		
Assistant Engineer (Mechanical), Grade III. . . . .		
Assistant Geologist . . . . .		
Assistant Research Officer, Grade III. . . . .		
Assistant Valuer . . . . .		
Cartographic Assistant . . . . .		
Draughtsman . . . . .		
Engineering Assistant . . . . .		
Hydrographer . . . . .		
Irrigation Research Officer Supervisor of Water Distribution Surveyor . . . . .		
CLASS "D."		
Assistant Hydrographer . . . . .	364	468
Assistant Surveyor . . . . .		
Cadet Valuer . . . . .		
Cartographic Assistant . . . . .		
Draughtsman . . . . .		
Engineering Assistant . . . . .		
Engineering Assistant (Mechanical) Research Assistant . . . . .		
CLASS "D" (FEMALE).		
Draughtswoman . . . . .	299	390
CLASS "E."		
Assistant Surveyor . . . . .	169	338
Draughtsman . . . . .		
Junior Research Officer . . . . .		

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

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

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
GENERAL.			
	£	£	
Assistant (Female), Grade I.—			
Junior—			
At 16 years of age .. .. .		117	
At 17 years of age .. .. .		130	
At 18 years of age .. .. .		156	
At 19 years of age .. .. .		182	
At 20 years of age .. .. .		221	
Adult .. .. .	260	273	
Assistant (Female), Grade II. .. .. .	273	286	
Assistant (Female), Grade III. .. .. .	312	325	
Assistant (Female), Grade IV. .. .. .	338	351	
Assistant (Female), Senior .. .. .	377	390	
Assistant (Female), Draughting—			
Junior—			
At 16 years of age .. .. .		156	
At 17 years of age .. .. .		169	
At 18 years of age .. .. .		182	
At 19 years of age .. .. .		221	
At 20 years of age .. .. .		247	
Adult .. .. .	273	286	
Assistant Draughtswoman, Grade I. .. .. .	312	338	
Assistant Draughtswoman, Grade II. .. .. .	364	390	1 of £26
Assistant (Male), Senior, Grade I. .. .. .	494	520	1 of £26
Assistant (Male), Senior, Grade II. .. .. .	442	468	1 of £26
Assistant (Male), Grade I. .. .. .	416	429	
Assistant (Male), Grade II.—			
Junior—			
At 16 years of age .. .. .		143	
At 17 years of age .. .. .		156	
At 18 years of age .. .. .		182	
At 19 years of age .. .. .		234	
At 20 years of age .. .. .		260	
Adult .. .. .	325	390	2 of £13, 1 of £26 and 1 of £13
Assistant (Male), Grade III. .. .. .	312	351	
Biograph Operator (Projectionist) .. .. .		570	
Carpenter .. .. .	395	408	
Chainman, Leading .. .. .	338	351*	
Chainman .. .. .		325*	
Chauffeur, Ministerial .. .. .	334	399	2 of £13, 1 of £26 and 1 of £13
Chauffeur, Senior Departmental .. .. .	360	399	1 of £26 and 1 of £13
Chauffeur, Departmental .. .. .	334	347	
Engine-driver .. .. .	347	360	
Fireman .. .. .	341	354	
Gardener, Grade I. .. .. .		357	
Gardener, Grade II. .. .. .		344	
Gardener, Grade III.—			
Junior—			
At 16 years of age .. .. .		111	
At 17 years of age .. .. .		137	
At 18 years of age .. .. .		163	
At 19 years of age .. .. .		202	
At 20 years of age .. .. .		241	
Adult .. .. .	318†	331	
Laboratory Assistant (Female), Grade I.—			
Junior—			
At 16 years of age .. .. .		143	
At 17 years of age .. .. .		156	
At 18 years of age .. .. .		169	
At 19 years of age .. .. .		208	
At 20 years of age .. .. .		234	
Adult .. .. .	260	299	
Laboratory Assistant (Female), Grade II. .. .. .	312	325	
Laboratory Assistant (Male)—			
Junior—			
At 16 years of age .. .. .		143	
At 17 years of age .. .. .		156	
At 18 years of age .. .. .		169	
At 19 years of age .. .. .		208	
At 20 years of age .. .. .		234	
Adult .. .. .	312	377	3 of £13, and 1 of £26

\* An allowance of 1s. a day may be paid to an officer who is required to drive and maintain a Departmental vehicle while working with a survey party.  
† An officer shall not be paid a salary rate in excess of £318 a year unless he has passed the examination prescribed by Regulation 32.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
GENERAL—continued.			
	£	£	
Labourer, Foreman .. .. .		334	
Labourer, Senior .. .. .	308	334	
Labourer .. .. .		286	
Lift Attendant .. .. .		313	
Machinist (Female), Grade I.—			
Junior—			
At 16 years of age .. .. .		143	
At 17 years of age .. .. .		156	
At 18 years of age .. .. .		169	
At 19 years of age .. .. .		208	
At 20 years of age .. .. .		234	
Adult .. .. .	273	299	
Machinist (Female), Grade II. .. .. .	299	325	
Machinist (Female), Grade III. .. .. .	351	364	
Machinist (Female), Senior .. .. .	377	390	
Messenger, Senior .. .. .		408	
Messenger .. .. .	334	386	2 of £13, and 1 of £26
Photographer, Chief .. .. .	618	683	2 of £26, and 1 of £13
Photographer, Senior .. .. .	540	592	2 of £26
Photographer, Grade I. .. .. .	475	514	1 of £26 and 1 of £13
Photographer, Grade II. .. .. .	410	462	2 of £26
Photographic Assistant (Male)—			
Junior—			
At 18 years of age .. .. .		156	
At 19 years of age .. .. .		195	
At 20 years of age .. .. .		252	
Adult .. .. .	304	369	
Photographic Assistant (Female)—			
Junior—			
At 18 years of age .. .. .		143	
At 19 years of age .. .. .		169	
At 20 years of age .. .. .		208	
Adult .. .. .	247	299	
Shorthand Writer and Typist (Male), Grade I. ..	442	468	1 of £26
Shorthand Writer and Typist (Male), Grade II. ..	332	410	2 of £13, and 2 of £26
Shorthand Writer and Typist (Female), Grade I. †—			
Junior—			
At 16 years of age .. .. .		156	
At 17 years of age .. .. .		169	
At 18 years of age .. .. .		182	
At 19 years of age .. .. .		221	
At 20 years of age .. .. .		247	
Adult .. .. .	273	299	
Shorthand Writer and Typist (Female), Grade II. †	312	338	
Shorthand Writer and Typist (Female), Grade III. †	351	364	
Shorthand Writer and Typist (Female), Senior ..	377	390	
Shorthand Writer (Female), Licensed ‡	377	390	
Technician Projectionist .. .. .		596	
Telephonist (Female), Grade I.—			
Junior—			
At 16 years of age .. .. .		143	
At 17 years of age .. .. .		156	
At 18 years of age .. .. .		169	
At 19 years of age .. .. .		208	
At 20 years of age .. .. .		234	
Adult .. .. .	260	286	
Typist (Female)§—			
Junior—			
At 16 years of age .. .. .		143	
At 17 years of age .. .. .		156	
At 18 years of age .. .. .		169	
At 19 years of age .. .. .		208	
At 20 years of age .. .. .		234	
Adult .. .. .	260	286	
Typist (Female), Senior .. .. .	299	325	
Typist (Female), Supervising .. .. .	338	351	
Typist and Assistant (Male), Grade I. ..	416	429	
Typist and Assistant (Male), Grade II. ..	325	390	2 of £13, 1 of £26, and 1 of £13
Watchman .. .. .	299	312	

† See Regulation 56 of the Public Service (Public Service Board) Regulations.

‡ See Regulation 57 of the Public Service (Public Service Board) Regulations.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—*continued.*

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
<b>DEPARTMENT OF PREMIER.</b>			
Attendant, Governor's Office .. .. .	334	373	..
Chauffeur, Governor's Office .. .. .	334	399	2 of £13, 1 of £26, and 1 of £13
Chauffeur, Mechanic .. .. .	377	403	1 of £26
Inquiry Officer, Premier's Office .. .. .	377	455	3 of £26
Reception Officer, Assistant .. .. .	448	500	2 of £26
<b>AUDIT OFFICE.</b>			
Sorter .. .. .	286	312	..
<b>REGIONAL PLANNING AND DECENTRALIZATION DIVISION.</b>			
Investigation Officer .. .. .	488	592	4 of £26
<b>SOIL CONSERVATION AUTHORITY.</b>			
Conservation Officer, Assistant .. .. .	371	553	1 of £39, 5 of £26, and 1 of £13
<b>STATE FILM CENTRE.</b>			
Film Librarian .. .. .	436	514	3 of £26
<b>DEPARTMENT OF CHIEF SECRETARY.</b>			
Caretaker, Accident Insurance Office .. .. .	312	351	..
Caretaker, Chief Secretary's Office .. .. .	312	338	..
Inquiry Officer, Chief Secretary's Office .. .. .	354	406	2 of £26
Probation Officer, Indeterminate Sentences Board .. .. .	521	547	1 of £26
<b>CHILDREN'S WELFARE.</b>			
Attendant (Male), Charge .. .. .	416	429	..
Attendant (Male), Senior .. .. .	390	403	..
Attendant (Male) .. .. .	325	377	2 of £13, and 1 of £26
Attendant (Female), Senior .. .. .	263	302§	..
Attendant (Female) .. .. .	224	250§	..
Attendant (Female), Charge, Girls' Reformatory .. .. .	341	367§	..
Attendant (Female), Senior, Girls' Reformatory .. .. .	302	328§	..
Attendant (Female), Girls' Reformatory .. .. .	260	286§	..
Cook (Female), Senior .. .. .	..	322	..
Cook (Female) .. .. .	296	309	..
Employment Officer (Female) .. .. .	399	464	2 of £26, and 1 of £13
Gardener, Senior, Royal Park Depot .. .. .	377	403	1 of £26
Gardener, Royal Park Depot .. .. .	..	357	..
Inspector, Street Traders' Licences Board .. .. .	393	484	3 of £26, and 1 of £13
Inspector (Female), Chief .. .. .	477	503	1 of £26
Inspector (Female), Senior .. .. .	399	464	2 of £26, and 1 of £13
Inspector (Female) .. .. .	347	386	1 of £13, and 1 of £26
Laundress, Senior, Royal Park Depot .. .. .	..	314	..
Laundress, Royal Park Depot .. .. .	..	288	..
Matron, Royal Park Depot .. .. .	526	552	1 of £26
Matron, Assistant, Royal Park Depot .. .. .	447	473	1 of £26
Mechanic, Senior .. .. .	..	416	..
Mechanic .. .. .	377	403	1 of £26
Seamstress, Senior .. .. .	304	317	..
Seamstress .. .. .	278	291	..
Storeman .. .. .	338	364	..
Supervisor (Male), Royal Park Depot .. .. .	455	481	1 of £26
Ward Sister .. .. .	347	386	1 of £13, and 1 of £26

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

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—*continued.*

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
<b>DEPARTMENT OF CHIEF SECRETARY—<i>continued.</i></b>			
	£	£	
<b>EXPLOSIVES.</b>			
Carpenter and Magazine Assistant, Truganina	395	408	..
Inspector, Senior .. .. .	..	510	..
Inspector .. .. .	406	471	2 of £26, and 1 of £13
Officer in Charge, Truganina .. .. .	455	507*	2 of £26
Officer in Charge, Assistant, Truganina .. .. .	356	382*	1 of £26
Magazine Assistant, Senior, Truganina .. .. .	356†	382†	1 of £26
Magazine Assistant, Truganina .. .. .	330†	343†	..
Watchman and Magazine Assistant, Truganina .. .. .	..	356†	..
<b>FISHERIES AND GAME.</b>			
Hatchery Manager, Snob's Creek .. .. .	436	488	2 of £26
Hatchery Assistant, Snob's Creek .. .. .	325	351	..
Inspector, Senior .. .. .	505	570	2 of £26 and 1 of £13
Inspector, Senior, Assistant .. .. .	..	492	..
Inspector, Grade I, .. .. .	401	479	3 of £26
Inspector, Grade II, † .. .. .	323	375	..
Technical Assistant (Male) .. .. .	410	462	2 of £26
<b>OFFICE OF THE CHIEF COMMISSIONER OF POLICE.</b>			
Motor Mechanic .. .. .	388	414	1 of £26
Storekeeper, Police Depot .. .. .	..	436	..
Storekeeper, Transport Branch .. .. .	..	418	..
Storekeeper, Assistant, Police Depot .. .. .	..	418	..
Storekeeper, Assistant, Transport Branch .. .. .	..	377	..
Storeman, Police Depot .. .. .	338	364	..
Storeman, Assistant, Transport Branch .. .. .	299	325	..
<b>PENAL AND GAOLS.</b>			
Deputy Governor, Pentridge .. .. .	643	695	2 of £26
Domestic Economy Instructor (Female) .. .. .	297	310	..
Engineer, Pentridge .. .. .	579	631	2 of £26
Engineer Mechanic, Pentridge .. .. .	417	495	3 of £26
Farm Manager, Langi Kal Kal .. .. .	553	605	2 of £26
Governor, Grade II, .. .. .	617	643	1 of £26
Hospital Attendant, Senior .. .. .	495	547	2 of £26
Hospital Attendant .. .. .	430	495	2 of £26, and 1 of £13
Overseer of Woolen Manufactures .. .. .	573	625	2 of £26
Overseer of Woolen Manufactures, Assistant .. .. .	417	495	3 of £26
Overseer of Works and Buildings .. .. .	469	547	3 of £26
Overseer of Works and Buildings, Assistant .. .. .	417	495	3 of £26
Overseer, Brush and Broom Making .. .. .	417	495	3 of £26
Overseer of Cookhouse .. .. .	469	547	3 of £26
Overseer of Farm .. .. .	417	495	3 of £26
Overseer, Matting and Mat Making .. .. .	417	495	3 of £26
Overseer of Shoemakers .. .. .	469	547	3 of £26
Overseer of Shoemakers, Assistant .. .. .	..	406	..
Overseer of Tailors .. .. .	469	547	3 of £26
Overseer, Wire Netting Factory .. .. .	469	547	3 of £26
Overseer, Assistant, Wire Netting Factory .. .. .	417	495	3 of £26
Photographer and Overseer of Printers .. .. .	469	547	3 of £26
Warder, Senior Chief .. .. .	573	599	1 of £26
Warder, Chief .. .. .	521	547	1 of £26
Warder, Senior .. .. .	469	495	1 of £26
Warder .. .. .	339	430	1 of £13, and 3 of £26
Warder, Watchman, Pentridge .. .. .	339	430	1 of £13, and 3 of £26
Matron .. .. .	405	457§	2 of £26
Sub-Matron .. .. .	379	405§	1 of £26
Nurse .. .. .	379	405§	1 of £26
Warder, Grade I, (Female) .. .. .	..	310§	..
Warder, Grade II, (Female) .. .. .	284	297§	..
Warder, Grade III, (Female) .. .. .	232	284§	..

\* With quarters when required to reside on premises.  
 † Includes an allowance of £13 a year for danger money.  
 ‡ After completion of three years' satisfactory service as such, and on passing the prescribed examination, will be eligible for progression to Grade I.  
 § Plus a uniform allowance at the rate of £9 15s. a year, payable quarterly.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
<b>DEPARTMENT OF CHIEF SECRETARY—continued.</b>			
	£	£	
<b>PUBLIC LIBRARY, NATIONAL MUSEUM, MUSEUM OF APPLIED SCIENCE, AND NATIONAL GALLERY.</b>			
<b>Assistant (Male), National Museum—</b>			
<b>Junior—</b>			
At 18 years of age .. .. .	..	182	..
At 19 years of age .. .. .	..	234	..
At 20 years of age .. .. .	..	260	..
Adult .. .. .	325	390	2 of £13, 1 of £26, and 1 of £13
Attendant, Library, Senior .. .. .	403	416	..
Attendant, Library, Grade I. .. .. .	390	403	..
<b>Attendant, Library, Grade II.—</b>			
<b>Junior—</b>			
At 16 years of age .. .. .	..	91	..
At 17 years of age .. .. .	..	104	..
At 18 years of age .. .. .	..	130	..
At 19 years of age .. .. .	..	156	..
At 20 years of age .. .. .	..	195	..
Adult .. .. .	351	390	1 of £26 and 1 of £13
Attendant, Senior, National Gallery and Museums	377	390	..
Attendant, National Gallery and Museums ..	338	364	..
Book Folder and Sower (Female) .. .. .	..	269	..
Carpenter and Cabinetmaker .. .. .	395	408	..
Foreman Carpenter and Cabinetmaker .. .. .	426	465	1 of £26, and 1 of £13
General Assistant, National Museum .. .. .	351	390	1 of £26 and 1 of £13
Museum Technician, Museum of Applied Science	390	429	1 of £26, and 1 of £13
Preparator, National Museum .. .. .	442	468	1 of £26
Storeman, National Gallery .. .. .	338	364	..
Supervisor, National Gallery and Museums ..	..	468	..
Supervisor, Assistant, National Gallery and Museums .. .. .	403	429	1 of £26
<b>WEIGHTS AND MEASURES.</b>			
Inspector, Senior .. .. .	683	709	1 of £26
Inspector .. .. .	579	657	3 of £26
Inspector, Senior Mechanical .. .. .	683	709	1 of £26
Inspector, Mechanical .. .. .	579	657	3 of £26
Mechanic and Truck Driver .. .. .	408	421	..
Truck Driver and Assistant .. .. .	382	395	..
<b>DEPARTMENT OF TREASURER.</b>			
Customs Officer, Tender Board Office .. .. .	475	553	3 of £26
<b>HOUSING COMMISSION.</b>			
Building Inspector .. .. .	436	488	2 of £26
Construction Inspector .. .. .	527	579	2 of £26
District Maintenance Officer .. .. .	642	668	1 of £26
District Supervisor .. .. .	416	436	1 of £20
Field Officer .. .. .	462	514	2 of £26
Housing Inspector, Senior .. .. .	527	579	2 of £26
Housing Inspector .. .. .	475	527	2 of £26
Housing Officer (Female), Senior .. .. .	..	390	..
Housing Officer (Female) .. .. .	338	364	..
Investigating Officer (Female) .. .. .	..	325	..
Land Purchasing Officer, Senior .. .. .	475	527	2 of £26
Maintenance Supervisor .. .. .	720	746	1 of £26
Rental Officer (Male), Senior .. .. .	..	494	..
Rental Officer (Male) .. .. .	429	468	1 of £26, and 1 of £13
<b>STAMP DUTIES.</b>			
Examiner, Embossing .. .. .	403	442	1 of £26, and 1 of £13
Examiner, Embossing, Assistant .. .. .	325	390	2 of £13, 1 of £26, and 1 of £13
Inspector .. .. .	405	483	3 of £26
Machineman, Senior .. .. .	403	442	1 of £26, and 1 of £13
Machineman .. .. .	325	390	2 of £13, 1 of £26, and 1 of £13

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—*continued.*

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF TREASURER— <i>continued.</i>			
GOVERNMENT PRINTING OFFICE.			
Binder, Head .. .. .	£	£	
Binder .. .. .		429	
Binder, Quarter (Female) .. .. .		414	
Binding, Foreman (Publications) .. .. .		271	
Binding, Foreman (Quarter) .. .. .		558	
Binding, Forewoman .. .. .		558	
Binding, Head Finisher .. .. .		344	
Binding, Finisher .. .. .		429	
Binding, Overseer .. .. .		414	
Binding, Paper Ruler, Foreman .. .. .		640	
Binding, Paper Ruler .. .. .		558	
Binding, Leather Cutter .. .. .		414	
Binding, Guillotine Operator .. .. .		481	
Binding, Machine Folder, Head .. .. .		414	
Binding, Machine Folder, Assistant .. .. .		474	
Binding, Assistant .. .. .		346	
Book Folder and Sewer (Female) .. .. .		328	
Book Folder (Female), Senior .. .. .		209	
Book Folder (Female) .. .. .		269	
Compositor, Foreman .. .. .		261	
Compositor, Foreman, Confidential Room .. .. .		558	
Compositor, Foreman, Jobbing Room .. .. .		585	
Compositor, Foreman, Parliamentary Room .. .. .		575	
Compositor, Foreman, Publications Room .. .. .		575	
Compositor in Charge of Material .. .. .		474	
Compositor, Leading Jobbing Hand .. .. .		429	
Compositor .. .. .		414	
Composition, Foreman, Linotype .. .. .		585	
Composition, Foreman, Monotype .. .. .		565	
Computer .. .. .		640	
Computer, Assistant .. .. .		558	
Costs Officer .. .. .		491	
Delivery Officer .. .. .		344	
Deputy Government Printer .. .. .	922	1,000	2 of £39
Despatch Officer and Officer in Charge of Blue Prints .. .. .		361	
Doorkeeper .. .. .		320	
Electrician, Chief .. .. .		548	
Electrician, Leading Hand .. .. .		430	
Electrician .. .. .		404	
Engineer, Chief, and Maintenance Officer .. .. .		666	
Engineer, Composing Machines .. .. .		565	
Engineer, Leading Hand .. .. .		430	
Engineer, Second .. .. .		548	
Engineer .. .. .		404	
Engineer's Assistant .. .. .	312	325	
Embosser (Female) .. .. .		271	
Feeder .. .. .		322	
Feeder (Female) .. .. .		201	
General Assistant, Foreman .. .. .		382	
General Assistant .. .. .		311	
Indexer (Female) .. .. .		271	
Leading Hand .. .. .		422	
Letterpress, Overseer .. .. .		640	
Letterpress, Foreman .. .. .		558	
Linotype Attendant .. .. .		355	
Machineman, Confidential Room .. .. .		422	
Machineman, Head, and Night Foreman .. .. .		558	
Machineman, Perfector Press .. .. .		449	
Machineman, Security Printing .. .. .		422	
Machineman .. .. .		414	
Machinist, Envelope (Female) .. .. .		271	
Mechanic, Linotype .. .. .		414	
Mechanic, Linotype, Assistant .. .. .		375	
Mechanic, Monotype .. .. .		500	
Monotype, Caster .. .. .		355	
Night Watchman .. .. .		341	
Operator, Linotype .. .. .		441	
Operator, Monotype .. .. .		441	
Orders Officer .. .. .		585	
Orders Officer, Assistant .. .. .		493	
Overseer (Night) .. .. .		592	
Paper Sub-Foreman .. .. .		483	
Photo Lithographer .. .. .		483	
Plate Grainer .. .. .		345	
Pressman, Head .. .. .		429	
Pressman .. .. .		414	
Printer, Foreman, Lithographic .. .. .		585	
Printer, Lithographic .. .. .		414	
Printer, Lithographic, Assistant .. .. .		332	
Printer's Joiner .. .. .		401	
Printing, Overseer .. .. .		640	
Process Engraver, Foreman .. .. .		585	
Process Engraver and Photographer .. .. .		513	

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—*continued.*

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF TREASURER— <i>continued.</i>			
	£	£	
GOVERNMENT PRINTING OFFICE— <i>continued.</i>			
Process Engraver .. .. .	..	429	..
Reader, Foreman .. .. .	..	558	..
Reader, Chief .. .. .	..	488	..
Reader, Senior .. .. .	..	437	..
Reader .. .. .	..	431	..
Reader's Assistant (Female) .. .. .	..	261	..
Roller Caster .. .. .	..	344	..
Security Officer .. .. .	..	491	..
Stationer .. .. .	..	483	..
Stereotyper, Foreman .. .. .	..	558	..
Stereotyper .. .. .	..	414	..
Stereotyper, Assistant .. .. .	..	376	..
Storesman, Senior .. .. .	..	385	..
Storesman .. .. .	..	345	..
Sub-Foreman .. .. .	..	474	..
Ticket Printer, Foreman .. .. .	..	534	..
Ticket Printer, Senior Assistant .. .. .	..	414	..
Ticket Printer, Assistant .. .. .	..	390	..
Ticket Printer (Periodical), Foreman .. .. .	..	558	..
Timekeeper .. .. .	..	314	..
Warehouseman .. .. .	..	488	..
Warehouseman, Assistant .. .. .	..	459	..
Warehouseman, Second Assistant .. .. .	..	350	..

(A) *Acting Duty Allowance.*

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

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

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

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

A = fortnightly salary of higher office.  
B = fortnightly salary of the officer.

Provided that no officer shall be paid such allowance—

- (a) when the period of such performance—
  - (i) in respect of the offices of Foreman, Forewoman, or Sub-Foreman, is less than one day, or
  - (ii) in respect of other offices is less than one hour; nor
- (b) without the consent of the Public Service Board for a period longer than one month.

(B) *Special Duty Allowance.*

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

Bronzing and Dusting Off by Hand .. .. .	9 an hour.
Lithographic Printer employed on a Rotary Machine .. .. .	2 <sup>11</sup> / <sub>20</sub> an hour
Assistant Lithographic Printer employed in preparing Plates .. .. .	2 <sup>1</sup> / <sub>2</sub> an hour
Machineman while in charge of Rotary Magazine Press .. .. .	4 <sup>1</sup> / <sub>2</sub> an hour
Sub-Foreman acting as a Foreman (night duty only) .. .. .	8 <sup>1</sup> / <sub>2</sub> an hour.

(C) *Award Provisions.*

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



## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments. (Annual).
	Minimum.	Maximum.	
<b>DEPARTMENT OF EDUCATION.</b>			
	£	£	
Attendance Officer, Senior .. .. .	500	526	1 of £26
Attendance Officer .. .. .	357	474	4 of £26, and 1 of £13
Commercial Artist (Female) .. .. .	..	325	..
Technical Officer, Visual Education Centre .. .. .	622	648	1 of £26
<b>TEACHERS' COLLEGES AND SCHOOLS*.</b>			
Typist (Female), Grade I.—			
Junior—			
At 16 years of age .. .. .	..	135	..
At 17 years of age .. .. .	..	147	..
At 18 years of age .. .. .	..	159	..
At 19 years of age .. .. .	..	196	..
At 20 years of age .. .. .	..	221	..
Adult .. .. .	245	271	..
Typist (Female), Grade II. .. .. .	281	307	..
Typist (Female), Senior .. .. .	319	333	..
Inquiry Officer .. .. .	354	406	2 of £26
Storekeeper .. .. .	403	416	..
Storeman, Senior .. .. .	338	364	..
Storeman .. .. .	312	338	..
<b>DEPARTMENT OF LAW.</b>			
Caretaker, City Court .. .. .	325	364	..
Caretaker and Head Messenger, Crown Law Offices .. .. .	325	364	..
Caretaker, Office of Titles .. .. .	325	364	..
Crier .. .. .	325	390	2 of £13, 1 of £26, and 1 of £13
Laboratory Technician and Attendant, Morgue .. .. .	373	425	2 of £26
Searcher, Senior, Office of Titles .. .. .	..	416	..
Searcher, Office of Titles .. .. .	325	390	2 of £13, 1 of £26, and 1 of £13
Sheriff's Bailiff, Melbourne .. .. .	300	455	2 of £26, and 1 of £13
Sheriff's Bailiff, Assistant, Melbourne .. .. .	377	442	2 of £26, and 1 of £13
Superintendent, Law Courts .. .. .	364	416	2 of £26
<b>DEPARTMENT OF CROWN LANDS AND SURVEY.</b>			
Caretaker, Snake Island .. .. .	..	325	..
Foreman Chainman .. .. .	351	416	2 of £26, and 1 of £13
Guide, Senior, Buchan Caves .. .. .	..	325	..
Inspector of Land Settlement, Senior .. .. .	577	655	3 of £26
Inspector of Land Settlement .. .. .	421	551	5 of £26
Officer in Charge, Sand Grounds, Port Melbourne .. .. .	351	364	..
Plan Mounter .. .. .	..	414	..
Plant Supervisor .. .. .	488	527	1 of £26, and 1 of £13
Storekeeper .. .. .	390	416	1 of £26
Topographer .. .. .	416	468	2 of £26
<b>BOTANIC GARDENS.</b>			
Assistant Librarian (Female), National Herbarium .. .. .	260	299	..
Carter, Senior .. .. .	..	357	..
Carpenter and Patternmaker .. .. .	395	408	..
Engineer, Plumber .. .. .	402	415	..
Mechanic .. .. .	377	403	1 of £26
Mower and Carter .. .. .	..	344	..
Painter and Writer, Senior .. .. .	..	414	..
Painter and Writer .. .. .	388	401	..
Patrolman .. .. .	318	331	..
Propagator and Nurseryman .. .. .	377	403	1 of £26
Propagator and Nurseryman Assistant .. .. .	364	377	..
Supervisor .. .. .	416	494	3 of £26
Woodman, Senior .. .. .	..	357	..
Woodman .. .. .	..	344	..

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

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
<b>DEPARTMENT OF PUBLIC WORKS.</b>			
Assistant (Sewerage Design) .. .. .	598	624	1 of £26
Attendant, Public Offices Reserve .. .. .	..	364	..
Caretaker, New Treasury Building .. .. .	343	434	1 of £13, and 3 of £26
Caretaker, Assistant, New Treasury Building .. .. .	325	364	..
Caretaker, Taxation Office .. .. .	351	403	2 of £20
Caretaker, Government House .. .. .	312	338	..
Caretaker, Records Office, Melbourne .. .. .	312	338	..
Caretaker, Western Annexe, Exhibition Building, Melbourne .. .. .	312	338	..
Caretaker, Public Offices, 61 Spring-street, Melbourne .. .. .	312	338	..
Caretaker, Public Offices, 107 Russell-street, Melbourne .. .. .	312	338	..
Caretaker, Public Offices, 605 Flinders-street, Melbourne .. .. .	312	338	..
Caretaker, Public Offices, 96-110 Exhibition-street, Melbourne .. .. .	299	325	..
Caretaker, Public Offices, The Domain, South Yarra .. .. .	299	325	..
Caretaker, Public Offices, 179 Queen-street, Melbourne .. .. .	299	325	..
Caretaker, Public Offices, 459 Lygon-street, Carlton .. .. .	299	325	..
Caretaker, Central Tuberculosis Bureau .. .. .	299	325	..
Caretaker, Dental Clinic, St. Kilda-road, Melbourne .. .. .	299	325	..
Caretaker, Public Offices, Ballarat .. .. .	312	338	..
Caretaker, Public Offices, Bendigo .. .. .	312	338	..
Caretaker, Public Offices, Geelong .. .. .	312	338	..
Caretaker, Public Offices, Wangaratta .. .. .	312	338	..
Curator, Government House .. .. .	403	455	2 of £26
Engineer Plumber .. .. .	402	415	..
Foreman, Shop Carpenter .. .. .	421	434	..
Foreman (Night), Taxation Office .. .. .	334	360	..
Garage Attendant .. .. .	325	338	..
Inspector of Works, Senior .. .. .	668	720	2 of £26
Inspector of Works .. .. .	520	624	4 of £26
Materials Distribution Officer .. .. .	527	579	2 of £26
Materials Procurement Officer .. .. .	475	553	3 of £26
Mechanic, Leading Hand .. .. .	412	438	1 of £26
Mechanic .. .. .	377	403	1 of £26
Motor Mechanic .. .. .	388	414	1 of £26
Officer in Charge, South Melbourne Depot .. .. .	423	475*	2 of £26
Storekeeper, Furniture Depot, Port Melbourne .. .. .	377	403	1 of £26
Storekeeper and Caretaker, Storeyard, Port Melbourne .. .. .	325	377*	2 of £13, and 1 of £26
Supervisor of Works (Painting) .. .. .	683	735	2 of £26
Supervising Plumber .. .. .	475	553	3 of £26
Technical Works Assistant .. .. .	494	598	4 of £26
Telephonist (Female), Senior .. .. .	338	351	..
Telephonist (Female), Grade II. .. .. .	299	312	..
Works Master .. .. .	553	579	1 of £26
<b>PORTS AND HARBOURS.</b>			
Able Seaman .. .. .	310	323†	..
Blacksmith .. .. .	377	403	1 of £26
Buoy Attendant and Second Coxswain .. .. .	345	358	..
Carpenter and Shipwright .. .. .	400	413	..
Cook .. .. .	357	370†	..
Deckhand‡ .. .. .	284	297†	..
Engine-driver of Launches .. .. .	..	§	..
Engine-driver, Marine .. .. .	..	§†	..
Engineer, Chief, of Dredges, &c. .. .. .	..	§†	..
Engineer, Second .. .. .	..	§†	..
Engineer, Third .. .. .	..	§†	..
Fireman, Marine .. .. .	331	344†	..
Fitter and Turner, Leading .. .. .	416	442	1 of £26
Fitter and Turner .. .. .	377	403	1 of £26
Greaser and Storeman .. .. .	339	352†	..
Lighterman, Leading Hand .. .. .	390¶	416¶	1 of £26
Lighterman .. .. .	364¶	377¶	..
Lighthouse Keeper .. .. .	..	416**	..
Lighthouse Keeper, Senior Assistant .. .. .	..	364**	..
Lighthouse Keeper, Assistant .. .. .	..	338**	..
Marine Engine-driver and Greaser .. .. .	365	398†	..
Master of Launches .. .. .	..	§	..
Master, Dredges, &c. .. .. .	..	§†	..
Mate, First, Dredges, &c. .. .. .	..	§†	..
Mate, Second, Dredges, &c. .. .. .	..	§†	..

\* With quarters.  
 † With rations when required to live on the vessel.  
 ‡ After the completion of two years' satisfactory service as such, will be eligible for progression to Able Seaman.  
 § Rates in accordance with the Merchant Service Guild of Australia Award.  
 || In addition, a commuted allowance of £11 a year for ship and dirt work.  
 ¶ Includes an allowance of £13 a year for danger money.  
 \*\* With quarters when required to reside on premises.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF PUBLIC WORKS—continued.			
PORTS AND HARBOURS—continued.			
Motor Boat Driver and Labourer .. .. .	321	334	..
Motor Truck Driver .. .. .	343	356	..
Navigation Lights Engineer .. .. .	468	520	2 of £26
Navigation Lights Engineer, Assistant .. .. .	416	442	1 of £26
Officer in Charge, Dredging Depot .. .. .	546	572	1 of £26
Officer in Charge, Lakes Entrance Depot .. .. .	..	447	..
Officer in Charge, Paynesville Depot .. .. .	..	447	..
Officer in Charge, Port Fairy Depot .. .. .	..	447	..
Officer in Charge, Port Welshpool Depot .. .. .	..	447	..
Plant Engineer .. .. .	455	481	1 of £26
Rigger and Sailmaker .. .. .	321	334	..
Shipwright, Leading .. .. .	426	447	1 of £21
Steward .. .. .	284	297*	..
Storekeeper .. .. .	416	436	1 of £20
Striker .. .. .	313	326	..
Working Officer in Charge, Powder Anchorage .. .. .	468	494	1 of £26
DEPARTMENT OF MINES.			
Drill Superintendent .. .. .	800	878	2 of £39
Drill Superintendent, Assistant .. .. .	657	709	2 of £26
Battery Foreman and Cyanider .. .. .	403	429	1 of £26
Drill Foreman, Failing Drill .. .. .	605	631	1 of £26
Drill Foreman .. .. .	475	501	1 of £26
Drill Sub-Foreman, Failing Drill .. .. .	..	501	..
Drill Sub-Foreman .. .. .	430	456	1 of £26
Fitter and Turner .. .. .	377	403	1 of £26
Inspector of Boilers .. .. .	494	568	4 of £26
Mechanic .. .. .	377	403	1 of £26
Museum Assistant .. .. .	442	468	1 of £26
Plant Engineer .. .. .	436	475	1 of £26, and 1 of £13
Storekeeper, Drill Store, South Melbourne .. .. .	325	377†	2 of £13, and 1 of £26
Supervisor of Coal Distribution .. .. .	390	468	3 of £26
DEPARTMENT OF HEALTH.			
GENERAL HEALTH.			
District Health Inspector .. .. .	579	657	3 of £26
Health Inspector, Industrial, Grade I. .. .. .	579	657	3 of £26
Health Inspector, Industrial, Grade II.§ .. .. .	475	553	3 of £26
Health Inspector .. .. .	475	553	3 of £26
Health Inspector (Female), Grade I. .. .. .	464	516	2 of £26
Health Inspector (Female), Grade II. .. .. .	412	438	1 of £26
Inspector of Liquor .. .. .	644	722	3 of £26
Inspector of Liquor, Assistant .. .. .	475	553	3 of £26
Venereal Diseases Clinic—			
Attendant, Senior .. .. .	377	390	..
Attendant .. .. .	..	351	..
Sister in Charge .. .. .	..	418	..
Nurse .. .. .	366	405	1 of £26, and 1 of £13
Nurse, Visiting .. .. .	366	405	1 of £26, and 1 of £13
MATERNAL AND CHILD HYGIENE.			
Dental Attendant (Female) .. .. .	260	286	..
Disinfector of School Buildings .. .. .	325	338	..
Disinfector of School Buildings, Assistant .. .. .	273	299	..
Inspector, Senior, Infant Welfare .. .. .	..	515	..
Inspector, Infant Welfare .. .. .	..	489	..
Motor Driver .. .. .	343	356	..
Nurse, School .. .. .	347	386‡	1 of £13, and 1 of £26
Pre-School Adviser (Female) .. .. .	463	489	1 of £26
Sister, Dental Services .. .. .	347	386	1 of £13 and 1 of £26
Sister, Infant Welfare .. .. .	450	476	1 of £26
Storekeeper .. .. .	377	403	1 of £26

\* With rations when required to live on the vessel.

† With quarters.

‡ Plus a uniform allowance at the rate of £0 2s. a year, payable quarterly.

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

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF HEALTH—continued.			
TUBERCULOSIS.			
Field Officer, Chest X-ray Surveys .. .. .	436	488	2 of £26
Inspector .. .. .	579	657	3 of £26
Nurse, Chief, Tuberculosis Bureau .. .. .	470	496	1 of £26
Nurse, Tuberculosis Bureau .. .. .	366	405	1 of £26, and 1 of £13
X-ray Maintenance Officer .. .. .	492	557	2 of £26, and 1 of £13
X-ray Technician, Grade I., Tuberculosis Bureau*	416	429	..
X-ray Technician, Grade II., Tuberculosis Bureau	..	390	..
X-ray Technician (Female), Grade I., Tuberculosis Bureau*	333	346	..
X-ray Technician (Female), Grade II., Tuberculosis Bureau	..	320	..
X-ray Technician (Junior)—	..	..	..
At 18 years of age .. .. .	..	221	..
At 19 years of age .. .. .	..	247	..
At 20 years of age .. .. .	..	273	..
State Sanatoria—	..	..	..
Matron .. .. .	575	601	1 of £26
Matron, Deputy .. .. .	470	496	1 of £26
Nurse, Senior Assistant .. .. .	..	276	..
Nurse, Assistant .. .. .	..	258	..
Sister .. .. .	379	418	1 of £26, and 1 of £13
Tutor Sister .. .. .	418	457	1 of £26, and 1 of £13
Cook, Senior .. .. .	..	406	..
Fireman .. .. .	341	354	..
Foreman .. .. .	..	405	..
Gardener, Senior .. .. .	..	370	..
Gardener .. .. .	..	357	..
General Assistant .. .. .	312	338	..
Housekeeper .. .. .	..	306	..
Kitchenman .. .. .	..	325	..
Maid .. .. .	..	224	..
Mechanic .. .. .	377	403	1 of £26
Motor Driver .. .. .	343	356	..
Storeman .. .. .	338	364	..
DEPARTMENT OF AGRICULTURE.			
Apiary Inspector, Senior .. .. .	514	553	1 of £26, and 1 of £13
Apiary Inspector .. .. .	440	514	2 of £26, and 1 of £13
Assistant (Male), Dookie Agricultural College ..	325	390	2 of £13, 1 of £26, and 1 of £13
Beet Field Supervisor .. .. .	363	454	3 of £26, and 1 of £13
Blacksmith-Instructor, Dookie Agricultural College	..	403	..
Cook, Dookie Agricultural College .. .. .	..	377	..
Curator, Egg-laying Competition, Burnley ..	401	427	1 of £26
Dairy and Piggery Instructor, Longerenong Agricultural College .. .. .	514	618	4 of £26
Dairy Assistant, Dookie Agricultural College ..	325	351	..
Dairy Herd Foreman .. .. .	540	579	1 of £26, and 1 of £13
Dairy Inspector, Senior .. .. .	722	800	3 of £26
Dairy Instructor, Assistant, Dookie Agricultural College .. .. .	371	566	1 of £39, and 6 of £26
Dairy Instructor, Assistant, Longerenong Agricultural College .. .. .	371	553	1 of £39, 5 of £26, and 1 of £13
Dairy Produce Inspector, Accounts .. .. .	696	761	2 of £26, and 1 of £13
Dairy Produce Inspector, Senior .. .. .	774	852	3 of £26
Dairy Produce Inspector .. .. .	644	709	2 of £26, and 1 of £13
Dairy Supervisor, Senior .. .. .	579	618	1 of £26, and 1 of £13
Dairy Supervisor .. .. .	462	540	3 of £26
Demonstrator in Agriculture, Longerenong Agricultural College .. .. .	475	540	2 of £26, and 1 of £13
Demonstrator in Horticulture .. .. .	540	566	1 of £26

\* Officers must hold a Certificate of the Australian Institute of Radiography, or its equivalent.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF AGRICULTURE—continued.			
	£	£	
Demonstrator in Horticulture, Assistant ..	501	540	1 of £26, and 1 of £13
Engineer, Second, Government Cool Stores ..	540	592	2 of £26
Farm Assistant, Agricultural College ..	299	325	..
Farm Foreman, Longerenong Agricultural College ..	..	351	..
Farm Instructor, Longerenong Agricultural College ..	325	364	..
Farm Manager, Dairy Research Station, Ellinbank ..	540	579	1 of £26, and 1 of £13
Farm Mechanic .. .. .	377	403	1 of £26
Farm Overseer, Dookie Agricultural College ..	371	566	1 of £39, and 6 of £26
Farm Produce Inspector .. .. .	423	540	4 of £26, and 1 of £13
Farm Supervisor, Glenormiston Agricultural College ..	605	657	2 of £26
Farm Supervisor, Assistant, Longerenong Agricultural College ..	371	566	1 of £39, and 6 of £26
Field Experiment Officer .. .. .	566	592	1 of £26
Field Officer—			
Junior—			
At 18 years of age .. .. .	..	254	..
At 19 years of age .. .. .	..	293	..
At 20 years of age .. .. .	..	319	..
Adult .. .. .	371	553	1 of £39, 5 of £26, and 1 of £13
Field Officer, Live Stock—			
Junior—			
At 18 years of age .. .. .	..	254	..
At 19 years of age .. .. .	..	293	..
At 20 years of age .. .. .	..	319	..
Adult .. .. .	371	614	1 of £39, and 4 of £26
Foreman, Horticultural Research Station, Scoresby ..	..	351	..
Foreman, Viticultural Station, Rutherglen ..	..	351	..
Fruit Inspector, Senior .. .. .	631	683	2 of £26
Fruit Inspector, Assistant, Senior .. .. .	553	579	1 of £26
Fruit Inspector .. .. .	423	540	4 of £26, and 1 of £13
Fruit Packing Instructor .. .. .	540	592	2 of £26
Fruit Packing Instructor, Assistant .. .. .	423	540	4 of £26, and 1 of £13
Gardening Instructor, School of Primary Agriculture, Burnley .. .. .	371	410	1 of £26, and 1 of £13
Head Steward, Longerenong Agricultural College ..	351	390	1 of £13, and 1 of £26
Horticultural Assistant (Male), School of Primary Agriculture, Burnley .. .. .	436	488	2 of £26
House Supervisor, Dookie Agricultural College ..	436	514	3 of £26
Inspector of Stock, Senior .. .. .	566	592	1 of £26
Inspector of Stock .. .. .	462	566	4 of £26
Live Stock Instructor, Assistant, Longerenong Agricultural College .. .. .	371	566	1 of £39, and 6 of £26
Officer in Charge, Wahgunyah Nursery .. .. .	527	566	1 of £26, and 1 of £13
Orchard Inspector, Senior .. .. .	683	735	2 of £26
Orchard Inspector, Assistant, Senior .. .. .	592	644	2 of £26
Orchard Supervisor, Grade I. .. .. .	540	566	1 of £26
Orchard Supervisor, Grade II. .. .. .	436	540	4 of £26
Piggery Assistant, Longerenong Agricultural College ..	325	351	..
Pig Instructor, Dookie Agricultural College .. .. .	475	579	4 of £26
Potato Inspector, Senior .. .. .	631	683	2 of £26
Potato Inspector .. .. .	423	540	4 of £26, and 1 of £13
Poultry Expert, Assistant .. .. .	520	624	4 of £26
Poultry Instructor, Dookie Agricultural College ..	520	624	4 of £26
Seeds Inspector, Senior .. .. .	579	657	3 of £26
Seeds Inspector .. .. .	423	540	4 of £26, and 1 of £13
Soil Conservation Officer, Dookie Agricultural College ..	371	553	1 of £39, 5 of £26, and 1 of £13
Stock Assistant, Dookie Agricultural College ..	351	377	1 of £26
Stock Manager, Dookie Agricultural College ..	605	657	2 of £26
Stock Manager, Assistant, Dookie Agricultural College ..	371	566	1 of £39, and 6 of £26
Technical Assistant, Plant Research Laboratory, Burnley .. .. .	475	514	1 of £26, and 1 of £13

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—*continued.*

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
<b>DEPARTMENT OF AGRICULTURE—<i>continued.</i></b>			
Technical Inspector, Grade I. .. .. .	£ 570	£ 657	3 of £26
Technical Inspector, Grade II.* .. .. .	475	553	3 of £26
Tomato Supervisor .. .. .	423	540	4 of £26, and 1 of £13
Vegetable Supervisor .. .. .	423	540	4 of £26, and 1 of £13
Waiter, Head, Agricultural College .. .. .	338	351	..
<b>MILK BOARD.</b>			
Inspector, Senior .. .. .	570	618	1 of £26, and 1 of £13
Inspector .. .. .	462	540	3 of £26
Provincial Officer, Senior .. .. .	546	585	1 of £26, and 1 of £13
<b>DEPARTMENT OF LABOUR.</b>			
Apprenticeship Supervisor, Senior .. .. .	618	696	3 of £26
Apprenticeship Supervisor .. .. .	514	592	3 of £26
Apprenticeship Supervisor (Female) .. .. .	403	468	2 of £26, and 1 of £13
Inspector of Factories and Shops, Senior .. .. .	..	722	..
Inspector of Factories and Shops, Assistant Senior .. .. .	..	686	..
Inspector of Factories and Shops, Supervising .. .. .	618	670	2 of £26
Inspector of Factories and Shops (Male), Grade I. .. .. .	514	592	3 of £26
Inspector of Factories and Shops (Male), Grade II. .. .. .	410	488	3 of £26
Inspector of Factories and Shops (Male), Cadet† .. .. .	358	384	1 of £26
Inspector of Factories and Shops (Female), Senior .. .. .	494	533	1 of £26, and 1 of £13
Inspector of Factories and Shops (Female), Grade I. .. .. .	403	468	2 of £26, and 1 of £13
Inspector of Factories and Shops (Female), Grade II. .. .. .	325	377	2 of £13, and 1 of £26
Inspector of Factories and Shops (Female), Cadet† .. .. .	286	312	..
Inspector of Lifts, Senior .. .. .	..	722	..
Inspector of Lifts .. .. .	618	670	2 of £26
<b>DEPARTMENT OF STATE FORESTS.</b>			
Cruiser .. .. .	390	494	4 of £26
Fire Equipment Officer .. .. .	465	491	1 of £26
Firewood Production Officer .. .. .	527	579	2 of £26
Fitter and Turner .. .. .	377	403	1 of £26
Foreman Mechanic, Noojee .. .. .	439	491	2 of £26
Forest Overseer, Grade I. .. .. .	449	501	2 of £26
Forest Overseer, Grade II. .. .. .	423	436	..
Forest Supervisor .. .. .	527	579	2 of £26
Herdsmen .. .. .	371	397	1 of £26
Maintenance Officer, Senior .. .. .	501	553	2 of £26
Maintenance Officer .. .. .	439	491	2 of £26
Manager, State Seasoning Works .. .. .	..	644	..
Plant and Equipment Supervisor .. .. .	553	605	2 of £26
Staff Foreman .. .. .	371	423	2 of £26
Stores Inspector .. .. .	416	436	1 of £20
Storekeeper, Brookwood .. .. .	416	436	1 of £20
Storeman .. .. .	338	364	..
Stores Technical Officer .. .. .	553	605	2 of £26
Supervisor, Brookwood Workshop .. .. .	527	579	2 of £26
Supervisor, Newport Joinery Shop .. .. .	439	491	2 of £26
Transport Officer .. .. .	403	442	1 of £26, and 1 of £13
Works Clerk, Senior .. .. .	442	468	1 of £26
Works Clerk .. .. .	390	429	1 of £26, and 1 of £13
<b>DEPARTMENT OF WATER SUPPLY.</b>			
Electrical Supervisor .. .. .	520	572	2 of £26
Excavator Supervisor, Grade I. .. .. .	456	482	1 of £26
Excavator Supervisor, Grade II. .. .. .	391	430	1 of £26, and 1 of £13
Inquiry Officer .. .. .	354	406	2 of £26
Inspector, District, Senior .. .. .	586	638	2 of £26
Inspector, District .. .. .	514	586	2 of £26, and 1 of £20

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

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

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

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SECOND SCHEDULE—continued.

Department and Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
<b>DEPARTMENT OF WATER SUPPLY—continued.</b>			
	£	£	
Inspector, Senior .. .. .	487	513	1 of £26
Inspector, Grade I. . . . .	461	487	1 of £26
Inspector, Grade II. . . . .	409	435	..
Inspector (Materials and Testing), Senior ..	487	513	1 of £26
Inspector (Materials and Testing) .. .. .	435	474	1 of £26, and 1 of £13
Mechanical Assistant, Grade I. . . . .	429	455	1 of £26
Mechanical Assistant, Grade II. . . . .	377	403	1 of £26
Meter Mechanic, Grade I. . . . .	377	403	1 of £26
Meter Mechanic, Grade II. . . . .	351	377	1 of £26
Meter Reader .. .. .	312	325	..
Overseer .. .. .	409	422	..
Plan Moulder .. .. .	..	414	..
Plant Supervisor, Grade I. . . . .	605	657	2 of £26
Plant Supervisor, Grade II. . . . .	488	527	1 of £26, and 1 of £13
Ranger, Senior .. .. .	..	422	..
Ranger .. .. .	357	396	..
Reservoir Keeper (Coliban No. 7) .. .. .	357	396	..
Reservoir Keeper (Crusoe) .. .. .	357	396	..
Reservoir Keeper (Eildon) .. .. .	409	448	1 of £26, and 1 of £13
Reservoir Keeper, Assistant (Eildon) .. ..	370	409	1 of £26, and 1 of £13
Reservoir Keeper (Goulburn Weir) .. .. .	435	474	1 of £26, and 1 of £13
Reservoir Keeper (Hume Weir) .. .. .	435	474	1 of £26, and 1 of £13
Reservoir Keeper, Assistant (Hume Weir) ..	383	422	1 of £26, and 1 of £13
Reservoir Keeper (Laanecoorie) .. .. .	357	396	..
Reservoir Keeper (Lauriston) .. .. .	435	474	1 of £26, and 1 of £13
Reservoir Keeper (Lake Lonsdale) .. .. .	383	422	1 of £26, and 1 of £13
Reservoir Keeper (Maffra) .. .. .	435	474	1 of £26, and 1 of £13
Reservoir Keeper (Malmesbury) .. .. .	383	435	2 of £26
Reservoir Keeper (Melton) .. .. .	383	435	2 of £26
Reservoir Keeper (Mildura Weir) .. .. .	435	474	1 of £26, and 1 of £13
Reservoir Keeper (Pine Lake) .. .. .	370	409	1 of £26, and 1 of £13
Reservoir Keeper (Pyke's Creek) .. .. .	357	396	..
Reservoir Keeper (Rocklands) .. .. .	383	435	2 of £26
Reservoir Keeper (Torrumbarry Weir) .. ..	435	474	1 of £26, and 1 of £13
Reservoir Keeper, Assistant (Torrumbarry Weir)	383	422	1 of £26, and 1 of £13
Reservoir Keeper (Upper Coliban) .. .. .	357	396	..
Reservoir Keeper (Waranga) .. .. .	435	474	1 of £26, and 1 of £13
Reservoir Keeper (Wartook) .. .. .	383	422	1 of £26 and 1 of £13
Reservoir Keeper (Wurdee Boluc) .. .. .	357	396	..
Reservoir Keeper (Wyslangta Weir) .. .. .	357	396	..
Reservoir Keeper (Yarrowonga Weir) .. ..	435	474	1 of £26 and 1 of £13
Reservoir Keeper, Assistant (Yarrowonga Weir)	383	422	1 of £26 and 1 of £13
Storekeeper .. .. .	416	436	1 of £20
Storeman .. .. .	338	364	..
Storeman, Assistant .. .. .	312	325	..
Storeyard Assistant .. .. .	312	325	..
Supervisor, Farm Water Supply .. .. .	514	586	2 of £26, and 1 of £20
Survey Assistant .. .. .	390	436	1 of £26 and 1 of £20
Timekeeper, Senior .. .. .	416	436	1 of £20
Turncock, Senior .. .. .	..	422	..
Turncock .. .. .	357	396	..
Turncock (Bendigo) .. .. .	396	448	2 of £26
Turncock, Assistant (Bendigo) .. .. .	357	396	..
Turncock (Koondrook) .. .. .	..	435	..
Turncock (Maldon) .. .. .	..	422	..
Turncock (Newstead) .. .. .	..	422	..
Water Bailiff, Head .. .. .	435	448	..
Water Bailiff, Senior .. .. .	..	422	..
Water Bailiff .. .. .	357	396	..
Works Superintendent .. .. .	586	625	1 of £26 and 1 of £13
Works Supervisor .. .. .	481	533	2 of £26
Workshop Supervisor, Bendigo Depot .. ..	553	605	2 of £26

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

THIRD SCHEDULE.

PART A.

ADMINISTRATIVE DIVISION.

PROFESSIONAL DIVISION.

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

Class.	Annual Salary of Each Subdivision of Each Class.						Mini- mum.	Maxi- mum.
	1.	2.	3.	4.	5.	6.		
	£	£	£	£	£	£	£	£
A1 ..	..	..	..	..	..	..	1,270	2,475
A ..	..	..	..	..	..	..	1,100	1,265
B1 ..	958	1,000	1,050	..	..	..	..	..
B ..	841	880	919	..	..	..	..	..
C2 ..	754	780	806	..	..	..	..	..
C1 ..	668	694	720	..	..	..	..	..
C ..	520	546	572	598	624	..	..	..
D ..	364	390	416	442	468	..	..	..
E ..	169	182	208	247	286	338	..	..

PART B.

PROFESSIONAL DIVISION.

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

Class.	Annual Salary of Each Subdivision of Each Class.					
	1.	2.	3.	4.	5.	6.
	£	£	£	£	£	£
D1 ..	..	..	..	..	..	..
D ..	416	442	468	494	..	..
E ..	299	312	338	364	390	..
E ..	143	156	182	221	247	286



## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## FOURTH SCHEDULE.

## ADMINISTRATIVE DIVISION.

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

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF PREMIER.		
CLASS "A1."		
Chief Clerk, Audit Office .. .. .	1,400	1,650
Chief Public Service Inspector .. .. .	1,400	1,650
CLASSES "A" AND "A1."		
Secretary to the Public Service Board .. .. .	1,120	1,320
CLASS "A."		
Chief Clerk, Premier's Office .. .. .	1,110	1,210
Public Service Inspector .. .. .	1,115	1,265
Public Service Inspector .. .. .	1,110	1,210
Secretary, Office of the Agent-General .. .. .	1,110	1,210
Senior Auditor .. .. .	1,110	1,210
DEPARTMENT OF CHIEF SECRETARY.		
CLASS "A1."		
Chief Clerk, Chief Secretary's Office .. .. .	1,400	1,650
Secretary and Inspector, Children's Welfare Branch .. .. .	1,400	1,650
CLASS "A."		
Accountant, Accident Insurance Office .. .. .	..	1,100
Accountant, Office of the Chief Commissioner of Police .. .. .	..	1,100
Chief Clerk, Children's Welfare Branch .. .. .	..	1,100
Chief Electoral Officer .. .. .	1,110	1,210
Chief Registration Officer, Office of the Government Statist .. .. .	..	1,100
Chief Statistical Officer, Office of the Government Statist .. .. .	..	1,100
Officer in Charge, Motor Registration Branch .. .. .	1,115	1,265
Secretary, Office of the Chief Commissioner of Police .. .. .	1,115	1,265
Secretary and Accountant, Public Library, National Gallery and Museums .. .. .	..	1,100
Senior Clerk and Accountant, Chief Secretary's Office .. .. .	..	1,100
DEPARTMENT OF TREASURER.		
CLASS "A1."		
Accountant to the Treasury .. .. .	1,400	1,650
Chief Clerk, Treasury .. .. .	1,400	1,650
CLASSES "A" AND "A1."		
Chief Accountant, Housing Commission .. .. .	1,120	1,320
Commissioner, Land Tax and Probate Duties .. .. .	1,230	1,430
Comptroller of Stamps .. .. .	1,120	1,320
CLASS "A."		
Assistant Accountant to the Treasury .. .. .	1,115	1,265
Deputy Commissioner, Land Tax .. .. .	1,105	1,155
Deputy Commissioner, Probate Duties .. .. .	..	1,100
Investigating Officer, Treasury .. .. .	..	1,100
Officer in Charge, Betting Tax, Stamp Duties Branch .. .. .	1,105	1,155
Secretary, Housing Commission .. .. .	1,110	1,210
Secretary to the Superannuation Board .. .. .	..	1,100
Senior Clerk and Accountant, Government Printing Office .. .. .	1,105	1,155
Senior Clerk, Treasury .. .. .	1,105	1,155

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FOURTH SCHEDULE—*continued.*

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
DEPARTMENT OF EDUCATION.		
CLASS "A1."		
Secretary .. .. .	1,285	1,485
CLASS "A."		
Accountant .. .	1,115	1,265
Assistant Accountant .. .	..	1,100
Chief Clerk .. .	1,105	1,155
Officer in Charge, Stores Branch .. .	..	1,100
DEPARTMENT OF LAW.		
CLASSES "A" AND "A1."		
Chief Clerk .. .	1,120	1,320
Deputy Registrar-General and Assistant Registrar of Titles .. .	1,120	1,320
CLASS "A."		
Accountant, Crown Law Offices .. .	..	1,100
Accountant, Office of the Public Trustee .. .	..	1,100
Officer in Charge, Criminal Branch, Crown Solicitor's Office .. .	1,105	1,155
Officer in Charge, Examining Branch, Titles Office .. .	..	1,100
Officer in Charge, Receiving and Issuing Branch, Titles Office .. .	..	1,100
Officer in Charge, Registration Branch, Titles Office .. .	..	1,100
Sheriff .. .	1,105	1,155
DEPARTMENT OF CROWN LANDS AND SURVEY.		
CLASS "A1."		
Under Secretary for Lands .. .	1,340	1,540
CLASS "A."		
Accountant .. .	1,115	1,265
Chief Clerk .. .	1,115	1,265
Senior Divisional Officer .. .	1,110	1,210
DEPARTMENT OF PUBLIC WORKS.		
CLASSES "A" AND "A1."		
Assistant Secretary .. .	1,120	1,320
CLASS "A."		
Accountant .. .	1,115	1,265
Officer in Charge, Local Government Branch .. .	1,105	1,155
DEPARTMENT OF HEALTH.		
CLASS "A1."		
Secretary to the Mental Hygiene Authority and Secretary of the Mental Hygiene Branch .. .	1,400	1,650
CLASSES "A" AND "A1."		
Chief Clerk .. .	1,120	1,320
CLASS "A."		
Accountant .. .	1,115	1,265
Secretary, General Health Branch .. .	1,110	1,210
Secretary, Tuberculosis Branch .. .	1,115	1,265

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FOURTH SCHEDULE—*continued.*

Office.	Yearly Rate of Salary.	
	Minimum.	Maximum.
	£	£
<b>DEPARTMENT OF AGRICULTURE.</b>		
CLASSES "A" AND "A1."		
Secretary .. .. .	1,120	1,320
CLASS "A."		
Accountant .. .. .	1,105	1,155
Assistant Accountant .. .. .	..	1,100
Assistant Secretary .. .. .	..	1,100
<b>DEPARTMENT OF LABOUR.</b>		
CLASSES "A" AND "A1."		
Chief Inspector of Factories and Shops .. .. .	1,120	1,320
CLASS "A."		
Executive Officer .. .. .	1,115	1,265
<b>DEPARTMENT OF STATE FORESTS.</b>		
CLASSES "A" AND "A1."		
Secretary .. .. .	1,120	1,320
CLASS "A."		
Accountant .. .. .	1,115	1,265
Chief Clerk .. .. .	1,115	1,265
<b>DEPARTMENT OF WATER SUPPLY.</b>		
CLASS "A1."		
Chief Finance Officer .. .. .	1,400	1,650
CLASSES "A" AND "A1."		
Chief Accountant .. .. .	1,120	1,320
Officer in Charge, Stores Branch .. .. .	1,120	1,320
Secretary .. .. .	1,180	1,430
Staff and Industrial Officer .. .. .	1,120	1,320
CLASS "A."		
Assistant Chief Accountant .. .. .	..	1,100
Assistant Secretary .. .. .	..	1,100
Chief Clerk .. .. .	..	1,100

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

FIFTH SCHEDULE.

TEMPORARY EMPLOYEES.

DEPARTMENT OF HEALTH.

MENTAL HYGIENE.

*Designations of Positions and Rates of Salaries.*

Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
Assistant (Female)—	£	£	
Junior—			
Under 16 years of age .. .. .	..	91	..
At 16 years of age .. .. .	..	117	..
At 17 years of age .. .. .	..	130	..
At 18 years of age .. .. .	..	156	..
At 19 years of age .. .. .	..	182	..
At 20 years of age .. .. .	..	221	..
Adult .. .. .	260	273*	..
Assistant (Male), Senior .. .. .	442	455	..
Assistant (Male), Grade I. .. .. .	403	429	1 of £26
Assistant (Male), Grade II.—			
Junior—			
Under 16 years of age .. .. .	..	130	..
At 16 years of age .. .. .	..	156	..
At 17 years of age .. .. .	..	169	..
At 18 years of age .. .. .	..	195	..
At 19 years of age .. .. .	..	247	..
At 20 years of age .. .. .	..	273	..
Adult .. .. .	325	377	2 of £13, and 1 of £26
Carpenter .. .. .	..	364	..
Chiropodist .. .. .	455	481	1 of £26
Cleaner and Labourer .. .. .	292	305	..
Cook (Male) .. .. .	..	367	..
Cook (Female) .. .. .	..	296	..
Dental Attendant (Female) .. .. .	260	273	..
Electrical Mechanic .. .. .	..	377	..
Farm Assistant .. .. .	312	338	..
Female Reliever .. .. .	..	270	..
Fireman .. .. .	..	341	..
Gardener—			
Junior—			
At 19 years of age .. .. .	..	202	..
At 20 years of age .. .. .	..	241	..
Adult .. .. .	325	351	..
General Assistant .. .. .	..	312	..
Guidance Kindergarten, Travancore Develop- mental Centre .. .. .	312	325	..
Hairdresser (Female) .. .. .	..	304	..
Kindergartner .. .. .	..	299	..
Kitchenman .. .. .	..	312	..
Kitchen Maid—			
Junior—			
At 16 years of age .. .. .	..	98	..
At 17 years of age .. .. .	..	120	..
At 18 years of age .. .. .	..	142	..
At 19 years of age .. .. .	..	164	..
At 20 years of age .. .. .	..	186	..
Adult .. .. .	..	201	..
Kitchen and Wardsmaid—			
Junior—			
At 16 years of age .. .. .	..	98	..
At 17 years of age .. .. .	..	120	..
At 18 years of age .. .. .	..	142	..
At 19 years of age .. .. .	..	164	..
At 20 years of age .. .. .	..	186	..
Adult .. .. .	..	201	..
Labourer .. .. .	..	286	..
Laboratory Attendant .. .. .	373	386	..
Laundress—			
Junior—			
At 18 years of age .. .. .	..	171	..
At 19 years of age .. .. .	..	197	..
At 20 years of age .. .. .	..	236	..
Adult .. .. .	..	275	..
Laundryman .. .. .	325	338	..
Matron, Pleasant View† .. .. .	..	550	..

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

† The provisions of Regulation 52 (6) do not apply to such employees.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## FIFTH SCHEDULE—continued.

Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
Messenger—			
Junior—			
Under 16 years of age .. .. .		91	..
At 16 years of age .. .. .		104	..
At 17 years of age .. .. .		117	..
At 18 years of age .. .. .		143	..
At 19 years of age .. .. .		169	..
At 20 years of age .. .. .		208	..
Adult .. .. .		325	..
Messroom Attendant (Female) .. .. .		257	..
Nurse, Charge (Female) .. .. .		384	..
Nurse, Charge, Deputy (Female) .. .. .		345	..
Nurse, Charge (Male) .. .. .		442	..
Nurse, Charge, Deputy (Male) .. .. .		390	..
Nurse, Child Psychiatric Clinic .. .. .	350	363	..
Nurse, Clinic .. .. .		380	..
Nurse, Hospital (Bundoor) .. .. .		384	..
Nurse, Psychiatric Clinic, Travancore Develop- mental Centre .. .. .	380	406	1 of £26
Nurse, Staff (Female) .. .. .		306	..
Nurse, Staff (Male) .. .. .		351	..
Nurse, Student (Female) .. .. .		254	..
Nurse, Student (Male) .. .. .		299	..
Orderly (Male), Junior—			
At 18 years of age .. .. .		156	..
At 19 years of age .. .. .		182	..
At 20 years of age .. .. .		221	..
Painter .. .. .		364	..
Plasterer .. .. .		377	..
Plumber .. .. .		377	..
Seamstress .. .. .		275	..
Shoemaker .. .. .		364	..
Shorthand Writer and Typist (Female)—			
Junior—			
Under 16 years of age .. .. .		130	..
At 16 years of age .. .. .		156	..
At 17 years of age .. .. .		169	..
At 18 years of age .. .. .		182	..
At 19 years of age .. .. .		221	..
At 20 years of age .. .. .		247	..
Adult .. .. .	273	299	..
Sister† .. .. .	366	392	1 of £26
Storeman, Junior—			
At 19 years of age .. .. .		182	..
At 20 years of age .. .. .		221	..
Supervisor, Moorakync Hostel .. .. .		358	..
Supervisor, Assistant, Moorakync Hostel .. .. .		319	..
Tailor .. .. .		364	..
Tailoress—			
Junior—			
At 20 years of age .. .. .		262	..
Adult .. .. .		301	..
Telephonist (Female)—			
Junior—			
At 16 years of age .. .. .		143	..
At 17 years of age .. .. .		156	..
At 18 years of age .. .. .		169	..
At 19 years of age .. .. .		208	..
At 20 years of age .. .. .		234	..
Adult .. .. .	260	286	..
Therapist (Female) .. .. .		311	..
Therapist, Assistant (Female) .. .. .		261	..
Typist (Female)			
Junior—			
Under 16 years of age .. .. .		117	..
At 16 years of age .. .. .		143	..
At 17 years of age .. .. .		156	..
At 18 years of age .. .. .		169	..
At 19 years of age .. .. .		208	..
At 20 years of age .. .. .		234	..
Adult .. .. .	260	286	..
Upholsterer .. .. .		364	..
Ward Assistant (Female) .. .. .		254	..
Ward Assistant (Male) .. .. .		299	..

† The provisions of Regulation 52 (d) do not apply to such employees.

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

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## SIXTH SCHEDULE.

## TEMPORARY EMPLOYEES.

## Designations of Positions and Rates of Salaries.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
<b>GENERAL.</b>			
Accounting Officer†† .. .. .	488	592	4 of £26
Accounting Officer (Female)†† .. .. .	403	481	3 of £26
Assistant (Female)—			
Junior—			
Under 16 years of age .. .. .		91	..
At 16 years of age .. .. .		117	..
At 17 years of age .. .. .		130	..
At 18 years of age .. .. .		156	..
At 19 years of age .. .. .		182	..
At 20 years of age .. .. .		221	..
Adult .. .. .	260	273*	..
Assistant (Female) Grade II.‡ .. .. .	312	390	3 of £13, 1 of £26 and 1 of £13
Assistant (Male), Senior .. .. .	442	455	..
Assistant (Male), Grade I. .. .. .	403	429	1 of £26
Assistant (Male), Grade II.—			
Junior—			
Under 16 years of age .. .. .		130	..
At 16 years of age .. .. .		156	..
At 17 years of age .. .. .		169	..
At 18 years of age .. .. .		195	..
At 19 years of age .. .. .		247	..
At 20 years of age .. .. .		273	..
Adult .. .. .	325	377	2 of £13 and 1 of £26
Assistant (Male), Grade III.—			
Junior—			
Under 16 years of age .. .. .		91	..
At 16 years of age .. .. .		104	..
At 17 years of age .. .. .		117	..
At 18 years of age .. .. .		143	..
At 19 years of age .. .. .		169	..
At 20 years of age .. .. .		208	..
Adult .. .. .	312	351†	..
Assistant (Female) Draughting—			
Junior—			
Under 16 years of age .. .. .		117	..
At 16 years of age .. .. .		156	..
At 17 years of age .. .. .		169	..
At 18 years of age .. .. .		182	..
At 19 years of age .. .. .		221	..
At 20 years of age .. .. .		247	..
Adult .. .. .	273	286	..
Assistant Draughtswoman, Grade I. .. .. .	312	338	..
Assistant Draughtswoman, Grade II. .. .. .	364	390	1 of £26
Carpenter .. .. .		395	..
Chainman, Leading .. .. .		338†	..
Chainman .. .. .		325†	..
Chauffeur .. .. .		334	..
Draughtsman, Grade I. .. .. .	598	624	1 of £26
Draughtsman, Grade II. .. .. .	520	572	2 of £26
Draughtsman, Grade III. .. .. .	416	468	2 of £26
Draughtsman—			
Junior—			
Under 16 years of age .. .. .		143	..
At 16 years of age .. .. .		169	..
At 17 years of age .. .. .		182	..
At 18 years of age .. .. .		208	..
At 19 years of age .. .. .		247	..
At 20 years of age .. .. .		286	..
Draughtsman, Grade IV. .. .. .	338	390	2 of £26
Fireman .. .. .		341	..
General Assistant .. .. .		312	..

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

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

‡ Employees appointed prior to the 20th May, 1940, shall be eligible to receive a salary of £354 a year after twelve months' satisfactory service on the salary of £351 a year.

†† Employees must be certificated accountants.

‡‡ Employees in this Grade must possess a University Degree in Arts, Science or Commerce.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
<i>GENERAL—continued.</i>			
Laboratory Assistant (Female), Grade I.—			
Junior—			
Under 16 years of age .. .. .		117	..
At 16 years of age .. .. .		143	..
At 17 years of age .. .. .		156	..
At 18 years of age .. .. .		169	..
At 19 years of age .. .. .		208	..
At 20 years of age .. .. .		234	..
Adult .. .. .	260	286	..
Laboratory Assistant (Female), Grade II. .. .. .		312	..
Laboratory Assistant (Male)—			
Junior—			
Under 16 years of age .. .. .		117	..
At 16 years of age .. .. .		143	..
At 17 years of age .. .. .		156	..
At 18 years of age .. .. .		169	..
At 19 years of age .. .. .		208	..
At 20 years of age .. .. .		234	..
Adult .. .. .	312	364	..
Labourer .. .. .		286	..
Lift Attendant .. .. .		313	..
Machinist (Female)—			
Junior—			
Under 16 years of age .. .. .		117	..
At 16 years of age .. .. .		143	..
At 17 years of age .. .. .		156	..
At 18 years of age .. .. .		169	..
At 19 years of age .. .. .		208	..
At 20 years of age .. .. .		234	..
Adult .. .. .	273	299	..
Messenger—			
Junior—			
Under 16 years of age .. .. .		91	..
At 16 years of age .. .. .		104	..
At 17 years of age .. .. .		117	..
At 18 years of age .. .. .		143	..
At 19 years of age .. .. .		169	..
At 20 years of age .. .. .		208	..
Adult .. .. .		325	..
Motor Truck Driver .. .. .		343	..
Nurse .. .. .	347	373	..
Occupational Therapist (Female), Grade I. .. .. .	364	390	1 of £26
Occupational Therapist (Female), Grade II. .. .. .	416	468	2 of £26
Office Cleaner .. .. .		*	..
Photographer .. .. .	410	436	1 of £26
Photographic Assistant (Male)—			
Junior—			
At 18 years of age .. .. .		156	..
At 19 years of age .. .. .		195	..
At 20 years of age .. .. .		252	..
Adult .. .. .	304	356	..
Photographic Assistant (Female)—			
Junior—			
At 18 years of age .. .. .		143	..
At 19 years of age .. .. .		169	..
At 20 years of age .. .. .		208	..
Adult .. .. .	247	286	..
Shorthand Writer and Typist (Female)—			
Junior—			
Under 16 years of age .. .. .		130	..
At 16 years of age .. .. .		156	..
At 17 years of age .. .. .		169	..
At 18 years of age .. .. .		182	..
At 19 years of age .. .. .		221	..
At 20 years of age .. .. .		247	..
Adult .. .. .	273	299	..
Social Worker (Female), Grade I. .. .. .	364	390	1 of £26
Social Worker (Female), Grade II. .. .. .	416	468	2 of £26
Social Worker (Female), Assistant .. .. .	312	364	..
Social Worker (Male) .. .. .	468	494	1 of £26
Surveyor, Licensed .. .. .	598	624	1 of £26

\* Rates in accordance with the Determination of the Char Workers' Board.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
<i>GENERAL—continued.</i>			
	£	£	
Surveyor, Assistant—			
Junior—			
At 18 years of age .. .. .		208	..
At 19 years of age .. .. .		247	..
At 20 years of age .. .. .		286	..
Adult .. .. .	338	468	5 of £26
Technical Librarian (Female)§	304	390	1 of £26
Technician Projectionist .. .. .		587	..
Telephonist (Female)—			
Junior—			
Under 16 years of age .. .. .		117	..
At 16 years of age .. .. .		143	..
At 17 years of age .. .. .		156	..
At 18 years of age .. .. .		169	..
At 19 years of age .. .. .		208	..
At 20 years of age .. .. .		234	..
Adult .. .. .	260	286	..
Typist (Female)—			
Junior—			
Under 16 years of age .. .. .		117	..
At 16 years of age .. .. .		143	..
At 17 years of age .. .. .		156	..
At 18 years of age .. .. .		169	..
At 19 years of age .. .. .		208	..
At 20 years of age .. .. .		234	..
Adult .. .. .	260	286	..
Watchman .. .. .		299	..
DEPARTMENT OF PREMIER.			
AUDIT.			
Audit Clerk* .. .. .	488	592	4 of £26
REGIONAL PLANNING AND DECENTRALIZATION DIVISION.			
Investigation Officer .. .. .	449	501	2 of £26
Investigation Officer, Assistant .. .. .		436	..
SOIL CONSERVATION AUTHORITY.			
Conservation Ecologist .. .. .	520	598	3 of £26
Conservation Officer, Assistant†	520	598	3 of £26
Conservation Officer, Assistant—			
Junior—			
At 18 years of age .. .. .		254	..
At 19 years of age .. .. .		293	..
At 20 years of age .. .. .		319	..
Adult .. .. .	371	540	1 of £39, and 5 of £26
Engineer, Assistant .. .. .	520	598	3 of £26
Research Officer .. .. .		850	..
Research Officer (Female) .. .. .	416	468	2 of £26
Soil Physicist (Female) .. .. .	416	468	2 of £26
Surveyor .. .. .	520	572	2 of £26
STATE FILM CENTRE.			
Biograph Operator (Projectionist) .. .. .		570	..
Film Librarian .. .. .	436	501	2 of £26, and 1 of £13
DEPARTMENT OF CHIEF SECRETARY.			
CHILDREN'S WELFARE.			
Attendant (Female) .. .. .		224†	..
Attendant (Female), Girls' Reformatory .. .. .		260†	..
Attendant (Male) .. .. .	325	364	..
Classification Officer (Female) .. .. .	553	579	1 of £26
Cook (Female) .. .. .		296	..

§ Employees must possess a University Degree in Arts, Science or Commerce.

\* Employees must be certificated accountants.

† Employees must be graduates in Agricultural Science or possess an equivalent qualification.

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



## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF CHIEF SECRETARY—continued. CHILDREN'S WELFARE—continued.	£	£	
Domestic—			
Junior—			
At 18 years of age .. .. .	..	142	..
At 19 years of age .. .. .	..	164	..
At 20 years of age .. .. .	..	186	..
Adult .. .. .	..	201	..
General Reliever (Female), Royal Park Depot ..	..	270	..
Handcraft Worker (Female) .. .. .	..	311	..
Inspector (Female) .. .. .	347	373	..
Kitchenman .. .. .	..	312	..
Laundress, Royal Park Depot .. .. .	..	288	..
Maid .. .. .	..	182	..
Nursery School Teacher, Grade I. .. .. .	299	312	..
Nursery School Teacher, Grade II. .. .. .	325	364	1 of £13, and 1 of £26
Nursery School Teacher, Grade III. .. .. .	390	455	2 of £26, and 1 of £13
Nursery School Assistant—			
Junior—			
Under 16 years of age .. .. .	..	104	..
At 16 years of age .. .. .	..	130	..
At 17 years of age .. .. .	..	143	..
At 18 years of age .. .. .	..	169	..
At 19 years of age .. .. .	..	208	..
At 20 years of age .. .. .	..	234	..
Adult .. .. .	273	299	..
Ward Sister .. .. .	347	373	..
EXPLOSIVES.			
Chemist .. .. .	416	442	1 of £26
Magazine Assistant, Truganina .. .. .	330*	343*	..
Supervising Inspector, Assistant .. .. .	683	709	1 of £26
Watchman and Magazine Assistant, Truganina ..	..	356*	..
FISHERIES AND GAME.			
Biologist (Female) .. .. .	520	572	2 of £26
Biologist, Assistant .. .. .	442	468	1 of £26
Hatchery Assistant, Snob's Creek .. .. .	325	338	..
Hatchery Foreman, Snob's Creek .. .. .	..	377	..
Inspector .. .. .	323	362	..
IMMIGRATION BRANCH.			
Caretaker, Reception Centre .. .. .	..	312	..
Houskeeper, Reception Centre, Exhibition ..	..	306	..
Officer in Charge, Reception Centre, Exhibition ..	..	436	..
Welfare Officer (Female) .. .. .	390	416	1 of £26
Welfare Officer (Female), Assistant .. .. .	273	338	3 of £13, and 1 of £26
OFFICE OF THE CHIEF COMMISSIONER OF POLICE.			
Gardener—			
Junior—			
At 16 years of age .. .. .	..	111	..
At 17 years of age .. .. .	..	137	..
At 18 years of age .. .. .	..	163	..
At 19 years of age .. .. .	..	202	..
At 20 years of age .. .. .	..	241	..
Adult .. .. .	..	318	..
Matron, City Watchhouse .. .. .	260	273	..
Motor Mechanic .. .. .	..	388	..
Police Hospital—			
Matron .. .. .	484	490	1 of £26
Sister .. .. .	379	405	1 of £26
Housemaid .. .. .	..	232	..
Cook .. .. .	..	282	..
Wardsman .. .. .	..	331	..
Storeman, Assistant, Police Depot .. .. .	..	325	..
PENAL AND GAOLS.			
Dressmaking Instructor (Female) .. .. .	..	297	..
Nurse .. .. .	..	379†	..
Overseer of Woollen Manufactures, Assistant ..	..	391	..
Sub-Matron .. .. .	..	379†	..
Warder .. .. .	339	404	1 of £13, and 2 of £26
Warder (Female) .. .. .	232	271†	..

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

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

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—*continued.*

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
	£	£	
<b>DEPARTMENT OF CHIEF SECRETARY—<i>continued.</i></b>			
PUBLIC LIBRARY, NATIONAL MUSEUM, MUSEUM OF APPLIED SCIENCE, AND NATIONAL GALLERY.			
Assistant (Female), Grade I.— Junior—			
Under 16 years of age .. .. .		117	..
At 16 years of age .. .. .		143	..
At 17 years of age .. .. .		156	..
At 18 years of age .. .. .		169	..
At 19 years of age .. .. .		208	..
At 20 years of age .. .. .		234	..
Adult .. .. .	260	286	..
Assistant (Female), Grade II.* .. .. .	312	390	3 of £13, 1 of £26, and 1 of £13
Attendant— Junior—			
At 16 years of age .. .. .		104	..
At 17 years of age .. .. .		117	..
At 18 years of age .. .. .		143	..
At 19 years of age .. .. .		169	..
At 20 years of age .. .. .		208	..
Adult .. .. .	338	351	..
Cadet Attendant (Female)— Junior—			
Under 16 years of age .. .. .		91	..
At 16 years of age .. .. .		117	..
At 17 years of age .. .. .		130	..
At 18 years of age .. .. .		156	..
At 19 years of age .. .. .		182	..
At 20 years of age .. .. .		221	..
Adult .. .. .	260	273	..
Curator of Insects, Assistant .. .. .	364	408	4 of £26
General Assistant, Senior .. .. .		312	..
General Assistant .. .. .		286	..
Head of the Art School, National Gallery .. .. .		850	..
Lavatory Attendant (Male) .. .. .		286	..
Lavatory Attendant (Female) .. .. .		221	..
Mineralogist (Female) .. .. .	520	572	2 of £26
Photographer (Female) .. .. .	325	338	..
<b>DEPARTMENT OF TREASURER.</b>			
BUILDING PERMITS AND MATERIALS PROCUREMENT SECTION.			
Officer in Charge .. .. .	754	806	2 of £26
Inquiry Officer .. .. .	312	351	..
Inspector, Senior .. .. .		553	..
Inspector .. .. .	436	488	2 of £26
Materials Officer, Senior .. .. .		631	..
Materials Officer, Assistant Senior .. .. .		574	..
Materials Officer .. .. .	450	502	2 of £26
Permits Officer .. .. .	436	488	2 of £26
Shipping Clerk .. .. .		436	..
<b>GOVERNMENT PRINTING OFFICE.</b>			
Binder .. .. .		401	..
Binder, Quarter (Female) .. .. .		258	..
Book Folder (Female) .. .. .		248	..
Book Folder and Sewer (Female) .. .. .		256	..
Compositor .. .. .		401	..
Electrician .. .. .		404	..
Engineer .. .. .		404	..
Engineer's Assistant .. .. .		312	..
Embosser (Female) .. .. .		258	..
Feeder .. .. .		309	..
Feeder (Female) .. .. .		248	..
General Assistant, Senior .. .. .		311	..
General Assistant .. .. .		298	..
Indexer (Female) .. .. .		258	..
Linotype Attendant .. .. .		342	..
Machine-man .. .. .		401	..

\* Employees in this Grade must possess a University Degree in Arts, Science or Commerce.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—*continued.*

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF TREASURER— <i>continued.</i>			
GOVERNMENT PRINTING OFFICE— <i>continued.</i>			
Machinist, Envelope (Female) .. .. .	..	258	..
Monotype Caster .. .. .	..	342	..
Night Watchman .. .. .	..	328	..
Operator, Linotype .. .. .	..	428	..
Operator, Monotype .. .. .	..	428	..
Plate Grainer .. .. .	..	332	..
Pressman .. .. .	..	401	..
Printer, Lithographic .. .. .	..	401	..
Printer, Lithographic, Assistant .. .. .	..	319	..
Printer's Joiner .. .. .	..	388	..
Process Engraver .. .. .	..	416	..
Reader .. .. .	..	418	..
Reader's Assistant (Female) .. .. .	..	248	..
Stereotyper .. .. .	..	401	..
Storeman .. .. .	..	332	..
Ticket Printer, Assistant .. .. .	..	377	..
Juniors—			
Book Folder (Female) .. .. .	..	†	..
General Assistant (Male) .. .. .	..	†	..
Monotype Caster (Male) .. .. .	..	†	..
Reader's Assistant (Female) .. .. .	..	†	..
Ticket Printer, Assistant (Male) .. .. .	..	†	..
Apprentices—			
Engineer .. .. .	..	*	..
All others .. .. .	..	†	..
The provisions contained in the footnotes (A), (B), and (C) relating to Department of Treasurer, Government Printing Office, in the Second Schedule to these Regulations, shall apply to employees occupying any of the foregoing positions so far as such provisions are applicable.			
HOUSING COMMISSION.			
Building Inspector, Senior .. .. .	527	579	2 of £26
Building Inspector .. .. .	436	488	2 of £26
Chief Engineer .. .. .	..	1,400	..
Construction Inspector .. .. .	527	553	1 of £26
Curator, Ascot Housing Estate .. .. .	364	403	1 of £26 and 1 of £13
Engineering Assistant .. .. .	338	468	5 of £26
Housing Inspector .. .. .	475	527	2 of £26
Housing Inspector, Assistant .. .. .	390	436	1 of £26 and 1 of £20
Housing Officer (Male) .. .. .	..	422	..
Housing Officer (Female) .. .. .	..	338	..
Housing Standards Officer .. .. .	553	605	2 of £26
Investigating Officer (Female) .. .. .	..	325	..
Maintenance Supervisor .. .. .	605	657	2 of £26
Manager, Holmesglen Concrete House Factory .. .. .	1,200	1,300	2 of £50
Planning and Research Officer, Holmesglen Concrete House Factory .. .. .	900	1,000	2 of £50
Production Manager, Holmesglen Concrete House Factory .. .. .	900	1,000	2 of £50
Real Estate Assistant .. .. .	436	488	2 of £26
Supply Superintendent, Holmesglen Concrete House Factory .. .. .	800	878	2 of £39
Technical Officer .. .. .	761	839	2 of £39
Valuer .. .. .	653	605	2 of £26
STAMP DUTIES.			
Embosses (Female)—			
Junior—			
Under 16 years of age .. .. .	..	91	..
At 16 years of age .. .. .	..	117	..
At 17 years of age .. .. .	..	130	..
At 18 years of age .. .. .	..	156	..
At 19 years of age .. .. .	..	182	..
At 20 years of age .. .. .	..	221	..
Adult .. .. .	260	273	..
STATE ACCOMMODATION OFFICE.			
Supervisor, Senior, Camp Pell .. .. .	..	390	..
Supervisor .. .. .	351	364	..

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

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## SIXTH SCHEDULE—continued

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF EDUCATION.			
Biograph Operator (Projectionist) .. .. .	..	570	..
Composer, Visual Education Centre .. .. .	..	401	..
Typist (Female), employed in Teachers' Colleges and Schools†—			
Junior—			
Under 16 years of age .. .. .	..	110	..
At 16 years of age .. .. .	..	135	..
At 17 years of age .. .. .	..	147	..
At 18 years of age .. .. .	..	159	..
At 19 years of age .. .. .	..	196	..
At 20 years of age .. .. .	..	221	..
Adult .. .. .	245	271	..
Commercial Artist—			
Junior—			
At 19 years of age .. .. .	..	208	..
At 20 years of age .. .. .	..	260	..
Adult (Male) .. .. .	..	403	..
Adult (Female) .. .. .	..	325	..
Depot Supervisor Reconstruction Training Branch .. .. .	553	605	2 of £26
Gardener .. .. .	..	318	..
Housekeeper .. .. .	..	306	..
Matron, Assistant .. .. .	..	280	..
Selection Officer, Reconstruction Training Branch .. .. .	416	501	2 of £26, 1 of £20, and 1 of £13
Storeman, Assistant, and Packer (Stationery Store) .. .. .	..	312	..
Technical Officer .. .. .	609	635	1 of £26
DEPARTMENT OF LAW.			
Court Reporter (Female) .. .. .	520	598	3 of £26
CROWN SOLICITOR'S OFFICE.			
Professional Assistant (Male), Grade I. .. .. .	520	598	3 of £26
Professional Assistant (Male), Grade II. .. .. .	..	468	..
Professional Assistant (Female) .. .. .	..	390	..
OFFICE OF THE PUBLIC TRUSTEE.			
Professional Assistant .. .. .	520	598	3 of £26
OFFICE OF TITLES.			
Examiner of Titles .. .. .	..	1,050	..
DEPARTMENT OF CROWN LANDS AND SURVEY.			
Assistant (Research) .. .. .	338	468	5 of £26
Caretaker, Yanakie Run .. .. .	..	325	..
Cartographic Assistant, Grade I. .. .. .	416	468	2 of £26
Cartographic Assistant, Grade II. .. .. .	338	390	1 of £13, 1 of £26 and 1 of £13
Engineer Mechanic, Buchan Caves .. .. .	377	403	1 of £26
Foreman Chainman .. .. .	351	416	2 of £26 and 1 of £13
Guide, Buchan Caves .. .. .	..	299	..
Inspector of Land Settlement, Senior .. .. .	577	655	3 of £26
Inspector of Land Settlement, Senior .. .. .	577	629	2 of £26
Inspector of Land Settlement .. .. .	421	551	5 of £26
Inspector of Land Settlement .. .. .	421	525	4 of £26
Plan Mounter .. .. .	..	414	..
Research Officer, Assistant .. .. .	520	598	3 of £26
Topographer, Grade I. .. .. .	598	624	1 of £26
Topographer, Grade II. .. .. .	520	572	2 of £26
Topographer, Grade III. .. .. .	416	468	2 of £26
BOTANIC GARDENS.			
Assistant Librarian (Female), National Herbarium—			
Junior—			
Under 16 years of age .. .. .	..	117	..
At 16 years of age .. .. .	..	143	..
At 17 years of age .. .. .	..	156	..
At 18 years of age .. .. .	..	169	..
At 19 years of age .. .. .	..	208	..
At 20 years of age .. .. .	..	234	..
Adult .. .. .	260	286	..

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

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

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF CROWN LANDS AND SURVEY —continued.			
BOTANIC GARDENS—continued.			
	£	£	
Botanist (Female), Assistant .. .. .		416	
Gardener—			
Junior—			
At 15 years of age .. .. .		98	
At 16 years of age .. .. .		111	
At 17 years of age .. .. .		137	
At 18 years of age .. .. .		163	
At 19 years of age .. .. .		202	
At 20 years of age .. .. .		241	
Adult .. .. .	318*	331	
Painter and Writer .. .. .		388	
DEPARTMENT OF PUBLIC WORKS.			
Architect (Design) .. .. .	683	735	2 of £26
Architect .. .. .	605	657	2 of £26
Architect, Assistant .. .. .	527	579	2 of £26
Caretaker .. .. .		312	
Electrical Mechanic .. .. .	377	403	1 of £26
Engineer, Senior .. .. .	878	917	1 of £39
Engineer .. .. .	683	735	2 of £26
Engineer, Assistant, Grade I. .. .. .	605	657	2 of £26
Engineer, Assistant, Grade II. .. .. .	520	598	3 of £26
Engineer, Assistant (Electrical) .. .. .	605	657	2 of £26
Engineer, Assistant (Mechanical) .. .. .	605	657	2 of £26
French Polisher .. .. .		397	
Gardener .. .. .		318	
Garden Labourer .. .. .		286	
Garage Attendant .. .. .		325	
Inspector of Works, Grade I. .. .. .	494	546	2 of £26
Inspector of Works, Grade II. .. .. .		455	
Motor Mechanic .. .. .	388	414	1 of £26
Plumber, Supervising .. .. .		473	
Quantity Surveyor, Assistant, Grade I. .. .. .	520	598	3 of £26
Quantity Surveyor, Assistant, Grade II. .. .. .	416	468	2 of £26
Storeman .. .. .		331	
Storekeeper .. .. .	351	390	1 of £26, and 1 of £13
Technical Works Assistant, Grade I. .. .. .	494	546	2 of £26
Technical Works Assistant, Grade II. .. .. .		455	
PORTS AND HARBOURS.			
Able Seaman .. .. .	310	323†	
Carpenter and Shipwright .. .. .		400	
Cook .. .. .	357	370†	
Coxswain and Leadsman .. .. .	331	344	
Crew's Attendant—			
Junior—			
At 16 years of age .. .. .		91†	
At 17 years of age .. .. .		104†	
At 18 years of age .. .. .		130†	
At 19 years of age .. .. .		143†	
At 20 years of age .. .. .		169†	
Deckhand† .. .. .	284	297†	
Engineer, Chief, of Dredges, &c. .. .. .		\$†	
Engineer, Second, of Dredges, &c. .. .. .		\$†	
Engineer, Third, of Dredges, &c. .. .. .		\$†	
Engine Driver of Launches .. .. .		\$	
Fireman, Marine .. .. .	331	344†	
Fitter and Turner .. .. .	377	403‡	1 of £26
Greaser and Storeman .. .. .	339	352†	
Hydrographer .. .. .	475	527	2 of £26
Lighthouse Keeper, Assistant .. .. .	299	325††	
Lightkeeper and Boatman .. .. .		325††	
Lighterman .. .. .	364‡	377‡	
Master, Dredges, &c. .. .. .		\$†	
Master of Launches .. .. .		\$	
Mate, First, of Dredges, &c. .. .. .		\$†	
Mate, Second, of Dredges, &c. .. .. .		\$†	

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

† With rations when required to live on the vessel.

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

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

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

†† With quarters when required to reside on premises.

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

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
<b>DEPARTMENT OF PUBLIC WORKS—continued.</b>			
<b>PORTS AND HARBORS—continued.</b>			
Motor Boat Driver and Labourer .. .. .	321	334	..
Steward .. .. .	284	297*	..
Storeman .. .. .	..	331	..
Striker .. .. .	..	313	..
Winch Driver and Boatman .. .. .	..	325	..
<b>DEPARTMENT OF MINES.</b>			
Battery Foreman and Cyanider .. .. .	..	403	..
Battery Mechanic .. .. .	377	403	1 of £26
Chemist .. .. .	520	572	2 of £26
Drill Foreman, Failing Drill .. .. .	..	545	..
Drill Sub-foreman, Failing Drill .. .. .	..	441	..
Drill Foreman .. .. .	..	416	..
Fitter and Turner .. .. .	377	403	1 of £26
Foreman, Deep Drilling Plant, Nelson .. .. .	..	592	..
Geologist, Field .. .. .	520	572	2 of £26
Geologist, Assistant Field .. .. .	416	468	2 of £26
Inspector of Boilers .. .. .	..	520	..
Inspector of Mines and Machinery .. .. .	520	572	2 of £26
Laboratory Attendant .. .. .	..	312	..
Mechanic .. .. .	377	403	1 of £26
Section Cutter .. .. .	..	351	..
Store Assistant .. .. .	..	312	..
<b>DEPARTMENT OF HEALTH.</b>			
Nursing Adviser (Female) .. .. .	695	747	2 of £26
<b>GENERAL HEALTH.</b>			
Analyst, Assistant .. .. .	416	494	3 of £26
Assistant Engineer .. .. .	..	520	..
Attendant, Venereal Diseases Clinic .. .. .	..	351	..
Buildings Inspector .. .. .	436	488	2 of £26
Building Surveyor .. .. .	668	694	1 of £26
Caretaker .. .. .	..	312	..
District Health Officer .. .. .	..	1,540†	..
District Health Officer .. .. .	..	1,320	..
Engineer .. .. .	..	631	..
<b>Exotic Diseases—</b>			
Domestic .. .. .	..	201	..
General Hand .. .. .	..	325	..
Sister .. .. .	379	405	1 of £26
Health Inspector (Female) .. .. .	412	425	..
Health Officer (Male) .. .. .	..	1,100	..
Health Officer (Female) .. .. .	..	968	..
Laboratory Attendant .. .. .	..	312	..
Nurse .. .. .	347	373	..
Nurse, Venereal Diseases Clinic .. .. .	366	392	1 of £26
Nurse, Visiting .. .. .	366	392	1 of £26
Physiotherapist (Female), Grade I .. .. .	364	390	1 of £26
Physiotherapist (Female), Grade II .. .. .	416	468	2 of £26
Physiotherapist (Male) .. .. .	416	442	1 of £26
<b>Physiotherapist, Assistant (Female)—</b>			
Junior—	..	..	..
At 16 years of age .. .. .	..	117	..
At 17 years of age .. .. .	..	130	..
At 18 years of age .. .. .	..	156	..
At 19 years of age .. .. .	..	182	..
At 20 years of age .. .. .	..	221	..
Adult .. .. .	260	273	..
Plumbing Inspector, Plumbers and Gasfitters Board .. .. .	..	473	..
Rat Trapper .. .. .	312	325	..
Scientific Officer (Chemist) (Male) .. .. .	520	598	3 of £26
Scientific Officer (Chemist) (Female) .. .. .	416	468	2 of £26
Sister in Charge, Venereal Diseases Clinic .. .. .	..	405	..
Technical Assistant (Female) .. .. .	..	351	..
Technical Assistant (Male) .. .. .	..	436	..
<b>MATERNAL AND CHILD HYGIENE.</b>			
Dental Attendant (Female) .. .. .	260	273	..
Dietitian .. .. .	449	475	1 of £26
Disinfectant of School Buildings, Assistant .. .. .	273	299	..
Kindergartner, Grade I .. .. .	299	312	..

\* With rations when required to live on vessel.

† Occupant must possess Diploma of Public Health.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF HEALTH—continued.			
MATERNAL AND CHILD HYGIENE—continued.			
Kindergartner, Grade II. . . . .	325	364	1 of £13, and 1 of £26
Kindergartner, Grade III. . . . .	390	455	2 of £26, and 1 of £13
Kindergartner, Assistant . . . . .	273	299	..
Medical Officer (Male) . . . . .	..	1,100	..
Medical Officer (Female) . . . . .	..	958	..
Mothercraft Nurse . . . . .	247	280	..
Motor Driver (Female) . . . . .	260	273	..
Organizer, Home Help Scheme . . . . .	..	550	..
Pre-School Adviser (Female) . . . . .	..	463	..
School Dental Officer (Male) . . . . .	..	1,100	..
School Dental Officer (Female) . . . . .	..	958	..
School Nurse . . . . .	347	373*	..
Sister, Infant Welfare . . . . .	..	450	..
Storekeeper . . . . .	377	403	1 of £26
TUBERCULOSIS.			
Assistant Clinical Tuberculosis Officer (Female) . . . . .	..	958	..
Dark Room Attendant (Male)—			
Junior—			
At 18 years of age . . . . .	..	156	..
At 19 years of age . . . . .	..	195	..
At 20 years of age . . . . .	..	252	..
Adult . . . . .	304	356	..
Dark Room Attendant (Female)—			
Junior—			
At 18 years of age . . . . .	..	143	..
At 19 years of age . . . . .	..	169	..
At 20 years of age . . . . .	..	208	..
Adult . . . . .	247	286	..
Field Officer, Chest X-ray Surveys . . . . .	436	488	2 of £26
Matron, Stonnington . . . . .	510	523	..
Matron, Henry Watson House . . . . .	..	515	..
Medical Officer (Male) . . . . .	..	1,100	..
Medical Officer (Female) . . . . .	..	958	..
Nurse, Tuberculosis Bureau . . . . .	366	392	1 of £26
Nurse, Visiting . . . . .	366	392	1 of £26
Physiotherapist (Female), Grade I. . . . .	364	390	1 of £26
Physiotherapist (Female), Grade II. . . . .	416	468	2 of £26
Physiotherapist, Assistant (Female)—			
Junior—			
At 16 years of age . . . . .	..	117	..
At 17 years of age . . . . .	..	130	..
At 18 years of age . . . . .	..	156	..
At 19 years of age . . . . .	..	182	..
At 20 years of age . . . . .	..	221	..
Adult . . . . .	260	273	..
Radiologist . . . . .	..	1,485	..
X-ray Technician (Junior)—			
At 18 years of age . . . . .	..	221	..
At 19 years of age . . . . .	..	247	..
At 20 years of age . . . . .	..	273	..
X-ray Technician, Grade I.† . . . . .	416	429	..
X-ray Technician, Grade II. . . . .	..	390	..
X-ray Technician (Female), Grade I.† . . . . .	333	346	..
X-ray Technician (Female), Grade II. . . . .	..	320	..
STATE SANATORIA.			
Boiler Attendant . . . . .	..	341	..
Chef . . . . .	..	406	..
Cook, Assistant . . . . .	..	367	..
Cook (Female) . . . . .	..	322	..
Cook (Female), Assistant . . . . .	..	296	..
Cook, Second Assistant, and Housemaid . . . . .	..	283	..
Engineer . . . . .	..	431	..
Electrician . . . . .	..	403	..
Foreman . . . . .	..	405	..
Gardener, Senior . . . . .	..	370	..
Gardener . . . . .	..	357	..

\* Plus a uniform allowance at the rate of £9 2s. a year, payable quarterly.

† Employees must hold a Certificate of the Australian Institute of Radiography or its equivalent.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
<b>DEPARTMENT OF HEALTH—continued.</b>			
<b>STATE SANATORIA—continued.</b>			
General Hand .. .. .	£	£	
Handcraft Worker (Female) .. .. .		325	
Housekeeper .. .. .		311	
Kitchenman .. .. .		306	
Kitchenman, Junior .. .. .		325	
Laundryman .. .. .		286	
Laundress .. .. .		338	
Laundress Assistant, and Housemaid .. .. .		288	
Maid .. .. .		275	
Matron .. .. .		211	
Matron, Deputy .. .. .	575	588	
Medical Officer (Male) .. .. .	470	483	
Medical Officer (Female) .. .. .		1,100	
Motor Driver .. .. .		953	
Nursing Orderly, Senior .. .. .	343	356	
Nursing Orderly .. .. .		375	
Nurse, Senior Assistant .. .. .		351	
Nurse, Assistant .. .. .		276	
Occupational Therapy Instructor .. .. .		258	
Occupational Therapy Instructress .. .. .	364	390	1 of £26
Painter .. .. .	209	338	
Seamstress and Housemaid .. .. .		388	
Sister .. .. .		263	
Tutor Sister .. .. .	379	405	1 of £26
Wardsman .. .. .	418	444	1 of £26
Wardsman, Junior .. .. .		338	
Wardsmaid .. .. .		202	
		245	
<b>MENTAL HYGIENE.</b>			
Dietitian (Female), Assistant .. .. .	364	416	2 of £26
Pharmaceutical Chemist .. .. .		668	
Psychologist .. .. .		683	
Psychologist (Female) .. .. .		605	
Speech Therapist (Female), Grade I .. .. .	364	390	1 of £26
Speech Therapist (Female), Grade II .. .. .	416	468	2 of £26
Supervisor of Catering, Senior .. .. .	501	553	2 of £26
<b>DEPARTMENT OF AGRICULTURE.</b>			
Analyst (Male) .. .. .	468	572	4 of £26
Analyst (Female) .. .. .	390	442	2 of £26
Apiary Inspector .. .. .	449	501	2 of £26
Assistant, Egg Laying Competition .. .. .	299	325	
Assistant, Mobile Extension Unit .. .. .		366	
Butter Maker, Assistant, School of Dairy Technology .. .. .		370	
Camera Man .. .. .		527	
Carotaker and Overseer, Glenormiston .. .. .		338*	
Clerk and Typist (Male), Mallee Research Station, Walpeup .. .. .	325	377	2 of £13, and 1 of £26
Cereal Chemist, Assistant .. .. .	468	572	4 of £26
Chemical Librarian (Female) .. .. .	338	390	1 of £13, 1 of £26, and 1 of £13
Dairy Factory Foreman, School of Dairy Technology .. .. .		455	
Dairy Husbandry Officer, Assistant .. .. .		520	
Dairy Produce Inspector .. .. .	644	683	1 of £26, and 1 of £13
Dairy Supervisor .. .. .	462	527†	2 of £26, and 1 of £13
Demonstrator, Rural Training .. .. .		475	
Entomologist, Assistant .. .. .	468	520	2 of £26
Exhibits Officer .. .. .		466	
Farm Produce Inspector .. .. .	423	527	4 of £26
Field Officer—			
Junior—			
At 18 years of age .. .. .		254	
At 19 years of age .. .. .		293	
At 20 years of age .. .. .		319	
Adult .. .. .	371	540	1 of £39, and 5 of £26
Field Officer, Live Stock—			
Junior—			
At 18 years of age .. .. .		254	
At 19 years of age .. .. .		293	
At 20 years of age .. .. .		319	
Adult .. .. .	371	501	1 of £39, 3 of £26, and 1 of £13

\* With quarters.

† Employees appointed prior to the 25th February, 1949, shall receive a further increment of £13 after twelve months' satisfactory service on the maximum rate of salary.



## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
<b>DEPARTMENT OF AGRICULTURE—continued.</b>			
	£	£	
Film Cutter (Female) .. .. .	273	299	
Film Editor (Female) .. .. .	416	494	3 of £26
Fruit Inspector .. .. .	423	527*	4 of £26
Fruit Packing Instructor, Assistant .. .. .	423	527	4 of £26
Fruit Preserving Expert (Female), Assistant .. .. .	312	338	
Gardening Instructor, School of Primary Agriculture, Burnley .. .. .	358	384	1 of £26
Geneticist (Male), Assistant .. .. .	468	520	2 of £26
Geneticist (Female), Assistant .. .. .	364	416	2 of £26
Herd Supervisor .. .. .	462	527	2 of £26, and 1 of £13
Herd Survey Officer, Assistant .. .. .	442	468	1 of £26
Herd Test Organizer .. .. .	384	436	2 of £26
Horticultural Supervisor .. .. .	449	527	3 of £26
Horticultural Assistant (Female), School of Primary Agriculture, Burnley .. .. .	312	364	
Information Liaison Officer .. .. .		1,150	
Insectary Assistant (Female), Plant Research Laboratory, Burnley .. .. .	260	286	
Laboratory Attendant .. .. .		312	
Lecturer, Rural Training .. .. .		579	
Live Stock Research Officer, Assistant .. .. .		520	
Machinery Officer .. .. .		592	
Motion Picture Mechanic .. .. .		408	
Officer in Charge, Mobile Extension Unit .. .. .		616	
Officer in Charge, Rural Training .. .. .	631	657	1 of £26
Orchard Supervisor .. .. .	436	527*	3 of £26, and 1 of £13
Orchard Inspector .. .. .		436	
Potato Inspector .. .. .	423	527*	4 of £26
Poultry Expert, Assistant .. .. .	330	408	3 of £26
Producer (Films), Assistant .. .. .	668	720	2 of £26
Science Field Officer .. .. .		520	
Science Master, Rural Training .. .. .	527	579	2 of £26
Seeds Analyst (Female), Assistant .. .. .	338	390	1 of £13, 1 of £26, and 1 of £13
Seeds Inspector .. .. .	423	527	4 of £26
Seeds Research Officer (Female) .. .. .	364	416	2 of £26
Soil Surveyor .. .. .	416	436	1 of £20
Soils Officer, Grade I. .. .. .	520	572	2 of £26
Soils Officer, Grade II. .. .. .		468	
Stockman and Assistant .. .. .	299	325	
Storeman .. .. .	299	325	
Supervisor of Herd Testing, Assistant Technical Assistant— Junior—			
At 18 years of age .. .. .		254	
At 19 years of age .. .. .		267	
At 20 years of age .. .. .		280	
Adult .. .. .	325	351	
Vegetable Supervisor .. .. .		423	
Veterinary Officer .. .. .		668	
Veterinary Stock Inspector .. .. .		668	
Visual Training and Discussion Group Officer, Rural Training .. .. .		475	
Welfare Officer, Rural Training .. .. .	449	501	2 of £26
<b>DOORIE AGRICULTURAL COLLEGE.</b>			
Carpenter, Foreman .. .. .		415	
Carpenter .. .. .		395	
Dairy Instructor, Assistant .. .. .		371	
Farm Assistant .. .. .	299	325	
Farm Mechanic .. .. .		403	
Farm Overseer .. .. .		371	
Gardener, Head .. .. .		357	
Gardener .. .. .		318	
Houseman-Waiter .. .. .	286	299	
Piggery Assistant .. .. .	325	351	
Poultry Assistant .. .. .	371	540	1 of £39, and 5 of £26
Soil Conservation Officer .. .. .		371	
Stock Manager, Assistant .. .. .		371	
Storekeeper .. .. .	351	390	1 of £26, and 1 of £13

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

† Subject to a charge of £100 a year for Scholarship re-imbusement.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—continued.

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
DEPARTMENT OF AGRICULTURE—continued.			
LONGERENONG AGRICULTURAL COLLEGE.			
Blacksmith-Instructor .. .. .	..	403	..
Carpenter .. .. .	..	395	..
Carpenter-Instructor .. .. .	..	423	..
Cook .. .. .	..	377	..
Dairy Instructor, Assistant .. .. .	..	371	..
Farm Assistant .. .. .	299	325	..
Farm Supervisor, Assistant .. .. .	..	371	..
Live Stock Instructor, Assistant .. .. .	..	371	..
Motor Truck Driver .. .. .	343	356	..
Painter .. .. .	..	388	..
Steward .. .. .	286	299	..
DEPARTMENT OF LABOUR.			
Shop Trading Investigator .. .. .	..	364	..
DEPARTMENT OF STATE FORESTS.			
Cartographic Assistant, Grade II. .. .. .	338	390	1 of £13, 1 of £26, and 1 of £13
Clerk and Draughtsman .. .. .	338	390	1 of £13, 1 of £26, and 1 of £13
Cruiser .. .. .	390	494	4 of £26
Engineer, Assistant .. .. .	520	572	2 of £26
Engineering Assistant†			
Junior—			
At 19 years of age .. .. .	..	390	..
At 20 years of age .. .. .	..	416	..
Adult .. .. .	468	494	1 of £26
Engineering Surveyor, Grade I. .. .. .	442	507	2 of £26, and 1 of £13
Engineering Surveyor, Grade II. .. .. .	390	416	1 of £26
Forester, Junior Assistant .. .. .	..	338	..
Forest Foreman .. .. .	371	410	1 of £26, and 1 of £13
Housekeeper, School of Forestry, Creewick Mapper—	..	325	..
Junior—			
At 18 years of age .. .. .	..	208	..
At 19 years of age .. .. .	..	234	..
At 20 years of age .. .. .	..	260	..
Adult .. .. .	364	436	2 of £26, and 1 of £20
Mechanical Engineer .. .. .	..	668	..
Plantation Research Officer .. .. .	475	527	2 of £26
Plant Inspector .. .. .	527	579	2 of £26
Procurement Officer .. .. .	449	475	1 of £26
Science Master, School of Forestry .. .. .	520	598	3 of £26
Storekeeper, Brookwood .. .. .	..	436	..
Storeman .. .. .	..	351	..
Technical Assistant (Mechanical) .. .. .	416	468	2 of £26
Technical Assistant (Female) .. .. .	338	390	1 of £13, 1 of £26, and 1 of £13
DEPARTMENT OF WATER SUPPLY.			
Architect .. .. .	683	735	2 of £26
Cadet Valuer—			
Junior—			
At 18 years of age .. .. .	..	208	..
At 19 years of age .. .. .	..	247	..
At 20 years of age .. .. .	..	286	..
* .. .. .	..	..	..
Casualty Officer .. .. .	475	527	2 of £26
Clerk of Works (Eildon), Grade I. .. .. .	..	642	..
Clerk of Works (Eildon), Grade II. .. .. .	..	590	..
Clerk of Works (Eildon), Grade III. .. .. .	..	538	..
Draughtsman, Assistant (Designing)‡—			
At 19 years of age .. .. .	..	390	..
At 20 years of age .. .. .	..	416	..
Adult .. .. .	468	494	1 of £26
Engineer, Executive, Grade IA. .. .. .	..	878	..
Engineer, Designing, Grade IA. .. .. .	..	878	..

† To apply to employees qualified by examination to receive a Diploma in Civil Engineering.  
 \* On attaining the age of 21 years will be eligible for appointment as Cadet Valuer, Class "D," Professional Division.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SIXTH SCHEDULE—*continued.*

Department and Designation of Position.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
<b>DEPARTMENT OF WATER SUPPLY—<i>continued.</i></b>			
	£	£	
Engineer, Designing, Grade I. . . . .	683	735	2 of £26
Engineer, Designing, Grade II. . . . .	605	657	2 of £26
Engineer, Grade I. . . . .	683	735	2 of £26
Engineer, Grade II. . . . .	605	657	2 of £26
Engineer, Assistant, Grade I. . . . .	572	598	1 of £26
Engineer, Assistant, Grade II. . . . .	520	546	1 of £26
Engineering Assistant . . . . .	338	468	5 of £26
Engineering Assistant (Mechanical), Grade I. . . . .	527	579	2 of £26
Engineering Assistant (Mechanical), Grade II. . . . .	475	501	1 of £26
Engineering Superintendent . . . . .	709	761	2 of £26
Excavator Supervisor . . . . .	456	482	1 of £26
Fire Officer and Storeman, Eildon . . . . .	..	440	..
Gardener, Bendigo Depot . . . . .	..	318	..
Geologist . . . . .	..	694	..
Geologist, Assistant . . . . .	520	598	3 of £26
Hydrographer . . . . .	..	501	..
Hydrographer, Assistant . . . . .	338	468	5 of £26
Inspector, Grade I. . . . .	435	461*	1 of £26
Inspector, Grade II. . . . .	396	409*	..
Inspector, Farm Water Supplies . . . . .	462	488	1 of £26
Inspector (Materials and Testing) . . . . .	409	448	1 of £26, and 1 of £13
Inspector of Works . . . . .	..	455	..
Materials Procurement Officer . . . . .	475	501	1 of £26
Mechanical Assistant, Grade I. . . . .	416	442	1 of £26
Mechanical Assistant, Grade II. . . . .	377	403	1 of £26
Mechanical Plant Operator . . . . .	..	377	..
Meter Mechanic, Grade I. . . . .	377	403	1 of £26
Meter Mechanic, Grade II. . . . .	351	377	1 of £26
Meter Reader . . . . .	..	312	..
Motor Mechanic . . . . .	..	388	..
Overseer . . . . .	..	396	..
Plant and Equipment Officer . . . . .	553	631	3 of £26
Plan Moulder . . . . .	..	401	..
Ranger, Senior . . . . .	..	409	..
Ranger . . . . .	344	370*	..
Research Officer, Assistant, Grade I. . . . .	520	598	3 of £26
Research Officer, Assistant, Grade II. . . . .	338	468	5 of £26
Research Officer, Junior†—			
At 19 years of age . . . . .	..	390	..
At 20 years of age . . . . .	..	416	..
Adult . . . . .	468	494	1 of £26
Reservoir Keeper (Lance Creek) . . . . .	370	396	1 of £26
Reservoir Keeper (Pyke's Creek) . . . . .	357	383	..
Reservoir Keeper, Assistant (Lauriston) . . . . .	344	370	..
Reservoir Keeper, Assistant (Mildura Weir) . . . . .	370	396	1 of £26
Reservoir Keeper, Assistant (Waranga) . . . . .	370	396	1 of £26
Storekeeper (Construction Works) . . . . .	416	436	1 of £20
Storeman, Assistant . . . . .	325	338	..
Survey Assistant—			
Junior—			
At 18 years of age . . . . .	..	221	..
At 19 years of age . . . . .	..	247	..
At 20 years of age . . . . .	..	273	..
Adult . . . . .	390	436	1 of £26 and 1 of £20
Surveyor, Engineering . . . . .	416	475	1 of £20, 1 of £26 and 1 of £13
Timekeeper, Senior (Construction Works) . . . . .	416	436	1 of £20
Turncock, Senior . . . . .	..	409	..
Turncock . . . . .	344	370*	..
Valuer . . . . .	520	624	4 of £26
Water Bailiff, Head . . . . .	..	422*	..
Water Bailiff, Senior . . . . .	..	409	..
Water Bailiff . . . . .	344	370*	..
Water Bailiff (Relieving) . . . . .	344	370	..

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

† To apply to employees qualified by examination to receive a Diploma in Applied Chemistry.

REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

SEVENTH SCHEDULE.

TECHNICAL AND GENERAL DIVISION.

DEPARTMENT OF HEALTH.  
MENTAL HYGIENE.

Offices and Rates of Salaries.

Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
<i>General Staff—Males.</i>			
Assistant (Male), Senior, Grade I. . . . .	494	520	1 of £26
Assistant (Male), Senior, Grade II. . . . .	442	468	1 of £26
Assistant (Male), Grade I. . . . .	416	429	..
Assistant (Male), Grade II. . . . .	325	390	2 of £13, 1 of £26, and 1 of £13
Bricklayer . . . . .	377	403	1 of £26
Butcher, Grade I. . . . .	390	403	..
Butcher, Grade II. . . . .	364*	377	..
Carpenter, Foreman . . . . .	421	434	..
Carpenter, Grade I. . . . .	390	403	..
Carpenter, Grade II. . . . .	364*	377	..
Chauffeur, Senior Departmental . . . . .	360	399	1 of £26, and 1 of £13
Chauffeur, Departmental . . . . .	334	347	..
Chiropodist . . . . .	455	494	1 of £26, and 1 of £13
Cleaner and Labourer . . . . .	292	305	..
Cook, Grade I. . . . .	393	406	..
Cook, Grade II. . . . .	367	380	..
Curator of Gardens . . . . .	396	448†	2 of £26
Dental Mechanic . . . . .	378	404	1 of £26
Electrical Mechanic, Senior . . . . .	..	429	..
Electrical Mechanic . . . . .	377	403	1 of £26
Engineer, Senior . . . . .	709	761	2 of £26
Engineer . . . . .	579	631†	2 of £26
Engineer Mechanic, Senior . . . . .	484	510†	1 of £26
Engineer Mechanic, Grade I. . . . .	..	458†	..
Engineer Mechanic, Grade II. . . . .	..	429†	..
Engineer Mechanic, Grade III. . . . .	377	403	1 of £26
Farm Assistant . . . . .	312	351	..
Farm Manager (Mont Park) . . . . .	484	510†	1 of £26
Farm Manager, Grade I. . . . .	458	471†	..
Farm Manager, Grade II. . . . .	419	445†	1 of £26
Farm Manager, Assistant . . . . .	..	380	..
Fireman . . . . .	341	367	..
Gardener, Grade I. . . . .	377	403†	1 of £26
Gardener, Grade II.— Junior—	..	..	..
At 19 years of age . . . . .	..	202	..
At 20 years of age . . . . .	..	241	..
Adult . . . . .	325	364	..
General Assistant . . . . .	312	338	..
Hall Porter . . . . .	334	386	2 of £13, and 1 of £26
Kitchenman . . . . .	..	312	..
Laboratory Attendant . . . . .	373	412	1 of £26, and 1 of £13
Laundry Foreman (Kew) . . . . .	445	458	..
Laundry Foreman . . . . .	406	419	..
Laundryman, Grade I. . . . .	..	377	..
Laundryman, Grade II. . . . .	325	364	..
Motor Mechanic . . . . .	377	403	1 of £26
Motor Truck Driver . . . . .	343	356	..
Painter, Grade I. . . . .	390	403	..
Painter, Grade II. . . . .	364*	377	..
Plumber . . . . .	377	403	1 of £26
Shoemaker, Grade I. . . . .	390	403	..
Shoemaker, Grade II. . . . .	364*	377	..
Shorthand Writer and Typist (Male), Grade I. . . . .	442	468	1 of £26
Shorthand Writer and Typist (Male), Grade II. . . . .	332	410	2 of £13, and 2 of £26
Soapmaker . . . . .	377	403	1 of £26
Storekeeper (Mont Park) . . . . .	462	488	1 of £26
Storeman, Grade I. . . . .	416	436	1 of £20
Storeman, Grade II. . . . .	390	416	1 of £26
Storeman, Grade III. . . . .	338	364	..
Supervisor of Catering, Senior . . . . .	530	556	1 of £26

\* An officer shall not be paid a salary rate in excess of £364 a year unless such officer is properly qualified at the trade either by having served an apprenticeship or by having attained the status of "recognized tradesman" pursuant to the Tradesmen's Rights Regulation Act or by having been granted a certificate of qualification assessing such officer as proficient at the trade, pursuant to Part III. of the Re-establishment and Employment Act 1945: Provided that an officer not qualified in the terms of the foregoing who has completed at least five years' approved service, shall be eligible for progression to £377 a year.

† Less deductions for quarters and allowances.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## SEVENTH SCHEDULE—continued.

Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
<i>General Staff—Males—continued.</i>			
Supervisor of Catering, Grade I. (Kew, Mont Park, Sunbury) .. .. .	£ 452	£ 478	1 of £26
Supervisor of Catering, Grade II. (Ararat, Ballarat, Beechworth, Larundol, Royal Park) .. .. .	426	452	1 of £26
Tailor, Grade I. .. .. .	390	403	..
Tailor, Grade II. .. .. .	364*	377	..
Therapist .. .. .	421	434	..
Upholsterer, Grade I. .. .. .	390	403	..
Upholsterer, Grade II. .. .. .	364*	377	..
Watchman .. .. .	299	351	..
X-ray Technician, Grade I.** .. .. .	416	429	..
<i>General Staff—Females.</i>			
Assistant (Female), Grade I.—			
Junior—			
At 16 years of age .. .. .	..	117	..
At 17 years of age .. .. .	..	130	..
At 18 years of age .. .. .	..	156	..
At 19 years of age .. .. .	..	182	..
At 20 years of age .. .. .	..	221	..
Adult .. .. .	260	273	..
Assistant (Female), Grade II. .. .. .	273	286	..
Assistant (Female), Grade III. .. .. .	312	325	..
Assistant (Female), Grade IV. .. .. .	338	351	..
Assistant (Female), Senior .. .. .	377	390	..
Cook, Grade I. .. .. .	..	322	..
Cook, Grade II. .. .. .	296	309	..
Dental Attendant .. .. .	260	286	..
Female Reliever .. .. .	270	283	..
Hairdresser—			
Junior .. .. .			
Adult .. .. .	..	257	..
.. .. .	304	317	..
Hostel Supervisor .. .. .	345	358‡	..
Housekeeper .. .. .	436	462‡	1 of £26
Kindergartner, Grade I. .. .. .	299	312	..
Kindergartner, Grade II. .. .. .	325	364	1 of £13, and 1 of £26
Kindergartner, Grade III. .. .. .	390	455	2 of £26, and 1 of £13
Laundress, Grade I. .. .. .	301	314	..
Laundress, Grade II.—			
Junior—			
At 18 years of age .. .. .	..	171	..
At 19 years of age .. .. .	..	197	..
At 20 years of age .. .. .	..	236	..
Adult .. .. .	275	288	..
Mess Room Attendant .. .. .	..	257	..
Seamstress, Grade I. .. .. .	301	314	..
Seamstress, Grade II. .. .. .	275	288	..
Shorthand Writer and Typist (Female), Grade I.§ .. .. .	273	299	..
Shorthand Writer and Typist (Female), Grade II.§ .. .. .	299	325	..
Shorthand Writer and Typist (Female), Grade III.§ .. .. .	351	364	..
Shorthand Writer and Typist (Female), Senior .. .. .	377	390	..
Tailoress .. .. .	301	314	..
Telephonist (Female), Grade I.—			
Junior—			
At 16 years of age .. .. .	..	143	..
At 17 years of age .. .. .	..	156	..
At 18 years of age .. .. .	..	169	..
At 19 years of age .. .. .	..	208	..
At 20 years of age .. .. .	..	234	..
Adult .. .. .	260	286	..
Therapist .. .. .	311	337	..
Typist (Female)¶—			
Junior—			
At 16 years of age .. .. .	..	143	..
At 17 years of age .. .. .	..	156	..
At 18 years of age .. .. .	..	169	..
At 19 years of age .. .. .	..	208	..
At 20 years of age .. .. .	..	234	..
Adult .. .. .	260	286	..
Typist (Female), Senior .. .. .	299	325	..

\* An officer shall not be paid a salary rate in excess of £364 a year unless such officer is properly qualified at the trade either by having served an apprenticeship or by having attained the status of "recognised tradesman" pursuant to the Tradesmen's Rights Regulation Act or by having been granted a certificate of qualification assessing such officer as proficient at the trade, pursuant to Part III. of the *Re-establishment and Employment Act 1946*. Provided that an officer not qualified in the terms of the foregoing who has completed at least five years' approved service, shall be eligible for progression to £377 a year.

\*\* Officers must hold a Certificate of the Australian Institute of Radiography or its equivalent.

‡ Less deduction for quarters, allowances, and rations.

§ See Regulation 56 of the Public Service (Public Service Board) Regulations.

¶ See Regulation 57 of the Public Service (Public Service Board) Regulations.

## REGULATIONS UNDER PUBLIC SERVICE ACT 1946.

## SEVENTH SCHEDULE—continued.

Office.	Yearly Rate of Salary.		Increments (Annual).
	Minimum.	Maximum.	
<i>Nursing Staff—Males.</i>			
Nurse, Principal .. .. .	£ 611	£ 637†	1 of £26
Nurse, Head .. .. .	546	572†	1 of £26
Nurse, Head, Assistant .. .. .	494	520	1 of £26
Nurse, Charge .. .. .	442	468	1 of £26
Nurse, Charge, Deputy .. .. .	390	416	1 of £26
Nurse, Staff .. .. .	351	364	..
Nurse, Student .. .. .	299	325	..
Tutor†† .. .. .	520	546	1 of £26
Ward Assistant .. .. .	299	338	..
<i>Nursing Staff—Females.</i>			
Nurse, Principal .. .. .	553	579‡	1 of £26
Nurse, Head .. .. .	488	514‡	1 of £26
Nurse, Head, Assistant .. .. .	436	462	1 of £26
Nurse, Children's Court Clinic .. .. .	380	419	1 of £26, and 1 of £13
Nurse, Child Psychiatric Clinic .. .. .	350	389	1 of £13, and 1 of £26
Nurse, Psychiatric Clinic, Travancore Develop- mental Centre .. .. .	380	419	1 of £26, and 1 of £13
Nurse, Charge .. .. .	384	410	1 of £26
Nurse, Charge, Deputy .. .. .	345	358	..
Nurse, Staff .. .. .	306	319	..
Nurse, Student .. .. .	254	280	..
Sister†† .. .. .	366	405	1 of £26, and 1 of £13
Tutor†† .. .. .	462	488	1 of £26
Ward Assistant .. .. .	254	293	..

† Less deductions for quarters and allowances.

†† The provisions of Regulation 52 (c) do not apply to such officers.

|| An allowance at the rate of £13 a year may be paid to Ward Assistants who have completed six years' service.

‡ Less deductions for quarters, allowances and rations.

Note.—When an officer is required to reside at the institution, a charge of £128 a year will be made (except where otherwise specified in these Regulations) for quarters and rations.

All Nurses designated as such, Ward Assistants (Female), Housekeepers, Cooks, and Laundresses will be provided with uniforms.

Male Nurses and Ward Assistants (Male) will be provided with one tunic and two pairs of trousers annually.

*Deductions from Salaries of Officers Residing in Separate Quarters in the Reserves of the Various Mental Institutions.*

Deductions will be made from the salaries of these officers in accordance with the Schedule hereunder:—

Rent .. .. .	As fixed
Fuel .. .. .	£29 a year
Light .. .. .	£12 a year
Water .. .. .	£2 a year
Vegetables .. .. .	£36 a year
Milk .. .. .	£21 a year
Laundry .. .. .	£19 a year

Principal and Head Nurses and Housekeepers will be charged £128 a year for rations and allowances other than quarters.

Rent for quarters will be charged as under:—

For quarters occupied by—

Principal Male Nurses .. .. .	£20 a year
Head Male Nurses .. .. .	£20 a year
Farm Managers .. .. .	£20 a year
Mechanics .. .. .	£20 a year
Engineers .. .. .	£20 a year
Curator of Gardens .. .. .	£20 a year
Gardeners .. .. .	£20 a year
Head Nurses .. .. .	£16 a year
Housekeepers .. .. .	£16 a year
Principal Nurses .. .. .	£16 a year

Officers who are allowed quarters for themselves only and rations.

Deductions will be made from the salaries of these officers as under:—

Rent and allowances .. .. .	£26 a year
Rations .. .. .	£102 a year.

Officers who are not supplied with quarters will be charged £57 a year for meals provided in an institution.

D. D. PAINE, Chairman.

E. F. FITZGIBBON, Secretary.

Office of the Public Service Board,  
Melbourne, 25th January, 1954.

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THURSDAY, JANUARY 28.

[1954

Factories and Shops Acts.

DETERMINATION OF THE CARTERS AND DRIVERS BOARD.

NOTE.—This Determination applies to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts the Wages Board which since the 15th February, 1938, has had the power to determine the lowest prices or rates which may be paid to any person, employed—

- (1) in carting or driving, or in accompanying a carter or driver, and assisting him in carting, driving, loading, unloading, or delivering in connexion with or incidental to some trade or business, but not including persons employed at such work in connexion with a trade which may be or is the subject of a Determination of any of the following Boards, viz. :—

Bread Carters Board,	Shops Board, No. 7 (Country Shop Assistants),
Chaffcutters Board,	Shops Board, No. 12 (Fuel and Fodder),
Coal and Coke Board,	Shops Board, No. 13 (Fuel and Fodder—Country),
Quarry Board,	Shops Board, No. 15 (Grocers);
Shops Board, No. 3 (Butchers),	

- (2) in or in connexion with any stable in which are stabled the horses used in his trade or business by any person subject to the Determination of the said Carters and Drivers Board;
- (3) in driving horse-drawn passenger vehicles hired or plying for hire;
- (4) in the business of a livery stable keeper or in a stable where cabs or cab horses are kept;
- (5) in connexion with motor assembly works, warehouses, or showrooms—

(a) in driving mechanically propelled vehicles in the course of their sale, their delivery to purchasers, or their registration;

(b) as instructor driver;

has made the following Determination, namely :—

- (a) That, as from the 13th October, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.
- (b) That Part I. hereof shall apply to all persons other than those mentioned in sub-clauses (c), (d) or (e) hereunder.
- (c) That, Part II. hereof shall apply only to persons employed as bulk milk carters.
- (d) That Part III. hereof shall apply only to persons employed in the calling or occupation of a driver or dragger in the hauling or dragging of cargo on the wharf to and from the vessel's side and the wharf sheds or stacking grounds during the process of loading or unloading a vessel.
- (e) That Part IV. hereof shall apply only to persons employed by retail dairymen.
- (f) That Part V. hereof shall apply only to persons employed in connexion with the distribution of petrol and petroleum products.

PART I.

(This Part applies to all persons other than those employed (i) as Wharf Draggers, (ii) by Retail Dairy-men, (iii) in connexion with the distribution of petrol and petroleum products or (iv) as Bulk Milk Carters.)

I. ADULT EMPLOYEES.

	Weekly Wage. (Including a Loading of 3s.)		
	Within 20 Miles of G.P.O., Melbourne; within 10 Miles of G.P.O., Geelong; within 5 Miles of the Chief Post Office, Warrnambool; and within the Mildura and Gippsland Districts.	At Yallourn.	All Other Parts of Victoria.
	£ s. d.	£ s. d.	£ s. d.
(1) Employee driving jinker, boiler truck, or float—			
One horse .. .. .	13 8 0	13 14 6	13 5 0
Two or three horses .. .. .	13 15 6	14 2 0	13 12 6
Additional horses—2s. extra per day for each extra horse			
(2) Employee driving—			
One horse .. .. .	12 18 6	13 5 0	12 15 6
Two horses .. .. .	13 6 6	13 13 0	13 3 6
Three horses .. .. .	13 11 0	13 17 6	13 8 0
Four horses .. .. .	13 14 0	14 0 6	13 11 0
Five horses .. .. .	13 15 6	14 2 0	13 12 6
Additional horses—2s. extra per day for each extra horse except when horses are drawing timber on a train line			
Horse-drawn vehicle drawing trailer—1s. extra per day for each loaded trailer or 6d. per day extra for each empty trailer, provided that not more than one trailer shall be drawn at any one time.			
(3) Employee driving motor cycle with side car ..	12 19 6	13 6 0	12 16 6
(4) Employee driving other motor vehicle having maker's capacity of—			
25 cwt. or less .. .. .	13 6 6	13 13 0	13 3 6
Over 25 cwt. but not over 3 tons .. .. .	13 12 6	13 19 0	13 9 6
Over 3 tons but under 6 tons .. .. .	13 17 0	14 3 6	13 14 0
Further tonnage—for each complete ton over 5—an extra 1s.			
Motor (not being a tractor) drawing trailer— 2s. 6d. extra per day for each loaded trailer or 1s. 3d. extra per day for each empty trailer, pro- vided that not more than one trailer shall be drawn at any one time.			
(5) Employee driving mechanical horse with or without one trailer .. .. .	14 6 6	14 13 0	14 3 6
For each trailer above one drawn at the same time—2s. 6d. per day extra per loaded trailer and 1s. 3d. per day extra per empty trailer. The rates set out in classifications (2), (4) and (5) in regard to trailers shall not apply to empty trailers in transit to and/or from timber vessels at Melbourne or the Graham-street railway siding of the type usually used to unload timber			
(6) Employee driving articulated vehicle having maker's capacity of 8 tons or less .. .. .	14 6 6	14 13 0	14 3 6
For each complete ton over 8—an extra 1s.			
(7) Employee driving machinery float having maker's capacity of 8 tons or less .. .. .	14 11 6	14 18 0	14 8 6
For each complete ton over 8—an extra 1s.			
(8) Employee driving a straddle truck .. .. .	14 6 6	14 13 0	14 3 6
(9) Loader .. .. .	13 2 0	13 8 6	12 19 0
(10) Leading Loader .. .. .	13 11 6	13 18 0	13 8 6
(11) Stableman .. .. .	12 13 0	12 19 6	12 10 0
(12) Head stableman .. .. .	13 1 0	13 7 6	12 18 0
(13) Horse driver's assistant .. .. .	12 9 0	12 15 6	12 6 0
(14) Motor driver's assistant .. .. .	12 9 0	12 15 6	12 6 0
(15) Yardman .. .. .	12 9 0	12 15 6	12 6 0
(16) Sanitary carter's mate .. .. .	13 18 6	14 5 0	13 15 6
(17) Garbage carter's mate .. .. .	13 5 0	13 11 6	13 2 0



## PART I.—(continued).

(This Part applies to all persons other than those employed (i) as Wharf Druggers, (ii) by Retail Dairymen, (iii) in connexion with the distribution of petrol and petroleum products, or (iv) as Bulk Milk Carters.)

## ADULT EMPLOYEES—continued.

	Per Week s. d.
Further additional amounts for	
(18) Employee carting, loading and/or unloading carbon black except when packed in sealed metal containers—5s. per day or part thereof.	
(19) Employee carting, loading and/or unloading offensive material . . . . .	6 0
(20) Employee carting, loading and/or unloading dirty material—1s. per day	
(21) Employee who is required to cart— Tar (other than in sealed containers) for immediate spreading upon streets, Tar in unsealed containers, Tarred material for spreading upon streets and/or spread either of them upon streets . . . . .	6 0
(22) Employee who is a recognized furniture carter engaged in removing and/or delivering furniture as defined . . . . .	5 0
(23) Employee who is a recognized live stock carter, carting live stock as defined . . . . .	5 0
(24) Employee driving sanitary vehicle . . . . .	20 0
(25) Employee driving vehicle collecting garbage . . . . .	16 0
(26) Driver required to act as salesman of goods in his vehicle . . . . .	2 0
(27) Driver-salesman as defined in clause 28 (e) of this Determination . . . . .	10 0
Provided that no employee shall be entitled to receive, in any one week, both the additional amounts set out in items (26) and (27).	
(28) Employee handling money as defined— For any amount handled up to £10 . . . . .	2 0
For any amount handled over £10 but not exceeding £100 . . . . .	6 0
For any amount handled over £100 but not exceeding £300 . . . . .	10 0
For any amount handled over £300 but not exceeding £500 . . . . .	15 0
For any amount handled over £500 . . . . .	20 0
(29) Leading hands in charge of not less than three and not more than ten employees . . . . .	9 0
More than ten and not more than twenty employees . . . . .	18 0
More than twenty employees . . . . .	27 0
Provided that this item shall not apply to a leading loader.	
Where a higher further additional amount becomes payable under items (18), (19), (20), (21), (23), (24), or (25) it shall supersede any lesser additional amount contained in these items which otherwise would have been liable for payment.	

## JUNIORS.

2. (a) The minimum rate to be paid to junior employees is as follows:—

Under 19 years of age—65 per cent. of the total wage payable to an adult for the class of work performed.  
19 years and under 20 years of age—75 per cent. of the total wage payable to an adult for the class of work performed.

20 years of age—the full rate payable to an adult employee for the class of work performed.

(b) No junior under nineteen years of age shall be allowed to drive or be in charge of more than one horse within the Metropolitan District, and no junior under eighteen shall be permitted to have sole charge of a motor vehicle.

(c) Juniors shall not be employed in a greater proportion than one junior to every five drivers receiving adult wages.

## NO REDUCTION IN WAGES.

3. Nothing in this Determination shall in itself operate to reduce the rate of pay for any classification in existence at the commencing date of this Determination.

## HORSE STABLING.

4. Where a driver provides stabling for his horse or horses, he shall be paid 10s. per week for each horse stabled in addition to the minimum rate of wages prescribed.

## CASUAL EMPLOYEES.

5. (a) A casual employee for working ordinary time shall be paid per hour one-fortieth of the weekly rate prescribed by this Determination for the work which he performs, plus 4s. per day or portion thereof.

A minimum payment as for four hours shall be paid.

(b) A casual employee shall be notified at the end of the day if his services are not required next working day; failing such notice, a full day's wages shall be paid for the next working day.

## HIGHEST FUNCTION.

6. Where an employee is called upon to perform two or more classes of work on any one day he shall, for the purpose of assessing the rate of wage to be paid, be deemed to have worked throughout the whole of his working time on that day at the class for which the highest rate of wage is prescribed.

Provided that an employee shall not be transferred to perform a class of work providing a lesser minimum rate of wage than that at which he is usually employed, unless he is given a week's notice.

## PAYMENT OF WAGES.

7. (a) All wages and overtime shall be paid in the employer's time on a day to be determined by the employer but not later than Thursday of each week. The day on being fixed shall not be altered more than once in three months. All wages shall be paid enclosed in an envelope, which shall be clearly endorsed on the outside with the particulars enumerated herein.

Provided that at the option of the employer, the particulars mentioned may be stated on a slip of paper and included in the envelope.

- (i) The gross amount of wages payable;
- (ii) the amount of each deduction made and the nature thereof; and
- (iii) the net amount of wages paid.

(b) All earnings including overtime shall be paid within two days of the expiration of the week in which they accrue.

(c) If an employer fails to make payment to any employee as prescribed on pay day, he shall pay to each such employee 5s. for each and every day or part thereof during which such default continues unless such failure is due to some act on the part of the employee, or to circumstances not under his control and which he could not reasonably have foreseen and which he took reasonable steps to avoid or overcome.

(d) Notwithstanding anything herein contained an employer shall pay to an employee who leaves or is dismissed all moneys due to him forthwith failing which he shall pay to the employee the sum of 5s. for each and every day or part thereof during which such defaults continue.

(e) Sub-clauses (a) and (b) hereof shall not apply to an industry in which the work of employees covered by this Determination is only subservient to the main operations of such industry but the practice followed for the majority of the employees in any establishment in such industry shall be applied to employees therein covered by this Determination.

## PART I—(continued).

(This Part applies to all persons other than those employed (i) as Wharf Druggers, (ii) by Retail Dairymen, (iii) in connexion with the distribution of petrol and petroleum products, or (iv) as Bulk Milk Carters.)

## HOURS OF WORK.

8. (a) The ordinary hours of work shall be 40 per week.
- (b) (i) Subject to the exceptions hereinafter provided the ordinary hours of work are to be worked in five days of not more than 8½ hours (Monday to Friday inclusive) and one day (Saturday) of not more than 4 hours, or five days of not more than 8½ hours (Monday to Friday inclusive) continuously, except for meal breaks, between 7 a.m. and 5.30 p.m. Monday to Friday inclusive and 7 a.m. to 12.30 p.m. on Saturday.
- (ii) In localities where the recognized half-holiday is on a day other than a Saturday the day so recognized may be substituted for Saturday for all the purposes of this Determination.
- (c) Sub-clause (b) (i) in respect of the times within which ordinary hours of work may be performed shall not apply to—

- (i) A stableman or yardman;  
 (ii) Sanitary or garbage carter or carter's mate;

Provided that the wages of the employees mentioned in (i) and (ii) of this sub-clause shall be increased by 15 per cent. for all time of duty before 7 a.m.

- (iii) A driver employed at—

- (a) A fish, fruit or vegetable store;  
 (b) Carting aerated water, ice or ice-cream in summer.

Provided that the wages of the employees mentioned in (iii) of this sub-clause shall be increased by 20 per cent. for all time of duty before 7 a.m.

Provided further that a stableman and yardman shall be entitled to either Sunday or some other day in each week as a clear day off from work and in default thereof one day's extra pay.

## Five Days' Week.

- (d) In any case in which the ordinary week's work of 40 hours can be performed in five days as aforesaid without—
- (i) detriment to the public interest;  
 (ii) loss in the value of goods handled or to be handled;  
 (iii) reducing the efficiency of production; or  
 (iv) reducing the efficacy of the necessary service.

the employer shall allow those employees who so desire to do so to work their ordinary hours in five days as aforesaid.

It is a condition of the allowing of a five days' week hereunder that if required, employees shall comply with the reasonable and lawful orders of the employer as to working overtime including the working of overtime on Saturday.

## STARTING TIMES.

9. (a) Where proper facilities are provided for an employee to sign on when beginning work, and to sign off when leaving work, the work of such employee shall be deemed to commence when he signs on at the yard or depot in the morning and finish when he signs off in the evening.

- (b) Where proper facilities for signing on or off are not provided, work shall be deemed to commence when the employee enters the yard or depot in the morning and to finish when he leaves the yard or depot in the evening.

Provided that in any case where the horses are stabled at the driver's own home then the driver shall be allowed twenty minutes in the morning and fifteen minutes in the evening to perform the necessary stable work.

Provided further that in cases where an employee, driver of a motor vehicle, takes the vehicle to his home at the end of the day's work, his finishing time shall be deemed to be the time of arrival at his home and his starting time on the following morning shall be the time at which he signs on at his employer's yard or depot unless he has to proceed direct from his home with or to a job without first going to his employer's yard or depot in which case his starting time shall be the time of leaving his home.

- (c) Each employer shall fix a regular starting time for each of his employees which shall, with respect to each such employee, be the same time in each day of the week. In any case where it is not so fixed such starting time shall be 7.15 a.m. until it is otherwise fixed by the employer. Where an employer desires to vary or change the regular starting time of an employee or employees he shall give one week's notice of such variation or change to the particular employee or employees concerned and also post a notice of the intended change at the depot or yard.

## SUNDAY WORK.

10. All time of duty on Sundays shall stand alone and shall be paid for at the rate of double time with a minimum of four hours' pay at double time. Except a stableman or yardman who is regularly required to work on Sunday, who shall be paid at the rate of time and a half with a minimum of three hours' pay at time and a half.

## OVERTIME.

11. (a) (i) An employer may require an employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

(ii) The union shall not in any way whether directly or indirectly be a party to or concerned in any ban, limitation or restriction upon the working of overtime in accordance with the requirements of this clause.

- (b) For all work done outside ordinary hours the rates of pay shall be time and a half for the first four hours and double time thereafter, such double time to continue until the completion of the overtime work.

Provided, however, that the "further additional amounts" set out in items (18), (19), (20), (21), and (28) of clause 1 shall not be subject to the increased rates of pay hereinbefore referred to.

Except as provided in this sub-clause or sub-clause (c) hereof, in computing overtime each day's work shall stand alone.

## Rest Period After Overtime.

- (c) (i) When overtime work is necessary it shall, wherever reasonably practicable, be so arranged that employees have at least eight consecutive hours off duty between the work of successive days.

(ii) An employee (other than a casual employee) who works so much overtime between the termination of his ordinary work on one day and the commencement of his ordinary work on the next day, that he has not at least eight consecutive hours off duty between those times, shall, subject to this sub-clause be released after completion of such overtime until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

(iii) If on the instructions of his employer, such an employee resumes or continues work without having had such eight consecutive hours off duty he shall be paid at double rates until he is released from duty for such period and he shall then be entitled to be absent until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

## PART I.—(continued).

(This Part applies to all persons other than those employed (i) as Wharf Druggers, (ii) by Retail Dairymen, (iii) in connexion with the distribution of petrol and petroleum products or (iv) as Bulk Milk Carters.)

*Call Back.*

(d) (i) An employee recalled to work overtime after leaving his employer's business premises (whether notified before or after leaving the premises) shall be paid for a minimum of three hours' work at the appropriate rate for each time he is so recalled; provided that, except in the case of unforeseen circumstances arising, the employee shall not be required to work the full three hours if the job he was recalled to perform is completed within a shorter period. This sub-clause shall not apply in cases where it is customary for an employee to return to his employer's premises to perform a specific job outside his ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

(ii) Overtime worked in the circumstances specified in this sub-clause shall not be regarded as overtime for the purposes of sub-clause (c) hereof where the actual time worked is less than three hours on such recall or on each of such recalls.

*Saturday Work—Five Day's Week.*

(e) A day worker on a five days' week required to work overtime on a Saturday shall be afforded at least three hours' work or paid for three hours at the appropriate rate except where such overtime is continuous with overtime commenced on the day previous.

*Standing-By.*

(f) Subject to any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back, an employee required to hold himself in readiness to work after ordinary hours shall, until released, be paid standing-by time at ordinary rates from the time from which he is so told to hold himself in readiness.

*Transport of Employees.*

(g) When an employee, after having worked overtime, finishes work at a time when reasonable means of transport are not available, the employer shall provide him with a conveyance to his home, or pay him his current wage for the time reasonably occupied in reaching his home.

## HOLIDAYS.

12. (a) Weekly employees shall be entitled, without deduction of pay, to the holidays observed in respect of New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Christmas Day and Boxing Day, and to one other holiday on the day fixed as follows:—

Within 25 miles of the G.P.O., Melbourne—a day to be agreed to by the employer and his employees, and notified beforehand to the Union, and in default thereof the day upon which the Melbourne Cup is run. In any other district—

One day for which a whole or part holiday for the Public Service is gazetted for the district, or in default thereof a day agreed to by the employer and employees concerned and notified beforehand to the Union.

(b) Notwithstanding the provisions of sub-clause (a) hereof where an employee is employed in an employer's industry with respect to which an Award or Determination binding upon that employer makes provision for public holidays for the majority of his employees without loss of pay the employer shall grant the public holidays provided for in such Award or Determination instead of those abovementioned and sub-clause (a) hereof shall be read as if the holidays mentioned in any such Award or Determination had been expressly mentioned herein as alternative to those set out in sub-clause (a) hereof.

(c) No weekly employee who has, without the consent of his employer and without reasonable cause, absented himself from his employment on the day before or the day after a holiday shall be free from deduction of pay in respect of such holiday.

(d) (i) For all time worked by a weekly employee on such holidays, payment shall be made at the following rate—  
On Good Friday and the Christmas Day Holiday—Time and a half.  
On any other holiday—Ordinary time.  
The minimum payment shall be as for four hours' work.

(ii) Payment for work on a holiday shall be in addition to any amount payable in respect of the weekly wage. Provided further that if an employee is required to work on a holiday, other than Good Friday and Christmas Day, during hours which if the day were not a holiday would be outside the range of ordinary working time as mentioned in clause 8 hereof, he shall be paid for such hours at double time instead of the ordinary time as hereinbefore provided in this sub-clause.

Provided that he shall be paid double and a half time for all overtime worked on Good Friday and Christmas Day.

(iii) The preceding part of this sub-clause shall not apply to a stableman, who shall, in lieu thereof, be paid at the rate of double time for ordinary hours of duty on Good Friday and Christmas Day and at the rate of time and a half for ordinary hours of duty on any other holiday with a minimum payment as for three hours' work.

(e) (i) For all time worked by a casual employee on such holidays, payment shall be made at the following rate—  
On Good Friday and the Christmas Day Holiday—Double and a half time.  
On any other holiday—Double time.

(ii) The minimum payment shall be as for four hours' work. As well as the payment prescribed by this sub-clause, the additional rate prescribed by clause 5 hereof shall be paid.

(f) Where a weekly employee is entitled to any holiday prescribed by this Part, his employer shall notify such employee on the working day immediately preceding such holiday if his services are required thereon and if such notice be not given the employee shall be entitled to take such holiday without deduction of pay.

(g) If an employer intends to carry on business on a day generally observed as a holiday, although not prescribed as such in this Determination, he shall not be entitled to make a deduction from the wages of any weekly employee who fails to present himself for duty on that day unless he shall have given the employee notice of his intention to carry on business on that day.

## ANNUAL LEAVE.

*Period of Leave.*

13. (a) Except as hereinafter provided a period of fourteen consecutive days' leave with payment of ordinary wages as prescribed shall be allowed annually to an employee by his employer after a period of twelve months' continuous service with such employer.

*Public Holidays Excluded.*

(b) (i) Such period of annual leave shall not include holidays observed on working days, but shall include all other non-working days.

(ii) If any holiday falls within an employee's period of annual leave and is observed on the day which in the case of that employee would have been an ordinary working day, there shall be added to that period one day, being an ordinary working day for each such holiday observed as aforesaid.

(iii) Where an employee without reasonable excuse proof whereof shall lie upon him is absent from his employment on the working day or part of the working day prior to the commencement of his annual leave or fails to resume work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave the employee shall not be entitled to payment for the public holidays which fall within his period of annual leave.

## PART I.—(continued).

(This Part applies to all persons other than those employed (i) as Wharf Druggers, (ii) by Retail Dairymen, (iii) in connexion with the distribution of petrol and petroleum products or (iv) as Bulk Milk Carters).

*Notice of Leave to be Given.*

(c) At least seven days' notice shall be given to an employee as to when he is to commence his leave and if such notice be withdrawn by an employer, the employee if he postpones his leave, shall be compensated by the employer for any reasonable out of pocket loss occasioned thereby.

*Time when Leave to be Granted.*

(d) (i) Any leave to which an employee may become entitled hereunder shall be granted by the employer within three calendar months of the same becoming due.

Provided that if because of the conditions operating in any particular industry or of circumstances over which he has no control an employer considers it impossible for him to grant leave to any employee within the said period he may by agreement with the Union postpone such leave until a later date.

Provided that in very exceptional circumstances payment may be made for the whole or any part of the leave as has been prescribed provided that consent of the Local Branch of the Union has been obtained.

(ii) Where an employee has become entitled to annual leave hereunder, but leaves or is dismissed for any cause before such leave is granted to him, he shall be paid two weeks' wages in lieu of such leave.

*Leave to be Given and Taken.*

(e) The annual leave provided for by this clause shall be allowed and shall be taken and except as provided in sub-clause (d) hereof, payment shall not be made or accepted in lieu of annual leave. If an employer fails to grant leave within the period of any postponement thereof mentioned in sub-clause (d) hereof and is convicted on that ground for a breach of this Determination and the employee is not a consenting party to such failure; the employer shall in addition to the wages payable under sub-clause (f) hereof also pay to such employee a further sum equal to the wages payable under sub-clause (f) hereof.

*Payment of Wages.*

(f) Each employee before going on leave shall be paid the wages due to him for the period for which he is entitled to leave. For the purposes of this sub-clause and sub-clause (h) hereof the wages shall be at the amount prescribed in this Determination for the occupation at which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment as the case may be, but in the event of an employee being engaged during a period of four weeks prior to such commencement or termination on two or more occupations entitling him to different rates of pay, the wages to be paid to such employee hereunder shall be the amount of his average weekly wages for ordinary working time over such period of four weeks.

*Leave in Advance.*

(g) (i) An employer may grant annual leave to an employee before the right thereto has accrued due but where leave is taken in such a case further period of annual leave shall not commence to accrue until the expiration of the twelve months in respect of which annual leave had been taken before it accrued.

(ii) Where leave has been granted to an employee pursuant to sub-clause (g) (i) hereof before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted, the employer may for each one complete month of the qualifying period of twelve months not served by the employee, deduct from whatever remuneration is payable upon the termination of the employment one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed in clause 12 of this Part. Provided that in cases where such leave is granted at the request of the employee, the employer may when making payment under sub-clause (f) hereof withhold from the employee a sum equal to one-twelfth for each complete month of the qualifying period not served by the employee at the time of going on such leave and retain such sum until the expiration of such qualifying period.

*Proportionate Payment.*

(h) Proportionate payment shall be made in respect of each completed month of continuous service in any qualifying twelve-monthly period when an employee lawfully leaves his employment or his employment is terminated by his employer through no fault of the employee.

*Calculation of Continuous Service.*

(j) (i) Continuity of service shall be deemed to be continuous notwithstanding—

- (a) any interruption or termination of the employment by the employer if such interruption or termination has been made with the intention of avoiding obligations hereunder in respect of annual leave;
- (b) any absence from work of not more than fourteen days in the twelve months on account of sickness or accident (proof whereof shall be on the employee);
- (c) any absence on account of leave granted imposed or agreed to by the employer;
- (d) any absence due to reasonable cause (including absences on account of sickness or accident of more than fourteen days) proof whereof shall be on the employee.

Provided that in cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall if practicable inform the employer in writing within 24 hours after the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness, injury or cause and the estimated duration of his absence.

(ii) In calculating a period of twelve months' continuous service—

- (a) (1) any annual leave taken therein;
- (2) any absences of the kind mentioned in (a) and (b) of paragraph (i) hereof shall be counted as part of such period;
- (b) in respect of absences of the kind mentioned in (c) and (d) of paragraph (i) hereof the employee shall serve such additional period as part of his qualification for annual leave as will equal the period of such absences.
- (c) where an employee is absent from work for any cause whatsoever the employer shall if so requested by the employee notify the employee within fourteen days of the receipt of such request whether the employer regards such absence as breaking either conditionally or unconditionally the continuity of service of such employee.

If the employee does not make such request within seven days of his return to work after any such absence such absence shall be deemed to have broken such continuity. If the employer does not give such notice within the said fourteen days such absence shall not be deemed to be such a break.

The employee shall make such request in writing and shall deliver same to the employer's office at the factory where he is employed or there be no such office, to the manager of such factory or in his absence to the employee's foreman. The employer shall give the notification to the employee by having the same delivered to such employee personally in writing.

## PART I—(continued).

(This Part applies to all persons other than those employed (i) as Wharf Druggers, (ii) by Retail Dairymen, (iii) in connexion with the distribution of petrol and petroleum products or (iv) as Bulk Milk Carters.)

*Calculation of Month.*

(k) For the purpose of this clause a month shall be reckoned as commencing with the beginning of the first day of the employment or period of employment in question and as ending at the beginning of the day which in the latest month in question has the same date number as that which the commencing day had in its month and if there be no such day in such subsequent month shall be reckoned as ending at the end of such subsequent month.

*Successor or Assignee or Transmitlee.*

(l) Where the employer is a successor or assignee or transmitlee of a business if an employee was in the employment of the employer's predecessor at the time when he became such successor or assignee or transmitlee the employee in respect of the period during which he was in the service of the predecessor shall for the purpose of this clause be deemed to be in the service of the employer.

*Annual Close Down.*

(m) Where an employer closes down his plant, or a section or sections thereof, for the purpose of allowing annual leave to all or the bulk of the employees in the plant, or section or sections concerned, the following provisions shall apply—

- (i) He may by giving to the employees concerned not less than one month's notice of his intention so to do, stand off for the duration of the close down all employees in the plant or section or sections concerned, and allow to those who are not then qualified for two full week's leave paid leave on a proportionate basis of one-sixth of a week's leave for each completed month of continuous service.
- (ii) An employee who has then qualified for two full week's leave, and has also completed a further month or more of continuous service shall be allowed his leave, and shall also be paid one-sixth of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.
- (iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant or section or sections concerned, is reopened for work.
- (iv) If in the first year of his service with an employer an employee is allowed proportionate annual leave under paragraph (i) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be entitled to the benefit of sub-clause (h) hereof, subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

*Industry Awards.*

(n) Provided that where an employee is employed in an employer's industry with respect to which an Award or Determination of a Court or Wages Board provides for annual leave with pay such leave being uniform for all employees the employer may grant such employee annual leave in accordance with the provisions of such Award or Determination instead of under this Determination and this Determination shall be read as if the provisions of such Award or Determination had been expressly included herein: Provided further that an employer shall not be entitled to exercise the right conferred on him by this sub-clause unless and until he or some person on his behalf has given written notice to the Union of the Award or Determination under which he proposes to grant the annual leave together with the names of the parties to and the date of such other Award or Determination or such other particulars as will enable such Award or Determination to be identified and of the annual leave therein provided. Any notice so given shall not be changed without the consent of the Union and shall not affect any rights of the employee already accrued under this Determination at the time of giving such notice.

## SICK LEAVE.

14. (a) An employee on weekly hiring who is absent from his work on account of personal illness or injury by accident arising out of and in the course of his employment shall be entitled to leave of absence, without deduction of pay, subject to the following conditions and limitations:—

- (i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.
- (ii) He shall within 24 hours of the commencement of such absence, unless proved to the satisfaction of his employer that such was not reasonably practicable inform the employer of his inability to attend for duty, and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.
- (iii) He shall prove to the satisfaction of his employer that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.
- (iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time.

For the purpose of administering paragraph (iv) of this sub-clause an employee may within one month of this Determination coming into operation or within two weeks of the employee entering his employment require an employee to make a sworn declaration or other written statement as to what paid leave of absence he has had from any employer during the then current year; and upon such statement the employer shall be entitled to rely and act.

*Single Day Absences.*

(b) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only such employee if in the year he has already been allowed paid sick leave on more than one occasion for one day only, shall not be entitled to payment for the day claimed unless he produces to the employer a certificate of a duly qualified practitioner that in his, the medical practitioner's opinion the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights under sub-clause (a) (iii) hereof.

*Cumulative Sick Leave.*

(c) Sick leave shall accumulate from year to year so that any balance of the period specified in sub-clause (a) (iv) of this clause which has in any year not been allowed to an employee by an employer as paid sick leave may be claimed by the employee and subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year. Provided that sick leave which accumulates pursuant to this sub-clause shall be available to the employee for a period of two years but for no longer from the end of the year in which it accrues.

*Attendance at Hospital, &c.*

(d) Notwithstanding anything contained in sub-clause (a) hereof an employee suffering injury through an accident arising out of and in the course of his employment (not being an injury in respect of which he is entitled to workers' compensation) necessitating his attendance during working hours on a doctor, chemist or trained nurse, or at a hospital shall not suffer any deduction from his pay for the time (not exceeding four hours) so occupied in the day of the accident, and shall be reimbursed by the employer all expenses reasonably incurred in connexion with such attendance.

## PART I—(continued).

(This Part applies to all persons other than those employed (i) as Wharf Druggers, (ii) by Retail Dairymen, (iii) in connexion with the distribution of petrol and petroleum products or (iv) as Bulk Milk Carters.)

## MEAL TIMES.

15. (a) (i) Each employee shall be allowed a break of one hour without pay as a meal time to begin not earlier than 11.30 a.m. nor later than 1.30 p.m.

Provided that where an employee is engaged in an industry where the majority of employees therein have less than one hour for a meal break the duration, and as far as practicable, the time of taking meal breaks shall be uniform with the majority of such other employees.

Provided further that the duration for a meal break shall be regular and not less than 45 minutes or more than one hour and of any other meal break thirty minutes.

(ii) If the break be not so allowed, all time worked after 1.30 p.m. until a break without pay for a meal time is allowed shall be paid for at the rate of ordinary time, the payment to be in addition to any payment due in respect of a weekly or casual wage.

(i) (i) Except as otherwise provided in this clause, no employee shall be required to work for longer than 5½ hours without a break for a meal.

(ii) All time worked over 5½ hours until such a break is allowed shall be paid for at the rate of ordinary time, the payment to be in addition to any payment due in respect of a weekly or casual wage.

(iii) This sub-clause shall not apply to the evening meal time in the case of any employee returning to the yard or depot after the conclusion of any journey or delivery where such employee ceases work not later than 7 p.m. on Monday to Friday inclusive.

(c) (i) Where an employee is required otherwise than because of his own default or delay to continue working after 6 p.m. on Monday to Friday inclusive or 1 p.m. on Saturday without having been informed in some way on the preceding working day that he will be so required he shall be allowed 3s. as meal money.

(ii) An employee who is notified under this sub-clause that he will be required to continue working, but who is not so required to continue working, shall be paid the prescribed meal money.

(iii) This sub-clause shall not apply in the case of any employee returning to the yard or depot after the conclusion of any journey or delivery where such employee ceases work not later than 7 p.m.

(iv) The obligation to pay ordinary time under this clause in addition to weekly or other wages and overtime under any other clause shall not be cumulative, but the employee in cases coming within this clause shall be entitled only to the higher payment.

## CONTRACT OF EMPLOYMENT.

## Weekly Employment.

16. (a) Except as hereinafter provided, employment shall be by the week. Any employee not specifically engaged as a casual employee shall be deemed to be employed by the week.

(b) Employment shall be terminated by a week's notice on either side given at any time during the week or by the payment or forfeiture of a week's wages as the case may be. This shall not affect the right of the employer to dismiss any employees without notice for malingering, inefficiency, neglect of duty, or misconduct, and in such cases all moneys due, shall be paid to the employee forthwith.

(c) An employee not attending for duty shall, except as provided by clauses 12, 13, and 14 hereof lose his pay for the actual time of such non-attendance.

(d) Where a notice is given by an employer purporting to expire within the week next preceding Christmas Day or Good Friday but the employer expressly or impliedly allows the employee to believe that he is to resume work not later than one week after New Year's Day, or Easter Monday, as the case may be, such notice shall have no effect and the engagement shall be deemed to have continued unaffected by such notice.

(e) A weekly employee shall not be changed to a casual employee within the week next preceding Christmas Day or Good Friday.

(f) Notice to determine the engagement which is given every week or otherwise in such manner that the employee is not able to know with certainty a week before a particular date whether his engagement will or will not be determined by the employer upon that date shall not be deemed a valid notice unless given during a general or shipping or coal strike.

## TIME BOOKS.

17. (a) Each employer shall, at the depot or yard at or from or in connexion with which the employee works, or at an office convenient thereto, keep a record or time book showing the name of each employee in which shall be entered the time of starting and finishing work each day, the work performed and class of vehicle driven and number of horses or maker's capacity and the weekly rate of pay for such work, and the amount of overtime worked and the wages and overtime paid to each employee.

Provided proper facilities are provided by the employer for the purpose, such record or time book shall (so far as his starting and finishing time each day is concerned and also the work performed and class of vehicle driven and number of horses or maker's capacity) be made or entered each day by the employee at the time of starting and finishing work.

(b) The age of each employee receiving less than the adult wage shall be entered in the record or time book.

(c) Such record or time book shall, on demand, be produced by the employer or, in his absence, the person in charge or who may be reasonably presumed to be in charge of such depot, yard or office mentioned in sub-clause (a) hereof or the time books kept thereat, to any officials (not more than 2 in number at any one time) of the Union duly authorized in writing by the President and Secretary of the local Branch or sub-branch of the Union at the place where the record or time book is kept. Any demand for production of the record or time book made during ordinary working hours on any ordinary working day, excepting pay day, shall be complied with forthwith. If the time of any such demand shall not be reasonably suitable to the employer (the burden of proof whereof shall be on the employer) for a full and particular inspection and examination of such time book or record by the officials, the employer shall nevertheless produce at such time such time book or record to the officials who shall be then entitled to examine such book or record for the purpose of seeing the nature and general state and condition thereof. A time shall then be agreed upon for the further examination of particulars thereof by such officials and, if not agreed upon, such time between the above hours shall be fixed by the officials and shall not be less than 24 hours or 48 hours in the case of a demand on the day before pay day after the time of the first demand. The officials shall in fixing such time have due regard to the exigencies of the employer's business and must complete each inspection as quickly as reasonably practicable.

(d) Provided that an employer may, at his option, in lieu of a time book, provide a mechanical clock for the purpose of recording the time of each employee, in which case each employee shall, at the end of the week, enter or record the wages and overtime received on some card or check used in connexion with such clock.

(e) Where an employee performs work for which a special rate is provided a record of such work and the nature of same shall be recorded in the time book or equivalent record.

## UNION DELEGATE.

18. An employee appointed as Union delegate in a depot or garage shall upon notification thereof to the employer by the Branch or sub-branch Secretary of the Union, be recognized as the accredited representative of the Union and shall be allowed the necessary time during working hours to interview the employer or his representative, on matters affecting employees in the depot or yard.

## NOTICE BOARD.

19. Each employer shall permit a notice board to be erected at his depot or garage for the purpose of posting any notices thereon in connexion with union business; such notice board to be in a prominent position. All notices shall be signed by an official of the Union.

## DETERMINATION TO BE EXHIBITED.

20. A copy of the Determination and any variation thereto shall as soon as the official print is available be posted, and kept posted in a prominent place where it is easily accessible to the employees.

## PART I—(continued).

(This Part applies to all persons other than those employed (i) as Wharf Driggers, (ii) by Retail Dairy-men, (iii) in connexion with the distribution of petrol and petroleum products or (iv) as Bulk Milk Carters.)

## TRAVELLING ALLOWANCES.

21. (a) An employee engaged in ordinary travelling on duty or on work on which he is unable to return to his home at night shall be paid such personal expenses as he reasonably incurs in travelling but he shall be paid the sum of 15s. per day at least. Provided that where an employee travels by boat or other conveyance in which his ticket includes meals and bed, he shall not be entitled to the said allowance, and provided that where an employer carrying on a coach and mail service provides or is willing to provide meals and bed the employee is to have the option of receiving 15s. per day or accepting the meals and bed provided by the employer.

(b) An employee prevented from returning with his turnout to the depot or yard from which he started shall be paid any travelling expenses he has to incur, and as if for time worked for the time he reasonably takes to get to his home beyond the time he ordinarily would have taken to get to his home from the depot or yard.

## CHANGE OF PLACE OF EMPLOYMENT.

22. When an employer transfers an employee, after he comes to work, from the place from which he usually works, to another place, fares to and from such altered place shall be paid by the employer to the employee whether the employee travels by cycle or otherwise except when transported by the employer.

## GEAR TO BE PROVIDED.

23. The employer shall provide all gear necessary for the loading and unloading of vehicles and the securing of loads thereon.

## HEAVY ARTICLES.

24. An employee unaided by proper auxiliary appliances or by another man shall not be permitted to lift or carry goods over 200 lbs. in weight.

## ARTICLES OF CLOTHING.

25. When an employee is required by law or by his employer to wear any special uniform, cap, overall, or other article, it shall be supplied and paid for by the employer.

## CHANGE (MONEY).

26. Where an employer requires an employee to give change to clients, such change shall be supplied by the employer.

## HOUSING.

27. (a) Any employee required by his employer to live at a stable, yard or garage, shall be provided with suitable accommodation for such employee free of cost.

(b) If an employer provides proper housing accommodation for an employee and his wife and family, and requires the employee to live there, the employer shall be entitled to charge a rent not exceeding 15s. per week and not exceeding half the rent at which a similar house in the same locality would ordinarily be let.

## DEFINITIONS.

28. (a) "Articulated vehicle" shall mean a vehicle with three or more axles, comprising a power unit (called "tractor truck", "prime mover", &c.) and semi-trailer which is superimposed on the power unit, and coupled together by means of a king pin revolving on a turn-table and is articulated whether automatically detachable or permanently coupled.

(b) "Boiler truck" and "V" shall mean a horse drawn vehicle without springs generally used for the carrying of boilers, buildings or other heavy material.

(c) "Casual employee" shall mean an employee engaged and paid as such.

(d) "Dirty material" shall mean coal, coke, briquettes, bitumen (provided that this be limited to bitumen and/or bituminous material for spreading on roads and excluding bitumen in metal containers), plumbago, graphite, black lead, manganese (excluding the article known as ferro- or iron manganese), lime, "Comaidai" lime, tallite, limil, plaster, plaster of Paris, red oxide, zinc oxide, "Quickardo" cement, superphosphate (in second-hand and/or farmers' own bags), rock phosphate, dicalcic phosphate, yellow ochre, red ochre, charcoal, empty flour bags, super cel in jute bags, stone dust, refuse and/or garbage from ships in port, street sweepings, tar in sealed containers, and shives of flax when carted as a full load.

(e) "Driver-salesman" shall mean an employee who is entrusted by his employer with goods or articles for sale and is required to exercise salesmanship in competition with other salesmen in respect of such goods or articles in the normal course of his duty, and who is not in receipt of a commission upon goods or articles sold by him. The term "driver-salesman" shall not include a driver who is entrusted with goods or articles for delivery to customers in such quantities as such customers shall require from him.

(f) "Employee handling money" shall mean an employee subject to this Determination who collects or pays out money and who is responsible for the safe custody of the amounts so collected or carried to be paid out.

(g) "Float" shall mean a horse-drawn vehicle on two or more wheels generally used for carrying plate glass or other heavy material.

(h) "Furniture" shall mean any article of household and/or office furniture which is completely manufactured and ready for use, but shall not include furniture being transported from a factory to a retail store.

(i) "Garbage carter" and "garbage carter's mate" shall mean an employee who is recognized as such.

(j) "Head stableman" shall mean a stableman in charge of and directing the work of other stablemen.

(k) "Horse driver's assistant" and "motor driver's assistant" shall mean and include any employee who accompanies the driver to assist in loading and unloading or delivering.

(l) "Jinker" shall mean a horse-drawn vehicle with or without a fore-carriage, or a vehicle (where the vehicle takes the place of a fore-carriage), with a bow axle under which the load is slung.

(m) "Leading loader" shall mean a loader or ganger in charge of loaders.

(n) "Livestock" shall mean horses, cattle, sheep and pigs.

(o) "Loader" shall mean any employee engaged in loading or unloading any goods, wares, merchandise, or materials on to or from any vehicle and in work incidental to such loading or unloading and a person engaged as a horse driver's assistant or motor driver's assistant but who performs work on the water-front of the nature usually performed by a loader shall be deemed to be loader within this definition whilst performing such work.

(p) "Maker's capacity" shall mean the capacity shown on the certificate of registration issued under the Motor Car Acts.

(q) "Offensive material" shall mean bone dust, bones, blood manure, dead animals, offal, fat, including that which is carted from hotels and restaurants or other places in kerosene tins, tallow in second-hand casks or in second-hand iron or steel drums, green skins, raw hides and sheep skins when fly-blown or maggoty, sausage skin casings (except when packed in non-leaky containers for consumption), saltcake, spent oxide, hair and fleshings, soda ash, muriate of potash, sulphur ex-wharf, sheeps' trotters (known as "pis"), sulphuric acid of the strength of 96 per cent. or 98 per cent., in cases in which the carter is required to handle individual jars, stable, cow or pig manure, meat meal, liver meal, blood meal and T.N.T.

(r) "Sanitary carter's mate" shall mean an employee who accompanies the driver to assist in loading or unloading.

(s) "Saturday" for the purpose of this Determination shall mean either Saturday or such other day as is at present observed as the weekly half-holiday in a particular industry or district.

(t) "Summer" shall mean from the 16th day of October to the 14th day of April inclusive.

(u) "Union" shall mean and refer to the Transport Workers' Union of Australia.

(v) "Yardman" shall mean an employee not otherwise specified, employed in or in connexion with a stable, yard, depot or garage, but shall not include any person exclusively employed as a watchman.

(w) "Year" shall mean the period between the first day of June in each year and the next ensuing thirty-first day of May.

**PART I—(continued).**

(This Part applies to all persons other than those employed (i) as Wharf Driggers, (ii) by Retail Dalrymen, (iii) in connexion with the distribution of petrol and petroleum products or (iv) as Bulk Milk Carters.)

**PERIODICAL ADJUSTMENT OF WAGES.**

29. The wages rates set out in clause 1 of this part are based upon the following basic wage.

Place.	Basic Wage	Index Number Set Assigned.
	£ s. d.	
Within 20 miles of G.P.O., Melbourne	11 15 0	Melbourne
Within 10 miles of G.P.O., Geelong—same as the contemporaneous basic wage for Melbourne		
Within 5 miles of the chief Post Office, Warrnambool—same as the contemporaneous basic wage for Melbourne		
Mildura and Gippsland Districts—same as the contemporaneous basic wage for Melbourne		
Yallourn—until further order the same amount in excess of Melbourne as at present, viz., 6s. 6d. per week		
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne		

**PART II.**

(This Part applies only to persons employed as Bulk Milk Carters.)

1. Wage Per Week, 20 Years of Age and Over.

Classification.	Within 20 Miles of G.P.O., Melbourne; within 10 Miles of G.P.O., Geelong; within 5 Miles of the Chief Post Office, Warrnambool; and within the Mildura and Gippsland Districts.	At Yallourn.	All Other Parts of Victoria.
	£ s. d.	£ s. d.	£ s. d.
(1) Employee driving motor vehicle having maker's capacity of—25 cwt. or less	13 6 6	13 13 0	13 3 6
Over 25 cwt. but not over 3 tons	13 12 6	13 19 0	13 9 6
Over 3 tons but under 6 tons	13 17 0	14 3 6	13 14 0
Further tonnage—for each complete ton over 5—an extra ls.			
Motor drawing trailer—2s. 6d., extra per day for each loaded trailer or 1s. 3d. extra per day for each empty trailer, provided that not more than one trailer shall be drawn at any one time.			
(2) Employee driving articulated vehicle having maker's capacity of 8 tons or less	14 6 6	14 13 0	14 3 6
For each complete ton over 8 an extra ls.			
(3) Motor driver's assistant	12 9 0	12 15 6	12 6 0

	Additional Amounts.
	Per Week.
	s. d.
(4) Employee handling money as defined—	
For any amount handled up to £10	2 0
For any amount handled over £10 but not exceeding £100	6 0
For any amount handled over £100 but not exceeding £300	10 0
For any amount handled over £300 but not exceeding £500	15 0
For any amount handled over £500	20 0
(5) Leading hands in charge of not less than 3 and not more than 10 employees	9 0
More than 10 and not more than 20 employees	13 0
More than 20 employees	27 0

**JUNIORS.**

2. (a) The minimum rate to be paid to junior employees is as follows:—

Under 19 years of age—65 per cent. of the total wage payable to an adult for the class of work performed.

19 years and under 20 years of age—75 per cent. of the total wages payable to an adult for the class of work performed.

(b) No junior under 19 years of age shall be allowed to drive or be in charge of more than one horse in the Metropolitan District and no junior under 18 shall be permitted to have sole charge of a motor vehicle.

(c) Juniors shall not be employed by any employer in a greater proportion than one junior to every five drivers receiving adult wages.

**HIGHEST FUNCTION.**

3. Where an employee is called upon to perform two or more classes of work on any one day he shall, for the purpose of assessing the rate of wage to be paid, be deemed to have worked throughout the whole of his working time on that day at the class for which the highest rate of wage is prescribed.

Provided that an employee shall not be transferred to perform a class of work providing a lesser minimum rate of wage than that at which he is usually employed, unless he is given a week's notice.

**TRAVELLING ALLOWANCES.**

4. (a) An employee engaged in ordinary travelling on duty or on work on which he is unable to return to his home at night shall be paid such personal expenses as he reasonably incurs in travelling but he shall be paid the sum of 15s. per day at least. Provided that where an employee travels by boat or other conveyance in which his ticket includes meals and bed, he shall not be entitled to the said allowance.

(b) An employee prevented from returning with his turnout to the depot or yard from which he started shall be paid any travelling expenses he has to incur, and as if for time worked for the time he reasonably takes to get to his home beyond the time he ordinarily would have taken to get to his home from the depot or yard.



## PART II.—(continued.)

(This Part applies only to persons employed as Bulk Milk Carters.)

## CHANGE OF PLACE OF EMPLOYMENT.

5. Where an employer transfers an employee, after he comes to work, from the place from which he usually works to another place, fares to and from such altered place shall be paid by the employer to the employee whether the employee travels by cycle or otherwise except when transported by the employer.

## CONTRACT OF EMPLOYMENT.

*Weekly Employment.*

6. (a) (i) Except as hereinafter provided, employment shall be by the week. Any employee not specifically engaged as a casual employee shall be deemed to be employed by the week.

(b) Employment shall be terminated by a week's notice on either side given at any time during the week or by the payment or forfeiture of a week's wages as the case may be. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct, and in such cases all moneys due, shall be paid to the employee forthwith.

(c) An employee not attending for duty shall, except as provided by clauses 12, 13 and 14 hereof, lose his pay for the actual time of such non-attendance.

(d) Where a notice is given by an employer purporting to expire within the week next preceding Christmas Day or Good Friday but the employer expressly or impliedly allows the employee to believe that he is to resume work not later than one week after New Year's Day or Easter Monday, as the case may be, such notice shall have no effect and the engagement shall be deemed to have continued unaffected by such notice.

(e) A weekly employee shall not be changed to a casual employee within the week next preceding Christmas Day or Good Friday.

(f) Notice to determine the engagement which is given every week or otherwise in such manner that the employee is not able to know with certainty a week before a particular date whether his engagement will or will not be determined by the employer upon that date shall not be deemed a valid notice unless given during a general or shipping or coal strike.

*Casual Employee.*

(a) (ii) A casual employee for working ordinary time shall be paid per hour one-fortieth of the weekly rate prescribed by this award for the work which he performs plus four shillings per day or portion thereof. A minimum payment as for four hours shall be paid.

(b) A casual employee shall be notified at the end of the day if his services are not required next working day; failing such notice, a full day's wages shall be paid for the next working day.

## PAYMENT OF WAGES.

7. (a) All wages and overtime shall be paid in the employer's time on a day to be determined by the employer, but not later than Thursday in each week or such other day as may be agreed upon with the Branch Secretary of the union. The day on being fixed shall not be altered more than once in three months. All wages shall be paid enclosed in an envelope, which shall be clearly endorsed on the outside with the particulars enumerated herein.

Provided that at the option of the employer, the particulars mentioned may be stated on a slip of paper and included in the envelope—

(i) The gross amount of wages payable ;

(ii) The amount of each deduction made and the nature thereof ; and

(iii) The net amount of wages paid.

(b) All earnings including overtime shall be paid within two days of the expiration of the week in which they accrue.

(c) If an employer fails to make payment to any employee as prescribed on pay day, he shall pay to each such employee 5s. for each and every day or part thereof during which such default continues unless such failure is due to some act on the part of the employee or to circumstances not under his control and which he could not reasonably have foreseen and which he took reasonable steps to avoid or overcome.

(d) Notwithstanding anything herein contained an employer shall pay to an employee who leaves or is dismissed all moneys due to him forthwith, failing which he shall pay to the employee the sum of 5s. for each and every day or part thereof during which such default continue.

## HOURS OF WORK.

8. (a) The ordinary hours of work shall be forty per week.

(b) Such ordinary hours shall be worked in five or six days of not more than eight and a quarter hours per day.

(c) All employees shall be entitled to one clear day off from work in each seven days, such day to be fixed by the employer and not altered except by one week's notice. Provided that an employee who is required to work on his day off shall be paid double time for such day irrespective of the number of hours worked on the other six days with a minimum as for four hours.

*Afternoon and Broken Shift Workers.*

(d) "Afternoon shift" shall mean any shift which is not a broken shift and finishes after 6 p.m.

(e) Employees shall be paid ten per cent. more than ordinary rates whilst working afternoon or broken shifts.

## SATURDAY AND SUNDAY WORK.

9. The minimum rate to be paid for ordinary hours of work performed on Saturday shall be time and a quarter and on Sunday time and a half. Such extra rate to be in substitution for and not cumulative upon the shift premium prescribed in sub-clause (e) of clause 8.

## OVERTIME.

10. (a) (i) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

(ii) The union shall not in any way whether directly or indirectly be a party to or concerned in any ban, limitation or restriction upon the working of overtime in accordance with the requirements of this clause.

(b) For all work done outside ordinary hours the rates of pay shall be time and a half for the first four hours and double time thereafter, such double time to continue until the completion of the overtime work. Provided that double time shall be paid for all work done outside ordinary hours on Sunday. Provided further, however, that the additional amounts set out in item 4 of clause 1 shall not be subject to the increased rates of pay hereinbefore referred to. Except as provided in this sub-clause and sub-clause (c) hereof, in computing overtime each day's work shall stand alone.

PART. II.—(continued).

(This Part applies only to persons employed as Bulk Milk Carters.)

Rest Period after Overtime.

(c) When overtime work is necessary it shall, wherever reasonably practicable, be so arranged that employees have at least eight consecutive hours off duty between the work of successive days.

An employee (other than a casual employee) who works so much overtime between the termination of his ordinary work on one day and the commencement of his ordinary work on the next day, that he has not at least eight consecutive hours off duty between those times, shall, subject to this sub-clause be released after completion of such overtime until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence. If on the instructions of his employer, such an employee resumes or continues work without having had such eight consecutive hours off duty he shall be paid at double rates until he is released from duty for such period and he shall then be entitled to be absent until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

Call Back.

(d) (i) An employee recalled to work overtime after leaving his employer's business premises (whether notified before or after leaving the premises) shall be paid for a minimum of three hours' work at the appropriate rate for each time he is so recalled; provided that, except in the case of unforeseen circumstances arising, the employee shall not be required to work the full three hours if the job he was recalled to perform is completed within a shorter period. This sub-clause shall not apply in cases where it is customary for an employee to return to his employer's premises to perform a specific job outside his ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

(ii) Overtime worked in the circumstances specified in this sub-clause shall not be regarded as overtime for the purposes of sub-clause (c) hereof where the actual time worked is less than three hours on such recall or on each of such recalls.

MEAL TIMES.

11. A meal break of not less than forty-five minutes or more than one hour shall be allowed and taken not later than five and a half hours after commencing.

HOLIDAYS.

12. (a) Weekly employees shall be entitled, without deduction of pay, to the holidays observed in respect of New Year's Day, Australia Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Labour Day, Christmas Day and Boxing Day, and to one other holiday on the day fixed as follows:—

Within twenty-five miles of the G.P.O., Melbourne—a day to be agreed to by the employer and his employees, and notified beforehand to the union, and in default thereof the day upon which the Melbourne Cup is run.

In any other district—one day for which a whole or part holiday for the Public Service is gazetted for the district, or in default thereof a day agreed to by the employer and employees concerned and notified beforehand to the union.

(b) No weekly employee who has, without the consent of his employer and without reasonable cause, absented himself from his employment on the day before or the day after a holiday shall be free from deduction of pay in respect of such holiday.

(c) (i) For all time worked by a weekly employee on such holidays, payment shall be made at the rate of ordinary time. The minimum payment shall be as for four hours.

(ii) Payment for work on a holiday shall be in addition to any amount payable in respect of the weekly wage. Provided that if an employee is required to work on a holiday during hours which if the day were not a holiday would be outside the range of ordinary working time as mentioned in clause 8 hereof, he shall be paid for such hours at double time instead of the ordinary time as hereinbefore provided in this sub-clause.

(d) (i) For all time worked by a casual employee on such holidays, payment shall be made at the rate of double time.

(ii) The minimum payment shall be as for four hours' work. As well as the payment prescribed by this sub-clause, the additional rate prescribed by clause 6 (ii) hereof shall be paid.

(e) Where a weekly employee is entitled to any holiday prescribed by this Part, his employer shall notify such employee on the working day immediately preceding such holiday if his services are required thereon and if such notice be not given the employee shall be entitled to take such holiday without deduction of pay.

ANNUAL LEAVE.

Period of Leave.

13. (a) Except as hereinafter provided a period of fourteen consecutive days' leave with payment of ordinary wages, as prescribed shall be allowed annually to an employee by his employer after a period of twelve months' continuous service with such employer.

Seven-day Workers.

(b) In addition to the leave hereinbefore prescribed seven-day workers, that is workers who are rostered to work regularly on Sundays and holidays, shall be allowed seven consecutive days' leave including non-working days.

Where an employee with twelve months' continuous service is engaged for part of the twelve-monthly period as a seven-day worker, he shall be entitled to have the period of fourteen consecutive days annual leave prescribed in sub-clause (a) hereof increased by half a day for each month he is continuously engaged as aforesaid.

Public Holidays Excluded.

(c) (i) Such period of annual leave shall not include any of the holidays prescribed by clause 12 of this Part observed on working days, but shall include all other non-working days.

(ii) If any such holiday falls within an employee's period of annual leave and is observed on the day which in the case of that employee would have been an ordinary working day, there shall be added to that period one day, being an ordinary working day for each such holiday observed as aforesaid.

(iii) Where an employee without reasonable excuse proof whereof shall lie upon him is absent from his employment on the working day or part of the working day prior to the commencement of his annual leave or fails to resume work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave the employee shall not be entitled to payment for the public holidays which fall within his period of annual leave.

Notice of Leave to be Given.

(d) At least seven days' notice shall be given to an employee as to when he is to commence his leave and if such notice be withdrawn by an employer, the employee if he postpones his leave, shall be compensated by the employer for any reasonable out of pocket loss occasioned thereby.

## PART II.—(continued).

(This Part applies only to persons employed as Bulk Milk Carters.)

*Time when Leave to be Granted.*

(e) (i) Any leave to which an employee may become entitled hereunder shall be granted by the employer within three calendar months of the same becoming due.

Provided that if because of circumstances over which he has no control an employer considers it impossible for him to grant leave to any employee within the said period he may, subject to the provisions of the *Factories and Shops (Annual Holidays) Act 1946 No. 5111*, by agreement with the union postpone such leave until a later date.

(ii) Where an employee has become entitled to annual leave hereunder, but leaves or is dismissed for any cause before such leave is granted to him, he shall be paid two weeks' wages in lieu of such leave.

*Leave to be Given and Taken.*

(f) The annual leave provided for by this clause shall be allowed and shall be taken and except as provided in sub-clause (e) hereof, payment shall not be made or accepted in lieu of annual leave. If an employer fails to grant leave within the period of any postponement thereof mentioned in sub-clause (e) hereof and is convicted on that ground for a breach of this Part and the employee is not a consenting party to such failure; the employer shall in addition to the wages payable under sub-clause (g) hereof also pay to such employee a further sum equal to the wages payable under sub-clause (g) hereof.

*Payment of Wages.*

(g) Each employee before going on leave shall be paid the wages due to him for the period for which he is entitled to leave. For the purposes of this sub-clause and sub-clause (i) hereof the wages shall be at the amount prescribed in this Part for the occupation at which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment as the case may be, but in the event of an employee being engaged during a period of four weeks prior to such commencement or termination on two or more occupations entitling him to different rates of pay, the wages to be paid to such employee hereunder shall be the amount of his average weekly wages for ordinary working time over such period of four weeks.

*Leave in Advance*

(h) (i) An employer may grant annual leave to an employee before the right thereto has accrued due but where leave is taken in such a case a further period of annual leave shall not commence to accrue until the expiration of the twelve months in respect of which annual leave had been taken before it accrued.

(ii) Where leave has been granted to an employee pursuant to sub-clause (i) hereof before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted, the employer may for each one complete month of the qualifying period of twelve months not served by the employee, deduct from whatever remuneration is payable upon the termination of the employment of one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed in clause 12 of this Part. Provided that in cases where such leave is granted at the request of the employee, the employer may when making payment under sub-clause (g) hereof, withhold from the employee a sum equal to one-twelfth for each complete month of qualifying period not served by the employee at the time of going on such leave and retain such sum until the expiration of such qualifying period.

*Proportionate Payment.*

(i) Proportionate payment shall be made in respect of each completed month of continuous service in any qualifying twelve-monthly period when an employee lawfully leaves his employment or his employment is terminated by his employer through no fault of the employee.

*Calculation of Continuous Service.*

(j) (i) Continuity of service shall be deemed to be continuous notwithstanding:—

- (a) Any interruption or termination of the employment by the employer if such interruption or termination has been made with the intention of avoiding obligations hereunder in respect of annual leave.
- (b) Any absence from work of not more than fourteen days in the twelve months on account of sickness or accident (proof whereof shall be on the employee).
- (c) Any absence on account of leave granted imposed or agreed to by the employer.
- (d) Any absence due to reasonable cause (including absences on account of sickness or accident of more than fourteen days) proof whereof shall be on the employee.

Provided that in cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall if practicable inform the employer in writing within 24 hours after the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness, injury or cause and the estimated duration of his absence.

(ii) In calculating a period of twelve months continuous service—

- (a) (1) Any annual leave taken therein;
- (2) Any absence of the kind mentioned in (a) and (b) of paragraph (i) hereof shall be counted as part of such period;
- (b) in respect of absences of the kind mentioned in (c) and (d) of paragraph (i) hereof the employee shall serve such additional period as part of his qualification for annual leave as will equal the period of such absences.
- (c) Where an employee is absent from work for any cause whatsoever the employer shall if so requested by the employee notify the employee within fourteen days of the receipt of such request whether the employer regards such absence as breaking either conditionally or unconditionally the continuity of service of such employee. If the employee does not make such a request within seven days of his return to work after any such absence such absence shall be deemed to have broken such continuity. If the employer does not give such notice within the said fourteen days such absence shall not be deemed to be such a break. The employee shall make such request in writing and shall deliver same to the employer's office at the factory or depot where he is employed or if there be no such office, to the manager of such factory or depot or in his absence to the employee's foreman.

The employer shall give the notification to the employee by having the same delivered to such employee personally in writing.

*Calculation of Month.*

(k) For the purpose of this clause a month shall be reckoned as commencing with the beginning of the first day of the employment or period of employment in question and as ending at the beginning of the day which in the latest month in question has the same date number as that which the commencing day had in its month and if there be no such day in subsequent month shall be reckoned as ending at the end of such subsequent month.

## PART II.—(continued):

(This Part applies only to persons employed as Bulk Milk Carters.)

*Successor of Assignee or Transmitlee.*

(l) Where the employer is a successor or assignee or transmitlee of a business if an employee was in the employment of the employer's predecessor at the time when he became such successor or assignee or transmitlee the employee in respect of the period during which he was in the service of the predecessor shall for the purpose of this clause be deemed to be in the service of the employer.

*Annual Close Down.*

(m) Where an employer closes down his plant, or a section or sections thereof, for the purpose of allowing annual leave to all or the bulk of the employees in the plant, or section or sections concerned, the following provisions shall apply:—

- (i) He may, by giving to the employees concerned not less than one month's notice of his intention so to do, stand off for the duration of the close down all employees in the plant or section or sections concerned, and allow to those who are not then qualified for two weeks' leave paid leave on a proportionate basis of one sixth of a week's leave for each completed month of continuous service.
- (ii) An employee who has then qualified for two full weeks' leave, and has also completed a further month or more of continuous service shall be allowed his leave, and shall also be paid one-sixth of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.
- (iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant, or section or sections concerned is re-opened for work.
- (iv) If in the first year of his service with an employer an employee is allowed proportionate annual leave under paragraph (i) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be entitled to the benefit of sub-clause (i) hereof, subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

## SICK LEAVE.

14. (a) An employee on weekly hiring who is absent from his work on account of personal illness or injury by accident arising out of and in the course of his employment shall be entitled to leave of absence, without deduction of pay, subject to the following conditions and limitations:—

- (i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.
- (ii) He shall within 24 hours of the commencement of such absence, unless proved to the satisfaction of his employer that such was not reasonably practicable, inform the employer of his inability to attend for duty, and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.
- (iii) He shall prove to the satisfaction of his employer that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.
- (iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time.

For the purpose of administering paragraph (iv) of this sub-clause an employer may within one month of this Determination coming into operation or within two weeks of the employee entering his employment require an employee to make a sworn declaration or other written statement as to what paid leave of absence he has had from any employer during the then current year; and upon such statement the employer shall be entitled to rely and act.

*Single Day Absences.*

(b) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only such employee if in the year he has already been allowed paid sick leave on more than one occasion for one day only, shall not be entitled to payment for the day claimed unless he produces to the employer a certificate of a duly qualified medical practitioner that in his, the medical practitioner's opinion the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights under sub-clause (a) (iii) hereof.

*Cumulative Sick Leave.*

(c) Sick leave shall accumulate from year to year so that any balance of the period specified in sub-clause (a) (iv) of this clause which has in any year not been allowed to an employee by an employer as paid sick leave may be claimed by the employee and subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year. Provided that sick leave which accumulates pursuant to this sub-clause shall be available to the employee for a period of two years but for no longer from the end of the year in which it accrues.

*Attendance at Hospital, &c.*

(d) Notwithstanding anything contained in sub-clause (a) hereof an employee suffering injury through an accident arising out of and in the course of his employment (not being an injury in respect of which he is entitled to workers' compensation) necessitating his attendance during working hours on a doctor, chemist or trained nurse, or at a hospital shall not suffer any deduction from his pay for the time (not exceeding four hours) so occupied on the day of the accident, and shall be reimbursed by the employer all expenses reasonably incurred in connexion with such attendance.

## ARTICLES OF CLOTHING.

15. Where an employee is required by law or by his employer to wear any special uniform, cap, overall, or other article, it shall be supplied and paid for by the employer.

## CHANGE (MONEY).

16. Where an employer requires an employee to give change to clients, such change shall be supplied by the employer.

## GEAR TO BE PROVIDED.

17. The employer shall provide all gear necessary for the loading and unloading of vehicles and the securing of loads thereon.

## PART II.—(continued).

(This Part applies only to persons employed as Bulk Milk Carters.)

## LIFTING OF CANS.

18. Where an employee is required to lift milk or cream cans having a capacity of ten gallons or more, from the ground or other surface, more than eighteen inches below the level of the tray of the vehicle, or on to racks of double decker vehicles, an assistant must be provided.

## HOUSING.

19. (a) Any employee required by his employer to live at a stable, yard or garage, shall be provided with suitable accommodation for such employee free of cost.

(b) If an employer provides proper housing accommodation for an employee and his wife and family, and requires the employee to live there, the employer shall be entitled to charge a rent not exceeding fifteen shillings per week and not exceeding half the rent at which a similar house in the same locality would ordinarily be let.

## DETERMINATION TO BE EXHIBITED.

20. A copy of the Determination shall, as soon as the official print is available, be posted and kept posted in a prominent place where it is easily accessible to the employees.

## NOTICE BOARD.

21. Each employer shall permit a notice board to be erected at his depot or garage for the purpose of posting any notices thereon in connexion with union business; such notice board to be in a prominent position. All notices shall be signed by an official of the union.

## TIME BOOKS.

22. (a) Each employer, shall, at the depot or yard at or from or in connexion with which the employee works, or at an office convenient thereto, keep a record or time book showing the name of each employee in which shall be entered the time of starting and finishing work each day, the work performed and class of vehicle driven and number of horses or maker's capacity and the weekly rate of pay for such work and the amount of overtime worked and the wages and overtime paid to each employee. Provided proper facilities are provided by the employer for the purpose, such record or time book shall (so far as his starting and finishing time each day is concerned and also the work performed and class of vehicle driven and number of horses or maker's capacity) be made or entered each day by the employee at the time of starting and finishing work.

(b) The age of each employee receiving less than the adult wage shall be entered in the record or time book.

(c) Such record or time book shall, on demand, be produced by the employer or, in his absence, the person in charge or who may be reasonably presumed to be in charge of such depot, yard or office mentioned in sub-clause (a) hereof or the time books kept thereat to any officials (not more than two in number at any one time) of the claimant union duly authorized in writing by the President and Secretary of the local branch or sub-branch of the union at the place where the record or time book is kept. Any demand for production of the record or time book made during ordinary working hours or any ordinary working day, excepting pay day, shall be complied with forthwith. If the time of any such demand shall not be reasonably suitable to the employer (the burden of proof whereof shall be on the employer) for a full and particular inspection and examination of such time book or record by the officials, the employer shall nevertheless produce at such time such time book or record to the officials who shall be then entitled to examine such book or record for the purpose of seeing the nature and general state and condition thereof. A time shall then be agreed upon for the further examination of particulars thereof by such officials and, if not agreed upon, such time between the above hours shall be fixed by the officials and shall not be less than 24 hours or 48 hours in the case of a demand on the day before pay day after the time of the first demand. The officials shall in fixing such time have due regard to the exigencies of the employer's business and must complete each inspection as quickly as reasonably practicable.

(d) Provided that an employer may, at his option, in lieu of a time book, provide a mechanical clock for the purpose of recording the time of each employee, in which case each employee shall, at the end of the week, enter or record the wages and overtime received on some card or check used in connexion with such clock.

(e) Where an employee performs work for which a special rate is provided a record of such work and the nature of the same shall be recorded in the time book or equivalent record.

## UNION DELEGATE.

23. An employee appointed as union delegate in a depot or garage shall upon notification thereof to the employer by the branch or sub-branch secretary of the union, be recognized as the accredited representative of the union and shall be allowed the necessary time during working hours to interview the employer or his representative on matters affecting employees in the depot or yard.

## DEFINITIONS.

24. (a) "Articulated vehicle" shall mean a vehicle with three or more axles, comprising a power unit (called "tractor truck" "Prime mover", &c.) and semi-trailer which is superimposed on the power unit and coupled together by means of a king pin revolving on a turntable and is articulated whether automatically detachable or permanently coupled.

(b) "Bulk milk carter" shall mean an employee solely engaged in carting milk or cream in bulk whether carting in tanks and or containers.

(c) "Casual employee" shall mean an employee engaged and paid as such.

(d) "Employee handling money" shall mean an employee subject to this Determination who collects or pays out money and who is responsible for the safe custody of the amounts so collected or carried to be paid out.

(e) "Makers' capacity" shall mean the capacity shown on the certificate of registration issued under the Motor Car Acts.

(f) "Motor Driver's Assistant" shall mean and include any employee who accompanies the driver to assist in loading, unloading or delivering.

(g) "Union" shall mean and refer to the Transport Workers Union of Australia.

(h) "Year" shall mean the period between the first day of September in each year and the next ensuing 31st day of August.

**PART II.—(continued.)**

(This Part applies only to persons employed as Bulk Milk Carters.)

## PERIODICAL ADJUSTMENT OF WAGES.

25. The wages rates set out in clause 1 of this Part are based upon the following basic wage, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act* 1934, shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed in clause 26 of this Part.

*Basic Wage.*

Place.	Basic Wage. (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Within 20 miles of G.P.O., Melbourne	11 15 0	Melbourne
Within 10 miles of G.P.O., Geelong—same as the contemporaneous basic wage for Melbourne		
Within 5 miles of the chief Post Office, Warrnambool—same as the contemporaneous basic wage for Melbourne		
Mildura and Gippsland Districts—same as the contemporaneous basic wage for Melbourne		
Yallourn—until further order the same amount in excess of Melbourne as at present, viz., 6s. 6d. per week		
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne		

## ADJUSTMENT OF BASIC WAGE.

26. (a) For the purposes of this Determination the expression "Commonwealth Statistician's 'all items' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(b) Until the beginning of the first pay period to commence in November, 1953, the amount of the basic wage shall be as prescribed in clause 25 of this Part.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor 1.03 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

**PART III.**

(This part applies only to persons employed as Wharf Draggers.)

## RATES OF WAGE.

1. The minimum rates of wage payable to any person casually employed in the calling or occupation of a driver or dragger in the hauling or dragging of cargo on the wharf to and from the vessel's side and the wharf sheds or stacking grounds during the process of loading or unloading a vessel shall be 6s. 8<sup>7</sup>/<sub>10</sub>d., with a minimum payment as for four hours.

## ORDINARY HOURS OF EMPLOYMENT.

2. The ordinary hours of duty shall be—  
From Monday to Friday inclusive—8 a.m. to 5 p.m.  
Saturday—8 a.m. to noon.

Provided that the time occupied in travelling to or from the stable, yard or wharf, with a horse or horses, shall be paid for as if the dragger was actually engaged in dragging operations.

## OVERTIME.

3. Overtime as hereinafter defined shall be paid for at the following rates:—

(a) Between 6 p.m. and midnight—

Monday to Friday inclusive—Ordinary rate and a half.

Between midnight and 7 a.m.—Monday to Saturday inclusive—Double ordinary rate.

(b) Where tea hour is observed from 6 p.m. to 7 p.m. by the waterside workers with whom the employee is working the employee shall be paid at the rate of ordinary rate and a half between 5 p.m. and 6 p.m.

(c) For work done on Saturday between noon and midnight and from midnight on Sunday to 7 a.m. on Monday double ordinary rates shall be paid.

(d) For work done on ordinary holidays the rates shall be—

Between midnight and 7 a.m.—Two and one half times the ordinary rate.

Between 8 a.m. and 5 p.m.—Ordinary rate and a half.

Between 5 p.m. and midnight—Double ordinary rate.

(e) For work done between midnight on Saturday and midnight on Sunday and between midnight and midnight on extraordinary holidays two and a half times the ordinary rate shall be paid.

(f) For work done during ordinary hours for more than 88 hours per fortnight or 48 hours in any one week (exclusive of meal times and smoke-ohs)—for such excess ordinary rate and a half.

(g) Men engaged to work between midnight and 7 a.m. under the preceding sub-clauses (c), (d) and (e) hereof shall be paid for at least four hours at the appropriate rate.

## MEAL HOURS.

4. The hours for meals shall be—

Breakfast—7 a.m. to 8 a.m.

Dinner—Noon to 1 p.m.

Tea—5 p.m. to 6 p.m.

Supper—Midnight to 1 a.m. but when work begins at midnight supper periods are not to be observed.

When frozen cargo is being handled the meal hour may be postponed without payment of additional rate for any time not exceeding half an hour if such suspension is necessary to complete the unloading of a truck, motor waggon or vehicle the unloading of which was started before the time fixed for the meal hour.

**PART III.—(continued).**  
(This Part applies to persons employed as Wharf Driggers.)

**WORKING DURING MEAL HOURS.**

5. (a) Working during meal hours, except to meet emergencies, shall be avoided as far as possible. If employers require work to continue during a meal hour to meet emergencies, the rates set out hereunder, subject to adjustment under clause 14 of this Part, shall be paid for such meal hour, or portion thereof worked, and thereafter, subject to the exception in respect of frozen cargo in clause 4 of this Part and those hereinafter mentioned shall continue until the employee is discharged or has been allowed a full hour of leisure for a meal.

(b) Employees shall at the employer's option work during such meal hours as are worked by the waterside workers with whom they are working but not otherwise.

(c) In ports where meals are supplied by the employers the payment for work during meal hours shall not apply where the employers in order to expedite the sailing of a vessel arrange for the meal to be supplied either one hour prior to or one hour later than the otherwise specified time of such meal hour. In such cases the employers shall be entitled to arrange meal times within the stipulated period.

	Ordinary Days.	Ordinary Holidays.	Saturday Afternoons.	Sundays and Extraordinary Holidays.
Supper (except where employment begins at midnight)	Treble time	Treble time and a half	..	Treble time and a half
Breakfast where work commences prior to 7 a.m.	Treble time	Treble time and a half	..	Treble time and a half
Breakfast where work commences at 7 a.m. . .	Double time	Double time and a half	..	Treble time and a half
Dinner . . . . .	Double time	Double time and a half	Treble time	Treble time and a half
Tea except as provided in clause 3 (b) of this Part	Double time	Treble time	Treble time	Treble time and a half

**SMOKE-OHS.**

6. Employees shall be entitled without loss of pay to the same breaks in their work as are actually observed by the waterside workers with whom they are working but shall feed and water their horses during such smoke-ohs if necessary.

**WORKING THROUGH SMOKE-OHS.**

7. (a) The employees shall not be entitled to the said breaks of work if the employer be willing to pay double the appropriate rate for the work done during the smoke-oh or where the actual work commences less than two hours before the time of the break.

(b) For work done during smoke-ohs (other than the necessary feeding and watering of horses) double the appropriate rate shall be paid for the time actually worked.

**TIME OF DUTY.**

8. The time of duty, except as hereinafter provided, shall begin at the time and place at which the employee is directed to present himself for work or for conveyance to work.

**PROVISION FOR MEALS.**

9. Where employees are required to work on the same or a different job after 5 p.m. or after 6 p.m. in ports where the meal hour is observed by mutual arrangement from 6 p.m. to 7 p.m. at or before the time they are knocked off for the midday meal on the day on which they are so expected to work, or if engaged after the time of the midday meal on that day—at the time picked-up—they shall be notified by the foreman or other representative of the employer of the probable period of time for which their services will be required and will thereupon make provision for meals necessary during such period mentioned, subject to the following conditions:—

- (i) If any meals necessary after 5 p.m. or after 6 p.m. in ports where the meal hour is observed from 6 p.m. to 7 p.m. within that period are provided and not required by the employee owing to work not being available, each such employee shall be paid the sum of 2s. for each such meal provided and not required.
- (ii) If the work exceeds the time mentioned by the foreman or other representative of the employer, and continues beyond a meal hour, and an extra meal or meals have to be obtained away from home, each such employee shall be paid the sum of 2s. for each such meal.
- (iii) If the employees are not notified as before mentioned and work continues beyond a meal hour, they shall each be paid 2s. for each meal obtained away from home.
- (iv) Where employees have been notified and work continues into and through the last meal hour to a finish, no payment shall be due for such meal not partaken during the meal hour time at which the last meal hour would have been observed.
- (v) The employer shall not be liable for these payments if he provide employees with proper meals.
- (vi) Employees required to work beyond the mid-day meal on Saturday shall receive notice of that fact before leaving work on Friday if resuming at the same job, or at the time of engagement—if engaged for work commencing on Saturday morning—and for meals required after mid-day, shall be notified at or before the midday break on the job.
- (vii) Employees engaged to commence work or ordered to resume work prior to the breakfast meal hour on the following working day and who are required beyond that meal hour, unless notified as before mentioned, shall be entitled to payment of the meal allowance.
- (viii) For the purposes of this Part notice given by a foreman or other representative of the employer, to one man in each gang, shall be deemed to be notice to all employees engaged.

**HOLIDAYS.**

10. (a) The holidays shall be as follows:—  
Extraordinary holidays.—Christmas Day, Good Friday, Labour Day, and Sundays.  
Ordinary Holidays.—New Year's Day, Easter Monday, Queen's Birthday, Boxing Day, Australia Day, Melbourne Cup Day, and Anzac Day.  
(b) "Australia Day" shall mean the day in January observed as such.  
(c) "Holidays" shall mean the days prescribed under the law of the State to be observed in lieu of the actual holidays mentioned unless there be no such day prescribed in which case the day to be observed shall be the day on which the holiday falls.

**EMPLOYEES TO WHOM THIS PART APPLIES.**

11. This Part of this Determination shall apply to casual employees and except as to clause 1 of this Part shall apply to such permanent carters or drivers on weekly engagement as may be temporarily engaged in the occupation of dragging whilst they are so employed in lieu of the provisions dealing with the same subject matter in Part I. of this Determination.

An employer shall not employ a permanent carter or driver on weekly engagement as a casual dragger on a holiday unless there shall be no casual draggers available.

**THE OCCUPATION.**

12. The duties of a dragger shall be to attend to and/or drive his horse and to attach the horse to the truck. He shall also be responsible for the safe conduct of the load (but not any loading or unloading) whilst on the truck. In the case of an emergency only a dragger may, if agreeable, do other work provided that for each hour or part of an hour so employed he shall be paid the ruling rate prescribed by any Determination for the particular class of work done.

**PART III.—(continued).**

(This Part applies to persons employed as Wharf Druggers.)

**INCORPORATION OF PROVISIONS OF PART I.**

13. The provisions of clauses 6, 11 (a), 2, 17, and 20 of Part I. of this Determination are hereby incorporated in this Part.

**PERIODICAL ADJUSTMENT OF WAGES.**

14. The wages rates set out in clause 1 of this Part shall, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, be automatically adjusted from time to time as prescribed hereafter.

- (1) The index number for Melbourne is to be applied.
- (2) The index number for the calendar quarter next preceding the period of or near a quarter for which the adjustment is made is to be ascertained.
- (3) The amount of addition or deduction assigned in the following table (or in any extension thereof) to the index number division comprising such number is to be ascertained.
- (4) That assigned amount shall for work done during such period of or near a quarter be added to or deducted from the originally prescribed amount of the rate in accordance with that table.
- (5) The division called "original" in the following table is that for the basic wage upon which the rate is to be deemed to have been originally prescribed.

*Table.*

Original Index Number Division, 1535-1546, Melbourne.

Index Number Divisions for Deductions.	Amounts of Addition or Deduction.	Index Number Divisions for Additions.
	<i>d.</i>	
1535-1545	nil	1535-1545
1523-1534	0 <sup>s</sup> / <sub>10</sub>	1546-1557
1512-1522	0 <sup>s</sup> / <sub>10</sub>	1558-1568
1500-1511	0 <sup>s</sup> / <sub>10</sub>	1569-1580

**PART IV.**

(This Part applies only to persons employed by Retail Dairymen.)

1. (a) **ADULT EMPLOYERS.**

	Weekly Wage. (Including a Loading of 8s.)		
	Within 20 Miles of G.P.O., Melbourne; within 10 Miles of G.P.O., Geelong; within 5 Miles of the Chief Post Office, Warrnambool; and within the Mildura and Gippsland Districts.	At Yallourn.	All Other Parts of Victoria.
(1) Employee driving—			
One horse .. .. .	£ s. d. 12 13 6	£ s. d. 13 5 0	£ s. d. 12 15 6
Two horses .. .. .	13 6 6	13 13 0	13 3 6
(2) Employee driving—			
Motor bicycle with side car .. .. .	12 19 6	13 6 0	12 16 6
(3) Employee driving other motor vehicle having maker's capacity of—			
25 cwt. or less .. .. .	13 6 6	13 13 0	13 3 6
Over 25 cwt. but not over 3 tons .. .. .	13 12 6	13 19 0	13 9 6
Over 3 tons but under 6 tons .. .. .	13 17 0	14 3 6	13 14 0
Further tonnage—for each complete ton over 5 an extra 1s. per week.			
Motor drawing trailer—2s. 6d. extra per day for each loaded trailer or 1s. 3d. extra per day for each empty trailer, provided that not more than one trailer shall be drawn at any one time.			
(4) Employee driving articulated vehicle having maker's capacity of 8 tons or less .. .. .	14 6 6	14 13 0	14 3 6
For each complete ton over 8—an extra 1s.			
(5) Stableman .. .. .	12 13 0	12 19 6	12 10 0
(6) Head stableman .. .. .	13 1 0	13 7 6	12 18 0
(7) Horse driver's assistant, motor driver's assistant, yardman .. .. .	12 9 0	12 15 6	12 6 0
			Per Week.
			<i>s. d.</i>
(8) Further additional amounts for— Carter collector and/or relief driver .. .. .			10 0
(9) Drivers of milk vehicles .. .. .			20 0
The further additional amount specified in item No. (9) herein shall not be paid to any employee who absents himself from work on any one day in a week on which he is required to work, unless such employee has a reasonable excuse accepted as such by his employer for so absents himself from work.			
Provided that the foregoing shall not apply to absence from work upon the rostered day off of such employee or to any day for which he is paid pursuant to the provisions of clause 15 hereof.			
(10) Bulk milk carters and their assistants shall be paid 10 per cent. additional for all time worked during the ordinary hours on afternoon shift. For the purpose of this item "Afternoon shift" shall mean any shift on which the ordinary hours conclude after 6 p.m.			



## PART IV.—(continued).

(This Part applies only to persons employed by Retail Dairymen.)

## JUNIORS.

2. (a) The minimum rate to be paid to junior employees is as follows :—  
 Under 19 years of age—65 per cent. of the total wage payable to an adult for the class of work performed.  
 19 years and under 20 years of age—75 per cent. of the total wage payable to an adult for the class of work performed.  
 20 years of age and over—the same rate of wage payable to an adult for the class of work performed.
- (b) No junior under nineteen years of age shall be allowed to drive or be in charge of more than one horse within the Metropolitan District, and no junior under eighteen shall be permitted to have sole charge of a motor vehicle.
- (c) Juniors shall not be employed in a greater proportion than one junior to every five drivers receiving adult wages.

## HORSE STABLING.

3. Where a driver provides stabling for his horse or horses, he shall be paid 10s. per week for each horse stabled in addition to the minimum rate of wages prescribed.

## CASUAL EMPLOYEE.

4. (a) A casual employee for working ordinary time shall be paid per hour one-fortieth of the weekly rate prescribed by this Determination for the work which he performs, plus 4s. per day or portion thereof.  
 A minimum payment as for four hours shall be paid.
- (b) A casual employee shall be notified at the end of the day if his services are not required on the next working day: failing such notice, a full days' wages shall be paid for the next working day.

## NO DEDUCTION FROM WAGES.

5. (a) No deduction shall be made from wages when an employee is learning the round or receiving tuition.
- (b) No employee shall be permitted to board and lodge with the employer on his premises, except with the written consent of the branch secretary of the union.
- (c) No deduction shall be made by an employer for sick and accident funds or for any other reason not expressly provided for in this Part except with the written consent of the employee.

## HIGHEST FUNCTION.

6. (a) Where an employee is called upon to perform two or more classes of work on any one day he shall for the purpose of assessing the rate of wage to be paid, be deemed to have worked throughout the whole of his working time on that day at the class for which the highest rate of wages is prescribed.
- (b) Notwithstanding anything contained in this clause an employee may be used in the capacities of a Retail Milk Carter and Collector, provided that each separate capacity shall be performed only on one day, and such employee shall be paid weekly at the highest ruling rate of such capacities.
- Provided further that no Carter-Collector may be changed from one capacity to another without having at least twelve hours off for rest.

## PAYMENT OF WAGES.

7. (a) All wages and overtime shall be paid in the employer's time on a day to be determined by the employer but not later than Thursday of each week. The day on being fixed shall not be altered more than once in three months. All wages shall be paid enclosed in an envelope, which shall be clearly endorsed on the outside with the following particulars :—
- (i) The gross amount of wages payable;
  - (ii) the amount of each deduction made and the nature thereof; and
  - (iii) the net amount of wages paid.
- Provided that at the option of the employer, the particulars mentioned may be stated on a slip of paper and included in the envelope.
- (b) All earnings including overtime shall be paid within two days of the expiration of the week in which they accrue.
- (c) If an employer fails to make payment to any employee as prescribed on a pay day upon which such employee is in attendance to be paid, or, if such employee is absent on pay day, then upon the next ensuing day upon which such employee is present, the employer shall pay to each such employee 5s. extra for each and every day or part thereof during which such default in payment continues.
- (d) Notwithstanding anything herein contained an employer shall pay to an employee who leaves or is dismissed all moneys due to him forthwith, failing which he shall pay to the employee the sum of 5s. for each and every day or part thereof during which such default continues.

## HOURS OF WORK.

8. (a) The ordinary working hours per week for a weekly employee shall be 40. Such ordinary number of working hours shall include time worked on a Sunday.
- (b) The ordinary hours of work for employees other than bulk milk carters shall be worked in six days of not more than six hours and forty minutes.
- (c) All time from the earliest starting time to the latest finishing time shall be counted as time worked, excepting for bulk milk carters and their assistants.
- (d) (i) The ordinary hours of work of retail milk carters and their assistants within twenty miles of the G.P.O., Melbourne shall be between 1 a.m. and 9 a.m. Provided that the ordinary working hours of such employees who deliver milk to shops, factories, warehouses and/or offices inside the boundaries of Flinders, Lonsdale, Spring and Spencer streets, shall be between the hours of 5 a.m. and 1 p.m.
- (ii) The ordinary hours of work of semi-wholesale milk carters and their assistants within twenty miles of the G.P.O., Melbourne shall be between the hours of 5 a.m. and 1 p.m.
- (iii) Outside a radius of twenty miles of the G.P.O. Melbourne the starting and finishing time of the ordinary hours of work of all employees, with the exception of bulk milk carters, shall be as agreed between the employer and the Secretary of the appropriate branch or sub-branch of the Transport Workers Union of Australia.
- (iv) The ordinary hours of work of bulk milk carters and their assistants shall be worked in five or six days of not more than eight and a quarter hours per day. Provided that all time from the earliest starting time to the latest finishing time other than meal time shall be counted as time worked.

## WEEKLY TIMES OFF.

9. (a) Each employee shall, if working day work, be entitled to one clear day off in each seven days, or, if working night work, to one clear night off in each seven nights. Provided that any such employee who is required to work on his day or night off shall be paid at the rate of double time for all time worked on such day or night with a minimum as for four hours. Such rate of double time is in substitution for and not cumulative upon the additional rates prescribed in Clause 12.

## PART IV.—(continued).

(This Part applies only to persons employed by Retail Dairymen.)

(b) Each employer shall fix a regular day or night off, as the case may be, for each such employee and shall enter same in the time book. An employer may alter the regular day or night off of any employee by giving the employee concerned at least seven days' notice of intention to make such change. The day or night so fixed, or as so altered, shall be deemed to be the day or night off for purposes of sub-clause (a) hereof; provided that with a view of giving each employee as far as practicable a turn at having a Sunday or Sunday night off each employer and employee may agree that such employee shall accept a Sunday or Sunday night off in any particular week in lieu of the regular day or night off for such week, and in such case the Sunday or Sunday night shall be deemed to be the day or night off for such week.

(c) An employee on a weekly contract of hiring who does not work on a public holiday because it is his rostered day off shall receive an extra day's pay in respect of such day.

## WEEK-END WORK.

10. Every employee who is required by his employer to work upon not less than six days in any one week and thereby works upon a Saturday and/or a Sunday, shall be paid the sum of 11s. 6d. in addition to his other wages for that week, such sum to be in lieu of other week-end penalty rates; provided that no such employee shall be entitled to such sum of 11s. 6d. notwithstanding that he has worked upon Saturday and/or Sunday unless he actually has worked at least six days in the week.

## STARTING AND FINISHING TIMES.

11. (a) Where proper facilities are provided for an employee to sign on when beginning work and to sign off when leaving work, the work of such employee shall be deemed to commence when he signs on at the yard or depot and to finish when he leaves the yard or depot.

Where proper facilities for signing on or off are not provided, work shall be deemed to commence when the employee enters the yard or depot and to finish when he leaves the yard or depot.

Provided that in any case where the horses are stabled at the driver's own home then the driver shall be allowed twenty minutes in the morning and fifteen minutes in the evening to perform the necessary stable work.

(b) Each employer shall fix a regular starting time for each of his employees which shall, with respect to each employee be the same time in each day of the week. Where an employer desires to vary or change the regular starting time of any employee or employees he shall give two weeks' notice of such variation or change to the particular employee or employees concerned, and also post a notice of the intended change at the depot or yard.

## OVERTIME.

12. (a) (i) An employer may require an employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

(ii) The union shall not in any way whether directly or indirectly be a party to or concerned in any ban, limitation or restriction upon the working of overtime in accordance with the requirements of this clause.

(b) For all work done outside ordinary hours the rates of pay shall be time and a half for the first four hours and double time thereafter, such double time to continue until the completion of the overtime worked. Provided that double time shall be paid for all work done outside ordinary hours on Sunday. Provided further, however, that the additional amounts set out in clause 1 of this Part shall not be subject to the increased rates of pay hereinbefore referred to.

Except as provided in this sub-clause and sub-clause (c) hereof, in computing overtime each day's work shall stand alone.

## Rest Period After Overtime.

(c) (i) When overtime work is necessary it shall, wherever reasonably practicable, be so arranged that employees have at least eight consecutive hours off duty between the work of successive days.

(ii) An employee (other than a casual employee) who works so much overtime between the termination of his ordinary work on one day and the commencement of his ordinary work on the next day, that he has not at least eight consecutive hours off duty between those times, shall, subject to this sub-clause be released after completion of such overtime until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

(iii) If on the instructions of his employer, such an employee resumes or continues work without having had such eight consecutive hours off duty he shall be paid at double rates until he is released from duty for such period and he shall then be entitled to be absent until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

## Call Back.

(d) (i) An employee recalled to work overtime after leaving his employer's business premises (whether notified before or after leaving the premises) shall be paid for a minimum of three hours' work at the appropriate rate for each time he is so recalled; provided that, except in the case of unforeseen circumstances arising, the employee shall not be required to work the full three hours if the job he was recalled to perform is completed within a shorter period. This sub-clause shall not apply in cases where it is customary for an employee to return to his employer's premises to perform a specific job outside his ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

(ii) Overtime worked in the circumstances specified in this sub-clause shall not be regarded as overtime for the purposes of sub-clause (c) hereof where the actual time worked is less than three hours on such recall or on each of such recalls.

## HOLIDAYS.

13. (a) Weekly employees shall be entitled, without deduction of pay, to the holidays observed in respect of New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Christmas Day and Boxing Day, and to one other holiday on the day fixed as follows:—

Within 25 miles of the G.P.O., Melbourne—a day to be agreed to by the employer and his employees, and notified beforehand to the Union, and in default thereof the day upon which the Melbourne Cup is run. In any other district—

One day for which a whole or part holiday for the Public Service is gazetted for the district, or in default thereof a day agreed to by the employer and employees concerned and notified beforehand to the Union.

(b) No weekly employee who has without the consent of his employer and without reasonable cause absented himself from his employment on the day before or the day after a holiday shall be free from deduction of pay in respect of such holiday.

(c) (i) For all time worked by a weekly employee on such holidays, payment shall be made at the rate of ordinary time.

The minimum payment shall be as for four hours' work.

Such payments shall be in addition to any amount payable in respect of the weekly wage.

(ii) If an employee is required to work on a holiday during hours which if the day were not a holiday would be outside the range of ordinary working time as mentioned in clauses 8 and 11 he shall be paid for such hours at the rate of double time and a half.

(d) (i) For all time worked by a casual employee on such holidays payment shall be made at the rate of double time. The minimum payment shall be as for four hours' work.

(ii) In addition to the payment prescribed in this sub-clause the additional rate prescribed by clause 4 hereof shall be paid.

## PART IV.—(continued).

(This Part applies only to persons employed by Retail Dairymen.)

(e) Where a weekly employee is entitled to any holiday prescribed by this Part, his employer shall notify such employee on the working day immediately preceding such holiday if his services are required thereon, and if such notice be not given the employees shall be entitled to take such holiday without deduction of pay.

(f) If an employer intends to carry on business on a day generally observed as a holiday, although not prescribed as such in this Part, he shall not be entitled to make a deduction from the wages of any weekly employee who fails to present himself for duty on that day unless he shall have given the employee notice of his intention to carry on business on that day.

## ANNUAL LEAVE.

*Period of Leave.*

14. (a) Except as hereinafter provided a period of fourteen consecutive days' leave with payment of ordinary wages as prescribed shall be allowed annually to an employee by his employer after a period of twelve months' continuous service with such employer.

*Public Holidays Excluded.*

(b) (i) Such period of annual leave shall not include holidays observed on working days, but shall include all other non-working days.

(ii) If any holiday falls within an employee's period of annual leave and is observed on the day which in the case of that employee would have been an ordinary working day, there shall be added to that period one day, being an ordinary working day for each such holiday observed as aforesaid.

(iii) Where an employee without reasonable excuse proof whereof shall lie upon him is absent from his employment on the working day or part of the working day prior to the commencement of his annual leave or fails to resume work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave the employee shall not be entitled to payment for the public holidays which fall within his period of annual leave.

*Notice of Leave to be Given.*

(c) At least seven days' notice shall be given to an employee as to when he is to commence his leave and if such notice be withdrawn by an employer, the employee if he postpones his leave, shall be compensated by the employer for any reasonable out of pocket loss occasioned thereby.

*Time when Leave to be Granted.*

(d) (i) Any leave to which an employee may become entitled hereunder shall be granted by the employer within three calendar months of the same becoming due.

Provided that if because of the conditions operating in any particular industry or of circumstances over which he has no control an employer considers it impossible for him to grant leave to any employee within the said period he may by agreement with the Union postpone such leave until a later date.

Provided that in very exceptional circumstances payment may be made for the whole or any part of the leave as has been prescribed provided that consent of the Local Branch of the Union has been obtained.

(ii) Where an employee has become entitled to annual leave hereunder, but leaves or is dismissed for any cause before such leave is granted to him, he shall be paid two weeks' wages in lieu of such leave.

*Leave to be Given and Taken.*

(e) The annual leave provided for by this clause shall be allowed and shall be taken and except as provided in sub-clause (d) hereof, payment shall not be made or accepted in lieu of annual leave. If an employer fails to grant leave within the period of any postponement thereof mentioned in sub-clause (d) hereof and is convicted on that ground for a breach of this Determination and the employee is not a consenting party to such failure; the employer shall in addition to the wages payable under sub-clause (f) hereof also pay to such employee a further sum equal to the wages payable under sub-clause (f) hereof.

*Payment of Wages.*

(f) Each employee before going on leave shall be paid the wages due to him for the period for which he is entitled to leave. For the purposes of this sub-clause and sub-clause (h) hereof the wages shall be at the amount prescribed in this Determination for the occupation at which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment as the case may be, but in the event of an employee being engaged during a period of four weeks prior to such commencement or termination on two or more occupations entitling him to different rates of pay, the wages to be paid to such employee hereunder shall be the amount of his average weekly wages for ordinary working time over such period of four weeks.

*Leave in Advance.*

(g) (i) An employer may grant annual leave to an employee before the right thereto has accrued due but where leave is taken in such a case further period of annual leave shall not commence to accrue until the expiration of the twelve months in respect of which annual leave had been taken before it accrued.

(ii) Where leave has been granted to an employee pursuant to sub-clause (g) (i) hereof before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted, the employer may for each complete month of the qualifying period of twelve months not served by the employee, deduct from whatever remuneration is payable upon the termination of the employment one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed in clause 13 of this Part. Provided that in cases where such leave is granted at the request of the employee, the employer may when making payment under sub-clause (f) hereof withhold from the employee a sum equal to one-twelfth for each complete month of the qualifying period not served by the employee at the time of going on such leave and retain such sum until the expiration of such qualifying period.

*Proportionate Payment.*

(h) Proportionate payment shall be made in respect of each completed month of continuous service in any qualifying twelve-monthly period when an employee lawfully leaves his employment or his employment is terminated by his employer through no fault of the employee.

*Calculation of Continuous Service.*

(j) (i) Continuity of service shall be deemed to be continuous notwithstanding—

(a) any interruption or termination of the employment by the employer if such interruption or termination has been made with the intention of avoiding obligations hereunder in respect of annual leave;

(b) any absence from work of not more than fourteen days in the twelve months on account of sickness or accident (proof whereof shall be on the employee);

(c) any absence on account of leave granted imposed or agreed to by the employer;

(d) any absence due to reasonable cause (including absences on account of sickness or accident of more than fourteen days) proof whereof shall be on the employee.

## PART IV.—(continued).

(This Part applies only to persons employed by Retail Dairymen.)

Provided that in cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall if practicable inform the employer in writing within 24 hours after the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness, injury or cause and the estimated duration of his absence.

(ii) In calculating a period of twelve months' continuous service—

- (a) (1) any annual leave taken therein ;  
 (2) any absences of the kind mentioned in (a) and (b) of paragraph (i) hereof shall be counted as part of such period ;

(b) in respect of absences of the kind mentioned in (c) and (d) of paragraph (i) hereof the employee shall serve such additional period as part of his qualification for annual leave as will equal the period of such absences.

(c) where an employee is absent from work for any cause whatsoever the employer shall if so requested by the employee notify the employee within fourteen days of the receipt of such request whether the employer regards such absence as breaking either conditionally or unconditionally the continuity of service of such employee.

If the employee does not make such written request within seven days of his return to work after any such absence such absence shall be deemed to have broken such continuity. If the employer does not give such notice within the said fourteen days such absence shall not be deemed to be such a break.

The employee shall make such request in writing and shall deliver same to the employer's office at the factory or depot where he is employed or if there be no such office, to the manager of such factory or depot or in his absence to the employee's foreman. The employer shall give the notification to the employee by having the same delivered to such employee personally in writing.

*Calculation of Month.*

(k) For the purpose of this clause a month shall be reckoned as commencing with the beginning of the first day of the employment or period of employment in question and as ending at the beginning of the day which in the latest month in question has the same date number as that which the commencing day had in its month and if there be no such day in such subsequent month shall be reckoned as ending at the end of such subsequent month.

*Successor or Assignee or Transmittee.*

(l) Where the employer is a successor or assignee or transmittee of a business if an employee was in the employment of the employer's predecessor at the time when he became such successor or assignee or transmittee the employee in respect of the period during which he was in the service of the predecessor shall for the purpose of this clause be deemed to be in the service of the employer.

## SICK LEAVE.

15. (a) An employee on weekly hiring who is absent from his work on account of personal illness or injury by accident arising out of and in the course of his employment shall be entitled to leave of absence, without deduction of pay, subject to the following conditions and limitations:—

- (i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.  
 (ii) He shall within 24 hours of the commencement of such absence, unless proved to the satisfaction of his employer that such was not reasonably practicable inform the employer of his inability to attend for duty, and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.  
 (iii) He shall prove to the satisfaction of his employer that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.  
 (iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time.

For the purpose of administering paragraph (iv) of this sub-clause an employee may within one month of this Determination coming into operation or within two weeks of the employee entering his employment require an employee to make a sworn declaration or other written statement as to what paid leave of absence he has had from any employer during the then current year; and upon such statement the employer shall be entitled to rely and act.

*Single Day Absences.*

(b) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only such employee if in the year he has already been allowed paid sick leave on more than one occasion for one day only, shall not be entitled to payment for the day claimed unless he produces to the employer a certificate of a duly qualified practitioner that in his, the medical practitioner's opinion the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights under sub-clause (a) (iii) hereof.

*Cumulative Sick Leave.*

(c) Sick leave shall accumulate from year to year so that any balance of the period specified in sub-clause (a) (iv) of this clause which has in any year not been allowed to an employee by an employer as paid sick leave may be claimed by the employee and subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year. Provided that sick leave which accumulates pursuant to this sub-clause shall be available to the employee for a period of two years but for no longer from the end of the year in which it accrues.

*Attendance at Hospital, &c.*

(d) Notwithstanding anything contained in sub-clause (a) hereof an employee suffering injury through an accident arising out of and in the course of his employment (not being an injury in respect of which he is entitled to workers' compensation) necessitating his attendance during working hours on a doctor, chemist or trained nurse, or at a hospital shall not suffer any deduction from his pay for the time (not exceeding four hours) so occupied in the day of the accident, and shall be reimbursed by the employer all expenses reasonably incurred in connexion with such attendance.

(e) Notwithstanding anything elsewhere contained in this Determination the provisions therein relating to sick leave shall come into operation on and from the first day of March, 1951.

## PART IV.—(continued).

(This Part applies only to persons employed by Retail Dairymen.)

## CONTRACT OF EMPLOYMENT.

*Weekly Employment.*

16. (a) Except as hereinafter provided, employment shall be by the week. Any employee not specifically engaged as a casual employee shall be deemed to be employed by the week.

(b) Employment shall be terminated by a week's notice on either side given at any time during the week or by the payment or forfeiture of a week's wages as the case may be. This shall not affect the right of the employer to dismiss any employees without notice for malingering, inefficiency, neglect of duty, or misconduct, and in such cases all moneys due, shall be paid to the employee forthwith.

(c) An employee not attending for duty shall, except as provided by clauses, 13, 14, and 15 hereof lose his pay for the actual time of such non-attendance.

(d) Where a notice is given by an employer purporting to expire within the week next preceding Christmas Day or Good Friday but the employer expressly or impliedly allows the employee to believe that he is to resume work not later than one week after New Year's Day, or Easter Monday, as the case may be, such notice shall have no effect and the engagement shall be deemed to have continued unaffected by such notice.

(e) A weekly employee shall not be changed to a casual employee within the week next preceding Christmas Day or Good Friday.

(f) Notice to determine the engagement which is given every week or otherwise in such manner that the employee is not able to know with certainty a week before a particular date whether his engagement will or will not be determined by the employer upon that date shall not be deemed a valid notice unless given during a general or shipping or coal strike.

## MEAL TIME.

17. Bulk milk carters and their assistants shall be allowed a meal break of not less than forty-five minutes or more than one hour to be taken not later than five and a half hours after commencing work.

## CHANGE OF PLACE OF EMPLOYMENT.

18. When an employer transfers an employee, after he comes to work, from the place from which he usually works, to another place, fares to and from such altered place shall be paid by the employer to the employee whether the employee travels by cycle or otherwise except when transported by the employer.

## GEAR TO BE PROVIDED.

19. An employer shall supply his employees with all gear to secure any loads to be carted by them, and effective lamps.

In the case of a retail milk round where the provision of an effective torch and a battery is necessary, the same shall be provided and paid for by the employer.

## ARTICLES OF CLOTHING.

20. Drivers of retail and semi-wholesale and/or bulk milk vehicles shall be supplied by the employer with at least two overalls per year provided that where an employer fails to provide overalls as prescribed herein an amount of 2s 6d. per week shall be paid by such employer to the employee.

The dates of the issue of such overalls shall be recorded in the time book.

## HOUSING.

21. (a) Any employee required by his employer to live at a stable, yard or garage, shall be provided with suitable accommodation for such employee free of cost.

(b) If an employer provides proper housing accommodation for an employee and his wife and family, and requires the employee to live there, the employer shall be entitled to charge a rent not exceeding 15s. per week and not exceeding half the rent at which a similar house in the same locality would ordinarily be let.

## TIME BOOKS.

22. (a) Each employer shall, at the depot or yard at or from or in connexion with which the employee works, or at an office convenient thereto, keep a record or time book showing the name of each employee in which shall be entered the time of starting and finishing work each day, the work performed and class of vehicle driven and number of horses or maker's capacity and the weekly rate of pay for such work, and the amount of overtime worked and the wages and overtime paid to each employee.

Provided proper facilities are provided by the employer for the purpose, such record or time book shall (so far as his starting and finishing time each day is concerned and also the work performed and class of vehicle driven and number of horses or maker's capacity) be made or entered each day by the employee at the time of starting and finishing work.

(b) The age of each employee receiving less than the adult wage shall be entered in the record or time book.

(c) Such record or time book shall, on demand, be produced by the employer or, in his absence, the person in charge or who may be reasonably presumed to be in charge of such depot, yard or office mentioned in sub-clause (a) hereof or the time books kept thereat, to any officials (not more than 2 in number at any one time) of the Union duly authorized in writing by the President and Secretary of the local Branch or sub-branch of the Union at the place where the record or time book is kept. Any demand for production of the record or time book made during ordinary working hours on any ordinary working day, excepting pay day, shall be complied with forthwith. If the time of any such demand shall not be reasonably suitable to the employer (the burden of proof whereof shall be on the employer) for a full and particular inspection and examination of such time book or record by the officials, the employer shall nevertheless produce at such time, such time book or record to the officials who shall be then entitled to examine such book or record for the purpose of seeing the nature and general state and condition thereof. A time shall then be agreed upon for the further examination of particulars thereof by such officials and, if not agreed upon, such time between the above hours shall be fixed by the officials and shall not be less than 24 hours or 48 hours in the case of a demand on the day before pay day after the time of the first demand. The officials shall in fixing such time have due regard to the exigencies of the employer's business and must complete each inspection as quickly as reasonably practicable.

(d) Provided that an employer may, at his option, in lieu of a time book, provide a mechanical clock for the purpose of recording the time of each employee, in which case each employee shall, at the end of the week, enter or record the wages and overtime received on some card or check used in connexion with such clock.

(e) Where an employee performs work for which a special rate is provided a record of such work and the nature if same shall be recorded in the time book or equivalent record.

## UNION DELEGATE.

23. An employee appointed as Union delegate in a depot or garage shall upon notification thereof to the employer by the Branch or sub-branch Secretary of the Union, be recognized as the accredited representative of the Union and shall be allowed the necessary time during working hours to interview the employer or his representative on matters affecting employees in the depot or yard.

**PART IV.—(continued).**

(This Part applies to all persons employed by Retail Dairymen.)

**NOTICE BOARD.**

24. Each employer shall permit a notice board to be erected at his depot or garage for the purpose of posting any notices thereon in connexion with union business; such notice board to be in a prominent position. All notices shall be signed by an official of the Union.

**DETERMINATION TO BE EXHIBITED.**

25. A copy of the Determination and any variation thereto shall as soon as the official print is available be posted and kept posted in a prominent place where it is easily accessible to the employees.

**COLLECTING BY RETAIL MILK CARTERS.**

26. No retail milk carter other than those provided for in sub-clause (b) of clause 6 of this Part shall collect or be permitted to collect any accounts other than cash sales or cash collections on the round and during the ordinary course of milk delivery.

**LIMITATION OF NUMBER OF CARTER-COLLECTORS.**

27. An employer shall not employ more than one carter-collector for each four drivers.

**LIFTING MILK CANS.**

28. An assistant shall be provided where the driver of a milk waggon is required to lift into the waggon milk in cans having a capacity of ten gallons or more from the ground or other surface more than eighteen inches below the level of the tray of the truck.

**DEFINITIONS.**

29. (a) "Articulated vehicle" shall mean a road vehicle with three or more axles, comprising a power unit (called "tractor truck", "prime mover", &c.) and semi-trailer which is superimposed on the power unit, revolving on a turn-table and is articulated whether automatically detachable or permanently coupled.

(b) "Bulk milk carter" means a person carting milk or cream in bulk from producers to depots or pasteurising plants railways, retailers or factories, or from depots or pasteurising plants or railways to factories or to retailers.

(c) "Casual employee" shall mean an employee engaged and paid as such.

(d) "Carter Collector" shall mean an employee whose duty it is to collect money and drive a vehicle delivering milk on different days, but shall not include a milk carter making cash sales or cash collections on the round during the ordinary course of milk delivery.

(e) "Horse driver's assistant" and "motor driver's assistant" means any employee who accompanies the driver to assist in loading, unloading, or delivering.

(f) "Head stableman" means a stableman in charge of or directing the work of other stablemen.

(g) "Maker's capacity" shall mean the capacity shown on the certificate of registration issued under the Motor Car Acts.

(h) "Official of the union" shall mean persons certified as such in writing by the President and Secretary of the local anch or sub-branch of the union.

(i) "Retail milk carter" or "driver of a retail milk vehicle" means any person carting milk or cream, other than a person defined in sub-clause (b) hereof as a bulk milk carter.

(j) "Relief driver" shall mean a driver who at the direction of the employer delivers milk on two or more rounds in any one week.

(k) "Saturday" for the purpose of this Part means either Saturday or such other day as is observed as the weekly half-holiday in a particular district.

(l) "Semi-wholesale milk carter" shall mean any person solely carting milk or cream to milk bars, institutions, shops, hotels, hospitals on boarding houses or like places.

(m) "Union" shall mean and refer to the Transport Workers' Union of Australia.

(n) "Yardman" shall mean an employee not otherwise specified, employed in or in connexion with a stable, or yard.

(o) "Year" shall mean the period between the 1st day of March and the next ensuing 28th day of February.

**PERIODICAL ADJUSTMENT OF WAGES.**

30. The wages rates set out in clause 1 of this Part are based upon the following basic wage, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed in clause 31 of this Part.

*Basic Wage.*

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Within 20 miles of G.P.O., Melbourne	£ s. d. 11 15 0	Melbourne
Within 10 miles of G.P.O., Geelong—same as the contemporaneous basic wage for Melbourne		
Within 5 miles of the chief Post Office, Warrnambool—same as the contemporaneous basic wage for Melbourne		
Mildura and Gippsland Districts—same as the contemporaneous basic wage for Melbourne		
Yallourn—until further order the same amount in excess of Melbourne as at present, viz., 6s. 6d. per week		
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne		

**ADJUSTMENT OF BASIC WAGE.**

31. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'All Items' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(b) Until the beginning of the first pay period to commence in November, 1953, the amount of the basic wage shall be as prescribed in clause 30 of this Part.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "All Items" retail price index number by the factor .103 taken to one place of decimals the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

## PART V.

(This Part applies only to persons employed in connexion with the distribution of petrol and petroleum products.)

## 1. WAGES PER WEEK.

No.	Classification.	Basic Wage (Adjustable).	Margin.	Loading.	Total Wage Per Week.
		Per Week.	Per Week.	Per Week.	
		£ s. d.	s. d.	s. d.	£ s. d.
1	Aerodrome attendants . . . . .	11 17 0	47 0	3 0	14 7 0
2	Assistant aerodrome attendants . . . . .	11 17 0	37 0	3 0	13 17 0
3	An employee appointed as a leading hand aerodrome attendant in charge of a shift— 2s. 6d. per shift extra for each shift or part thereof he works as a leading hand.				
4	Employee driving a motor waggon with a combined weight of vehicle and maximum load of under 10 tons (including margins for salesman-drivers collecting money and when required carting packages, fuel oil in drums or bulk or carting, spreading and/or spraying bituminous products upon the street) . . . . .	11 17 0	46 0	3 0	14 6 0
5	Employee driving a motor waggon with a combined weight of vehicle and maximum load of 10 tons and up to and including 13 tons (including margins for salesman-drivers, collecting money and when required carting packages, fuel oil in drums or bulk or carting, spreading and/or spraying bituminous products upon a street) . . . . .	11 17 0	49 0	3 0	14 9 0
6	Further additional amount for each additional ton or part thereof in excess of 13 tons— 1s. per week				
7	Motor (not being a tractor) drawing a trailer— 2s. 6d. extra per day.				
8	Further additional amount for an employee driver of an articulated vehicle, 7s. 6d.				
9	Employee driving oil tractor, tow motor, industrial truck, yard truck or utility vehicle . . . . .	11 17 0	35 0	3 0	13 15 0
10	Washers and greasers . . . . .	11 17 0	25 0	3 0	13 5 0
11	Assistant drivers . . . . .	11 17 0	26 0	3 0	13 6 0
12	Further additional amount for a driver of a yard truck or tractor who is instructed by a superior officer to supervise the work of two or more employees, whether they are engaged under this Part or not, 9s.				

## CONTRACT OF EMPLOYMENT.

2. The following shall be the terms and conditions of weekly employment:—

- (a) Where an employee is usually employed without any express undertaking to employ him for at least one week his employment shall be deemed to be that of a casual employee, but in all other cases where an employee is not in express terms engaged as a casual employee, he shall be deemed to be, and be employed as a weekly employee.
- (b) The engagement shall not be terminated on either side except upon one week's notice which may be given at any time, but an employer may pay one week's wages in lieu of giving such notice. This shall not affect the right of the employer to dismiss any employee without notice or payment in lieu of notice for inefficiency, neglect of duty or misconduct.
- (c) Where a notice is given by an employer purporting to expire within a week next preceding Christmas Day or Good Friday, but this employer expressly or impliedly allows the employee to believe that he is to resume work not later than one week after New Year's Day or Easter Monday such notice shall have no effect and the engagement shall be deemed to have continued unaffected by such notice.
- (d) A weekly employee shall not be changed to a casual employee within the week next preceding Christmas Day or Good Friday.
- (e) Notice to terminate the engagement which is given every week or otherwise in such manner that the employee is not able to know with certainty a week before a particular date whether his engagement will or will not be terminated by the employer upon that date shall not be deemed a valid notice unless given during a general or shipping or coal strike.
- (f) An employee to become entitled to payment of the weekly wage prescribed by this Part shall be available ready and willing to perform such work as the employer shall from time to time require on the days and during the hours usually worked by the class of employee comprising him, but any employee so available ready and willing to work for the whole week and not justifiably dismissed for any reason set out herein shall be entitled to a full week's wage.
- (g) Subject to the provisions of this Part as to holidays, if an employee absents himself from work, his employer shall be entitled to deduct from his week's wages an amount corresponding with the period of absence.

## MIXED FUNCTIONS.

3. Any employee who in any day does work involving different rates of pay, under this or any other Determination shall be paid the highest of such rates for the whole day.

## EMPLOYEES DOING WORK OF A LOWER GRADE.

4. Should an employee be temporarily transferred for a period not exceeding one week to perform a class of work carrying a lesser minimum rate of wage than that at which he is usually employed, he shall not during such temporary transfer suffer any reduction in his usual wage.

**PART V.—(continued).****(This Part applies only to persons employed in connexion with the distribution of petrol and petroleum products.)****CASUAL EMPLOYEES.**

5. (a) A casual employee shall be paid at the rate of one-fifth of the appropriate weekly rate per day plus 5s. additional, with a minimum payment as for eight hours.

(b) The time to be worked by a casual employee without payment of overtime rate shall not exceed eight hours on any one day from Monday to Friday inclusive.

(c) A casual employee shall be notified at the end of the day if his services are not required next work day; failing such notice, a full day's wages shall be paid for the next working day.

**HOURS OF WORK.**

6. (a) Subject to clause 9 of this Part the ordinary hours of work shall be 40 hours per week to be worked in five days of 8 hours per day Monday to Friday inclusive, between the hours of 7 a.m. and 5.30 p.m.

(b) In any working week in which a holiday occurs under this Part an employee's working week shall be reduced by eight hours for each holiday in that week, without reduction of ordinary weekly pay.

**STARTING AND FINISHING TIMES.**

7. (a) Where proper facilities are provided for an employee to sign on when beginning work and to sign off when leaving work, the work of such employee shall be deemed to commence when he signs on at the yard or depot in the morning and to finish when he signs off in the evening.

(b) Where proper facilities for signing on or off are not provided, work shall be deemed to commence when the employee enters the yard or depot in the morning and to finish when he leaves the yard or depot in the evening.

(c) Each employer shall fix a starting and finishing time for his employees.

**ALTERATION OF STARTING TIMES.**

8. (a) Except for shift workers, where an employer desires to vary or change the starting time of an employee or employees, he shall give one week's notice of such variation or change to the employee or employees concerned and in the case of a group of employees post a notice of the intended change at the depot or yard. Provided that where it is necessary to transfer a day worker to replace a shift worker who fails to report for duty or who for any reason is unable to continue his duties this sub-clause shall not apply, but the position shall be deemed to be covered by sub-clause (b) hereof.

(b) Change of shift: Forty-eight hours' notice of any change of shift shall be given to an employee in default of which overtime rates shall be paid for work done outside the ordinary shift hours within forty-eight hours of the time he is notified of the change.

**SHIFT WORK.**

9. (a) The ordinary hours for shift workers shall not exceed 40 per week provided that where it is necessary a maximum of up to 48 hours may be worked in any one week provided further that over any two consecutive weeks the average hours of work shall not exceed 40. No shift shall exceed 8 hours in length.

(b) Where employees are engaged regularly on shift work the rate of wage herein prescribed shall be increased as follows:—

- (i) For ordinary shift hours on Mondays to Fridays inclusive—10 per cent.
- (ii) For ordinary shift hours between midnight on Friday and midnight on Saturday—25 per cent.
- (iii) For ordinary shift hours worked between midnight on Saturday and midnight on Sunday—50 per cent. Provided that all overtime after ordinary shift hours on such days shall be paid for at the rate of double time. Provided further that each shift shall be paid for at the rate applicable to the day on which the major portion of the shift is worked.

(c) All shifts of more than four hours shall include a paid crib time of not less than 30 minutes to be taken at a time convenient to the work in hand. Provided that no employee shall be called upon to work a greater period than five hours without a crib time.

(d) All work performed by an employee on his rostered days off shall be paid for at the rate of double time.

**MEAL MONEY.**

10. (a) Any employee called upon to work more than one and a half hour's overtime after his usual finishing time shall be paid 2s. 6d. meal money.

(b) Any employee who is called upon to work more than nine and a half hours on a Saturday, Sunday or public holiday, shall be paid the meal money above prescribed.

**MEAL BREAK.**

11. (a) Except in the case of shift workers, one hour on Monday to Friday inclusive shall be allowed for a meal between noon and 2 p.m. provided that by agreement in writing between an employer and the union the meal break may be shortened.

(b) If on instructions from his employer an employee is unable to have a full meal break between noon and 2 p.m. he shall be paid double time from 1 p.m. until the full meal break is allowed.

**OVERTIME.**

12. (a) All time of duty in excess of and/or outside of the hours prescribed in clauses 6, 7 and 9 of this Part shall be paid at the rate of time and a half for the first three hours on any one day and double time thereafter, such double time to continue until the employee is relieved of duty.

(b) All overtime shall be paid on the weekly rate of wage that the employee is being paid.

(c) Each day's overtime shall stand alone and be paid for in addition to the ordinary weekly or casual wage, as the case may be.

(d) As far as practicable, overtime shall be eliminated, but where necessary, an employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with these requirements, provided that such overtime shall not exceed 16 hours in any one week.

(e) An employee recalled to work overtime after leaving his employer's business premises (whether notified before or after leaving the premises) shall be paid a minimum of 4 hours' work at the appropriate rate for each time he is so recalled; provided that, except in the case of unforeseen circumstances arising, the employee shall not be required to work the full four hours if the job he was recalled to perform is completed within a shorter period. This sub-clause shall not apply in cases where it is customary for an employee to return to his employer's premises to perform a specific job outside his ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion of commencement of ordinary working time.

(f) When overtime is worked, it shall be so arranged that employees have at least 8 consecutive hours off duty between the work of successive days.



**PART V.—(continued).**

(This Part applies only to persons employed in connexion with the distribution of petrol and petroleum products.)

An employee, other than a casual employee, who works so much overtime between the termination of his ordinary work on one day and the commencement of his ordinary work on the next day that he has not at least 8 consecutive hours off duty between those times shall, subject to this sub-clause, be released after completion of such overtime until he has had 8 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

If on the instructions of his employer such employee resumes or continues work without having had such 8 consecutive hours off duty he shall be paid at double rates until he is released from duty for such period and he shall then be entitled to be absent until he has had 8 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

**PUBLIC HOLIDAYS.**

13. (a) The following days shall be observed as holidays and all employees shall be granted such holidays without any loss of pay:—

New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day (or the day observed as such), Anzac Day, Queen's Birthday, Christmas Day, Boxing Day, and any other day specially proclaimed for a national occasion.

(b) Melbourne Cup Day shall be an additional holiday within a radius of 25 miles of the G.P.O. Melbourne, elsewhere in Victoria an additional day to be mutually agreed between each employer and his employees.

(c) Any employee called upon to work on any of the holidays abovementioned shall be notified the day before and in addition to his weekly wage shall be paid at ordinary rates for all time worked (except on Good Friday and Christmas Day, when the additional rate shall be time and a half) with a minimum payment as for four hours. Provided that if an employee is required to work on a holiday during hours which if this day were not a holiday would be outside the range of ordinary working time as mentioned in clauses 6, 7 and 9 of this Part his hourly rate for such work shall be double time and a half on Christmas Day and Good Friday and double time on all other holidays.

Provided further that the double time and a half and double time hereinbefore referred to in the case of shift workers shall be deemed to include all shift premiums prescribed by clause 9 of this Part.

(d) Casual employees called upon to work on any of the holidays abovementioned shall be paid at double rates for the full day plus 5s. additional, provided that for work done on Christmas Day and Good Friday the rates shall be double and a half times ordinary rates plus 5s. additional.

(e) Any employee notified to attend for work on a holiday and not so worked shall be paid at holiday rates for four hours.

**SUNDAY WORK.**

14. All time worked on Sunday, other than by shift workers, shall stand alone and shall be paid for at the rate of double time with a minimum of four hours.

**SATURDAY WORK.**

15. All time worked on Saturday, other than by shift workers, shall stand alone and shall be paid for at the rate of time and a half for the first three hours and double time thereafter with a minimum of four hours.

**ANNUAL LEAVE.**

16. (a) Except as hereinafter provided all weekly employees, after each twelve months' service with an employer, shall be granted two weeks' annual leave on full pay provided that an extra week's annual leave shall be given to all employees working rostered shifts necessitating regular rostered Sunday or holiday work, with a proportionate adjustment to any employee who does not complete twelve months of such service.

(b) An employee whose services are terminated for any cause whatsoever or who leaves his employment in any qualifying period for annual leave shall be granted one-twenty-fifth of his ordinary wages earned during that period or in the case of a shift worker three-forty-ninths of his ordinary wages earned during that period.

(c) Annual leave shall be granted within six months of becoming due.

(d) An employee before going on annual leave shall be paid therefor at the rate at which he was ordinarily employed prior to the commencement of his leave.

(e) Fourteen days' notice shall be given of the commencement of annual leave.

(f) Payment shall not in any circumstances be made in lieu of annual leave.

(g) It shall be an offence for any employee who is on leave to accept other employment during the period of leave, and it shall also be an offence for any employer to knowingly engage a worker who is on annual leave.

(h) Subject to this sub-clause the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by clause 13 of this Part and if any such holiday falls within an employee's period of annual leave and is observed on a day which in the case of that employee would have been an ordinary working day there shall be added to the period of annual leave time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

Where a holiday falls as aforesaid and the employee fails without reasonable cause proof whereof shall be upon him to attend for work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave he shall not be entitled to be paid for any such holiday.

**TRAVELLING ALLOWANCE.**

17. (a) Where an employer transfers an employee from his usual place of employment to another place of employment he shall pay all fares and expenses incurred in going to and from such place.

(b) Where an employee is required by his employer to travel as a passenger by any conveyance, he shall whilst so travelling be paid at ordinary rates up to a maximum of twelve hours out of every twenty-four of such travelling except on Sundays or holidays when payment shall be at the rate of time and a half, provided that when a sleeping berth is provided by the employer for all night travel, the maximum travelling time to be paid shall be eight hours out of every twenty-four.

(c) Employees whose work necessitates their absence from home overnight shall be paid all expenses reasonably incurred by such absence, with a minimum payment of 15s. per night provided that where an employee travels by boat or other conveyance in which his ticket includes meals and bed he shall not be entitled to the said allowance.

(d) Where an employee is transferred temporarily to work at a place which requires him to travel daily a greater distance from his home than the distance to his usual place of employment, he shall be paid any additional fares and additional travelling time so incurred for a period not exceeding one month.

**UNIFORMS.**

18. Where an employer requires a special uniform to be worn by employees while on duty, such uniform shall be supplied by the employer free of charge to the employee.

**AMENITIES.**

19. The following amenities shall be provided by the employer:—

(a) Wash hand basins.

(b) Where 10 or more employees covered by this Part are employed, hot and cold showers and an adequate dressing room with individual clothing lockers.

## PART V.—(continued.)

(This Part applies only to persons employed in connexion with the distribution of petrol and petroleum products.)

## GEAR AND EQUIPMENT TO BE PROVIDED.

20. All necessary gear and equipment shall be provided by the employer.

## HEAVY ARTICLES.

21. No employee shall be permitted to lift or carry without proper appliances, goods or material of any kind exceeding 150 lbs. in weight unless an assistant is provided.

## UNAUTHORIZED PERSONS ON VEHICLES.

22. An employee shall not permit any unauthorized person or persons to accompany him on his vehicle or permit any such person or persons to assist him in the delivery of goods, wares, merchandise or material unless such person or persons have been engaged as an employee or is the owner of such goods, wares or merchandise or material or is the agent of such owner.

## TIME AND WAGES RECORD.

23. (a) Each employer shall keep records at the depot or yard where the employee usually commences work or in a place easily accessible to both the employer and the employee.

(b) Such records shall show the name of each employee, the time he starts and finishes work each day, the number of hours worked by him and the wages and overtime paid.

(c) Such records shall on demand be produced by the employer for inspection by any officials (not more than three in number at the one time) of the Union duly authorized in writing by the president and secretary of the local branch or sub-branch of the Union, at the place where the records are kept between the hours of 10 a.m. and noon and 2 p.m. and 4 p.m. on any day between the 1st and 27th inclusive in each calendar month except on pay day or the day before.

(d) An employer may at his option provide a mechanical clock for the purpose of such record.

(e) The employer and employee shall be severally responsible for the proper compilation of such time record daily.

## PAYMENT OF WAGES.

24. (a) Wages shall be paid on the usual pay day of the employer provided that in the case of weekly employees two days' wages may be kept in hand.

(b) Payment of wages shall be made within ten minutes of the time on which the employee ceases duty and if it is delayed beyond that time through any fault or delay of the employer, or because of the place at which the employee has to cease work, the employee shall be paid for the time of delay in excess of 10 minutes at the rate of time and a half.

(c) Casual hands shall be paid at the time of their services, being dispensed with and at the place where the work has been performed.

(d) Should any employee leave or be dismissed after due notice during the course of a week, all wages shall be paid to him forthwith upon the expiration of such notice and in default thereof, the employer shall pay such employee a full day's wages for each and every day or part thereof whilst such default continues.

## RIGHT OF ENTRY.

25. For the purpose of interviewing employees on legitimate union business, a duly accredited Union representative shall have the right to enter an employer's premises during the mid-day meal break before the commencement and after the cessation of work each day.

Provided that where certain employees are working under a system of shift work which precludes a representative from interviewing them during the mid-day meal break the representative shall have the right to enter the employer's premises for the purpose of interviewing such employees at such time and under such conditions as may be mutually arranged by the representative and the employer.

## UNION DELEGATE.

26. An employee appointed as union delegate in a depot or garage shall upon notification thereof to the employer by the branch or sub-branch secretary of the union, be recognized as the accredited representative of the union and shall be allowed the necessary time during working hours to interview the employer or his representative on matters affecting employees in the depot or yard.

## NOTICE BOARDS.

27. The employer shall permit a notice board to be erected in his depot or yard, for the purpose of posting any notices thereon in connexion with the meetings or other business of the union; such notice board shall be in a prominent position. All such notices shall be signed by a Union officer or the accredited Union delegate.

## DETERMINATION TO BE EXHIBITED.

28. A copy of this Determination shall be posted and kept posted in a prominent position in an accessible place in each depot or yard.

## NO REDUCTIONS IN WAGES.

29. Nothing in this Part shall in itself operate to reduce the rate for any classification in existence at the commencing date of this Determination.

## EXISTING CUSTOMS.

30. Existing customs and conditions not inconsistent with this Part shall continue.

## DEFINITIONS.

31. Unless a contrary intention appears, expressions used in this Part shall have meanings as follows:—

(a) "Motor waggon driver" means any employee engaged to drive or control any type of delivery vehicle specified in this Part irrespective of his other duties. This definition shall not exclude other duties ordinarily performed by a driver.

(b) "Assistant driver" means any employee who regularly accompanies a driver to assist him in driving, unloading and/or delivery, but shall not include an employee temporarily accompanying a driver to assist him only in unloading and/or delivery.

(c) "Aerodrome attendant" means an employee employed in driving an aviation refuelling unit on an aerodrome and operating the unit to deliver aviation gasoline, lubricating oil and/or other aviation products to aircraft or aircraft depots.

(d) "Assistant aerodrome attendant" means any person other than a driver who is employed in or in connexion with refuelling of aircraft.

(e) "Launchmaster" means the employee in charge of the crew of an aircraft refuelling launch, responsible for the observance by the crew of the company's aircraft refuelling regulations and the maintenance of the launch,

**PART V.—(continued.)**

(This Part applies only to persons employed in connexion with the distribution of petrol and petroleum products.)

- (f) "Industrial truck, yard truck or tow motor driver" means an employee driving a vehicle in or around an employer's premises.
- (g) "Official" means any person authorized in writing by the president and secretary of the local branch or sub-branch of the union.
- (h) "Articulated vehicle" means a vehicle with three or more axles comprising a power unit (called tractor truck, prime mover), and semi-trailer which is superimposed on the power unit revolving on a turn-table; and is an articulated vehicle whether automatically detachable or permanently coupled.
- (i) "Utility vehicle" means a truck or van with a carrying capacity of less than 1 ton used mainly for purposes other than delivery of products usually marketed by the employers.
- (j) "Shift work" means work extending for at least two weeks, and performed either in daily recurrent periods wholly or partly between the hours of 5.30 p.m. and 7 a.m. or in regular rotating periods.

**PERIODICAL ADJUSTMENT OF WAGES.**

32. The wages rates set out in clause 1 of this Part are based upon the following basic wage, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act* 1934, shall be automatically adjusted by the same amount, and at the same time as such basic wage as prescribed in clause 33 of this Part.

*Basic Wage.*

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Throughout the State	£ s. d. 11 16 0	Six Capital Cities (Weighted Average)

**ADJUSTMENT OF BASIC WAGE.**

33. (a) For the purposes of this Determination, the expression "Commonwealth Statisticians 'all items' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(b) Until the beginning of the first pay period to commence in November, 1953, the amount of the basic wage shall be as prescribed in clause 31.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the basic wage shall be adjusted by the following method, namely by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

A. V. BARNES, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 28th September, 1953.





# VICTORIA GOVERNMENT GAZETTE.

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THURSDAY, JANUARY 28.

[1954

Factories and Shops Acts.

## DETERMINATION OF THE NURSERYMEN'S BOARD.

NOTE.—This Determination applies to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed by a nurseryman in the business or occupation of a nurseryman," has made the following Determination, namely:—

1. That as from the 1st December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Apprentices or Improvers.					Other Employees.		
Wages.	Per Week of 40 Hours.				Wages.	Per Week of 40 Hours	
	Males.		Females.				
	Percentage of Basic Wage.	—	Percentage of Female Basic Wage.	—			
		<i>s.</i>	<i>d.</i>	<i>s.</i>	<i>d.</i>	<i>s.</i>	<i>d.</i>
15 years of age or under	22	52	0	29	51	6	
16 years of age	28	66	6	31	55	0	
17 years of age	39	92	6	45	80	0	
18 years of age	54	128	0	62	110	0	
19 years of age	64	151	6	77	136	6	
20 years of age	88	208	6	90	159	6	
<b>PROPORTION.</b>							
<i>Apprentices.</i>							
One apprentice to every three or fraction of three workers receiving not less than the minimum wage.							
<i>Improvers.</i>							
One improver to every three or fraction of three workers receiving not less than 24s. per week of 40 hours.							
							273 0
							262 6
							177 6
							246 0

### ADDITIONAL PAYMENT.

3. An employee appointed to take charge of three or more employees shall receive an additional 1s. 3d. per day or part thereof.

### TERMS OF ENGAGEMENT.

4. Employees who work less than 40 hours in any week may be paid *pro rata* according to the number of hours worked.

TIME OF BEGINNING AND ENDING WORK.

5. The time of beginning and ending work shall be the times mutually agreed upon between the employer and the employee.

OVERTIME.

6. The following rates shall be paid for overtime:—

For all work done in any week in excess of the number of hours fixed as a week's work, or in excess of 8½ hours in any one day—Time and a half.

An employer may require any employee to work reasonable overtime at overtime rates, and such employee shall work overtime in accordance with such requirement.

SPECIAL RATES.

7. Double time shall be the special rate for all work done on Sunday, and time and a half for all work done on New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Melbourne Cup Day, Christmas Day, and Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays the special rate shall only be payable for work done on the day so substituted.

Provided that, by agreement, Queen's Birthday may be substituted for Melbourne Cup Day.

PAYMENT FOR HOLIDAYS.

8. All employees shall be entitled to the holidays, or any day or days by Act of Parliament or Proclamation substituted for such holidays prescribed in clause 7 without deduction of pay.

8A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed in clause 7 hereof.

Provided that an employee who fails to attend for work on the working days before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

ANNUAL HOLIDAY.

9. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946*, No 5111, and any amendments which may be made thereto from time to time.

SICK LEAVE.

10. (a) Subject to satisfactory evidence being furnished to the employer, an employee in continuous employment shall be entitled, without deduction of pay, to absent himself on account of sickness arising out of his employment for 10 hours of working time for each three months' service but not exceeding 40 hours of working time in any year.

(b) Notwithstanding the provisions of sub-clause (a) hereof, if the full period of sick leave as prescribed is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding 80 hours of working time which shall be the maximum amount of leave to which an employee may be entitled in any year of service without deduction of pay.

For the purpose of this sub-clause service prior to 1st November, 1947, shall be disregarded.

RIGHT TO INTERVIEW EMPLOYEES.

11. During the meal interval, and not more than once a month, a duly accredited official of the Australian Workers Union, authorized in writing by the President and Secretary of the Victorian Branch of such organization, shall have the right to interview any person covered by this Determination at his or her place of employment on legitimate union business.

FIRST-AID OUTFIT.

12. Employers shall provide and continuously maintain at a place reasonably accessible to all employees an efficient first-aid outfit.

PERIODICAL ADJUSTMENT OF WAGES.

13. The wages rates for males set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 14.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Throughout the State .. .. .	£ s. d. 11 17 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

14. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(b) Until the beginning of the first pay period to commence in February, 1954, the amount of the Basic Wage shall be as prescribed in clause 13.

(c) During each future successive period beginning with the first pay period to commence in a February, a May, an August, or a November, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

(d) The wages rate for adult females is based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. The wages rate for adult females shall be adjusted by increasing or decreasing such rate by the amount of the difference from time to time in the said basic wage for females.

(e) The wages of apprentices or improvers shall be the appropriate percentages as set out in clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

P. A. RANGLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 23rd November, 1953.