



VICTORIA

GOVERNMENT GAZETTE

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PUBLIC SERVICE ACT 1958.

PUBLIC SERVICE (PUBLIC SERVICE BOARD) REGULATIONS.

THE Public Service Board, in pursuance of the powers conferred by the *Public Service Act 1958*, hereby, with effect as on and from the 1st May, 1974, substitutes the following for all the provisions of the Public Service (Public Service Board) Regulations except Regulation 1 and the Schedules thereto.

PART I.—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.—Preliminary. (R.1-5.)

Part II.—Appointments to the Public Service.

Division I.—General. (R.6-15.)

Division II.—Administrative Division. (R.16-23.)

Division III.—Professional Division. (R.24-34.)

Division IV.—Technical and General Division.
(R.35-52.)

Division V.—Temporary Employment. (R.53-61.)

Division VI.—Cadetships. (R.62-73.)

Part III.—Promotions and Transfers.

- Division I.—General. (R.74-78.)
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- Division III.—Special Requirements—
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- Division II.—Administrative Division. (R.111-113.)
- Division III.—Professional Division. (R.114-118.)
- Division IV.—Technical and General Division. (R.119-123.)
- Division V.—Temporary Employees. (R.124-125.)
- Division VI.—Female Officers and Employees in Approved "Equal Pay" Groups. (R.126.)

Part V.—Allowances.

- Division I.—Allowances for Qualifications or Efficiency—
 - Administrative Division. (R.127-129.)
 - Professional Division. (R.130-131.)
 - Technical and General Division. (R.132-152.)
- Division II.—Overtime and Standby Allowances. (R.153-163.)
- Division III.—Higher Duties Allowances. (R.164-165.)
- Division IV.—Shift Duty and Rostered Time of Ordinary Duty Performed by Officers During Week-ends or on Public Holidays. (R.166-171.)
- Division V.—Recreation Leave Allowance. (R.172.)
- Division VI.—Other Allowances. (R.173-199.)

Part VI.—Travelling and other Expenses.

- Division I.—Reimbursement of Personal Expenses—
 - General. (R.200-214.)
 - Special Groups. (R.215-216.)
- Division II.—Mode of Travelling. (R.217-219.)
- Division III.—Reimbursement for Use of Private Means of Transport. (R.220.)
- Division IV.—Other expenses. (R.221-224.)

Part VII.—Hours of Duty and Times of Attendance of Officers and Employees. (R.225-227.)**Part VIII.—Leave of Absence.**

- Division I.—General. (R.228-229.)
- Division II.—Recreation Leave. (R.230-234.)
- Division III.—Sick Leave. (R.235-241.)
- Division IV.—Confinement Leave. (R.242.)
- Division V.—Study Leave. (R.243-248.)
- Division VI.—Leave on Account of Pressing Necessity. (R.249-254.)
- Division VII.—Other Leave. (R.255-256.)

Part IX.—Applications by Approved Associations. (R.257-260.)**Part X.—Miscellaneous. (R.261-263.)**

3. All officers are required to acquaint themselves with these Regulations. Permanent Heads of Departments are required to have sufficient copies of these Regulations available for the purpose.

4. The provisions 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".

5. For the purpose of these Regulations passing the School Leaving Examination shall mean a pass (at not more than two examinations unless the Board in any case otherwise determines) in at least four subjects of the School Leaving Examination of the Victorian Universities and Schools Examinations Board including English.

PART II.—APPOINTMENTS TO THE PUBLIC SERVICE.**DIVISION I.—GENERAL.**

6. 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.

7. 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.

8. 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.

9. Candidates shall, as soon as practicable, be informed in writing of the place and time at which they are to present themselves for examination and of the distinguishing numbers, if any, to be allotted to them at the examination.

10. 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.

11. For all examinations conducted under these Regulations by examiners appointed by the Board the 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.

12. 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 Qualified Candidates" 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.

13. (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 promptly furnish the Board 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 may be issued to any such person who resides outside the metropolitan area and is required to travel by rail to undergo medical examination.

(4) "Government Medical Officer" in this Regulation includes a Medical Officer of the Mental Hygiene Branch.

14. 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.

15. Where any person is appointed on probation to an office in the Public Service, the Permanent Head shall, not later than twenty-one days before the expiration of any period of probation, report to the Board as to the conduct of such person and the manner in which he has performed his duties.

DIVISION II.—ADMINISTRATIVE DIVISION.

16. Subject to Section 32 (6) of the *Public Service Act* 1958, all new appointments to the Administrative Division shall be to the first subdivision of Class "E."

17. For the purposes of Section 26 (3) (c) of the *Public Service Act* 1958 the qualifications prescribed are:—

- (a) A degree of an Australian University;
- (b) A qualification the holder of which is eligible for membership, other than student membership, of the Australian Society of Accountants.

18. (1) The Board may hold examinations for appointment to the Administrative Division.

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

19. Candidates shall be required to enter for competitive examination in the following subjects:—

English

General Intelligence.

20. A candidate who obtains at least fifty per centum (50%) of the maximum number of marks in English and who obtains a scaled score of at least 95 in General Intelligence shall be awarded a pass.

21. The order of merit of candidates shall be established from the results of the English examination and the General Intelligence test by drawing up a ranking order for each result and adding these rankings. If two or more successful candidates secure the same ranking in the order of merit, the candidate with the higher ranking on the General Intelligence test shall be deemed to be the higher in the order of merit and, if these rankings are the same, the order of merit shall be determined by lot.

22. The Board shall cause to be entered in the "Register of Qualified Candidates," in order of their merit the names of all 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* 1958, 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.

23. 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: 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.

DIVISION III.—PROFESSIONAL DIVISION.

24. Any candidate for appointment to a position of Library Officer, Class "LR-1" shall be required to enter for a competitive examination as may be from time to time prescribed.

25. No person shall be eligible for appointment to the office of Draughtsman unless he possesses a draughting certificate or equivalent approved by the Board.

26. No person shall be eligible for appointment to the office of Hydrographer unless he possesses a hydrography certificate or equivalent approved by the Board.

27. No person shall be eligible for appointment to an office of Research Scientist unless—

- (a) he has completed a course of study in science required to qualify for a degree of Doctor of Philosophy or other degree of Doctor from an Australian University or other approved University, or has qualifications and scientific research experience which taken together are approved by the Board as equivalent thereto; and
- (b) has satisfied the Board as to his research ability and his achievements in scientific research.

28. (1) No person shall be eligible to enter for the examination for appointment as Library Officer, Class "LR-1", Professional Division, State Library, Ministry for the Arts, Premier's Department, unless such person has satisfied the University entrance requirements of the Victorian Universities and Schools Examination Board, 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:—

English Literature.
General Knowledge.
Elementary Library Principles.

(3) A candidate who obtains at least fifty per centum (50%) of the maximum number of marks in each of the subjects of the examination and at least sixty per centum (60%) of the total number of marks possible shall be awarded a pass.

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 all 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.

30. 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.

Ministry for Conservation—Soil Conservation Authority.

31. No person shall be eligible for appointment to the office of Conservation Officer unless he possesses the qualifications prescribed in Regulation 83.

Law Department—Stipendiary Magistrates.

32. No person shall be eligible for appointment to the office of Stipendiary Magistrate unless he possesses the qualifications prescribed in Regulation 84.

Premier's Department, Ministry for the Arts—State Library.

33. No person shall be eligible for appointment to the office of Librarian unless he possesses the qualifications prescribed in Regulation 87.

34. No person shall be eligible for appointment to the office of Library Officer unless he possesses the qualifications prescribed in Regulation 88.

DIVISION IV.—TECHNICAL AND GENERAL DIVISION.

35. 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.

36. 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 all 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.

37. 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.

General—Stenographers.

38. (1) No person shall be eligible to be appointed to the office of Stenographer, Grade III., or Stenographer, Grade II., unless she has satisfied the Board by test, of her ability to write shorthand at the rate of 100 words a minute.

(2) No person shall be appointed as a Shorthand Writer (Female), Licensed, unless she is licensed under the provisions of the *Evidence Act* 1958 as a shorthand writer.

General—Typists (Female).

39. No person shall be eligible to be appointed to the office of Typist (Female), Grade II., unless she has satisfied the Board, by test, of her ability to type at the rate of 42 words a minute.

Department of Agriculture.

40. (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 Act 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 Act and Regulations thereunder, Farm Product Agents Act and Regulations thereunder, Commonwealth Commerce Act, and Commerce Exports (General) Regulations.

(c) *Horticultural 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) Entomology—in relation to insect pests affecting various fruits, vegetables, nursery plants, seeds, timber, &c.
- (iv) Plant Pathology—with reference to the nature, cause and control of diseases of various fruits, vegetables, plants, and seeds, &c.

(d) *Fruit Packing Instructor, Assistant—*

- (i) Fruit Packing—including methods and principles of packing fruit for local, interstate, and overseas markets.
- (ii) Instructional ability.

(e) *Orchard Inspector—*

- (i) Fruit Culture—including varieties, propagation, pruning, spraying, fruit setting, fruit handling, soil management, fertilizers, irrigation and drainage.

- (ii) Fruit Fly Control—including identification, life history and control of fruit flies in orchards and home gardens and methods used in the prevention of spread and eradication.
 - (iii) Entomology—identification and control of the principal insect pests (other than fruit flies) attacking fruit trees.
 - (iv) Plant Pathology—identification and control of the principal fungous diseases attacking fruit trees.
 - (v) Acts and Regulations—a knowledge of the Vegetation and Vine Diseases and the Fruit and Vegetables Acts and the Regulations thereunder, with special reference to those sections relating to fruit fly control.
- (f) *Horticultural Adviser*—
- I. (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.
 - (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 Act and Regulations thereunder, Vegetation and Vine Diseases Act and Regulations thereunder, Commonwealth Quarantine Act and Regulations thereunder, and Commerce Exports (Fresh Fruit) Regulations.
- or
- II. (i) Tomato Culture—
Propagation.
Varieties.
Irrigation, Manuring and Cultivation.
Pruning.
Harvesting and Ripening.
 - (ii) Tomato Pests and Diseases.
- or
- III. (i) Vegetable Garden Management—including soils and soil preparation, cultivation, irrigation, drainage and establishment of vegetable gardens.
 - (ii) Vegetable Production—including varieties and planting times, sowing and transplanting methods, spacing distances, fertilizing, pruning, harvesting, curing and storage.
 - (iii) Vegetable Seed Production—including planting methods, isolation distances to prevent cross-pollination, harvesting and seed-cleaning methods, germination and purity requirements.
 - (iv) Marketing—including packing and presentation for market, size of bunches and packages, and marketing systems.
 - (v) Plant Pathology—life histories of the principal fungous diseases attacking vegetable crops and vegetable seed crops and methods of control.
 - (vi) Entomology—life histories of the principal insect pests attacking vegetable crops and vegetable seed-crops and methods of control.
 - (vii) Acts and Regulations—including the Seeds Act and the Vegetable Seed Certification Regulations, Vegetation and Vine Diseases Act and Regulations thereunder, and the Fruit and Vegetables Act and Regulations thereunder.

(g) *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 Vegetables Act and Regulations thereunder, and Commerce Exports (General) Regulations.

- (ii) Plant Pathology with reference to potato and onion diseases.
(iii) Entomology in relation to insect pests of potatoes and onions.

(h) *Tobacco Instructor, Assistant*—

- (i) Agronomy—a knowledge of the cultural and management practices necessary for the production, curing and grading of tobacco;
(ii) Plant Pathology—identification and control of the principal fungous and virus diseases attacking tobacco plants;
(iii) Entomology—identification and control of the principal insect pests attacking tobacco plants.

(i) *Marketing Inspector*—

- (i) Marketing of Farm Produce.

Systems in use in Victoria for—

Fruit and vegetables (including potatoes and onions).

Grain, seeds and fodder.

Honey and beeswax.

Poultry.

Quality standards relating to farm produce for sale.
Identification of principal varieties.

- (ii) Commercial Principles and Practice, including accounting and auditing procedures.
(iii) Farm Produce Merchants and Commission Agents Act and Regulations, including the preparation of prosecution reports.

(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) *Horticultural Instructor or Horticultural Instructor, Assistant*—

- (i) Soils and soil management—soil formation, soil profile, pH values, fertilizers, ameliorants, organic manures and maintenance of soil fertility.
(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.

(3) *Animal Health Assistant*—No person shall be appointed to the position of Animal Health Assistant unless he has had suitable experience in stock management and has obtained at least sixty per centum (60%) in each of the written, oral and practical examinations in the subjects prescribed hereunder:—

(i) Animal Diseases—the diagnosis, control and prevention of infectious diseases of livestock;

(ii) Meat Inspection—ante-mortem and post-mortem inspection of animals;

(iii) Animal Husbandry—breeding and feeding of livestock;

(iv) Acts and Regulations—including the Cattle Breeding Act, Cattle Compensation Act, Stock Diseases Act, Stock Medicines Act and the Regulations made under any of the said Acts.

(4) No person shall be appointed to the position of Seeds Analyst unless such person possesses an approved Seeds Analyst Proficiency Certificate.

Department of Crown Lands and Survey—Royal Botanic Gardens.

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

(a) For Gardener, Grade I.—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 I.—Junior.

Satisfactory completion of the course for Form II. in a State secondary school or for the eighth year of a State primary school or an equivalent educational standard 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 I.—Adult—

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

(ii) Arithmetic. (As for Gardener, Grade I.—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 I.—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).

Provided that a person who holds the Certificate of Gardening or the Trade Proficiency Certificate in gardening may be appointed to an office of Gardener, Grade IIA. and if on probation shall not be required to pass the examination prescribed above before confirmation of his appointment.

Department of Crown Lands and Survey—Inspection Branch.

42. 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 Soldier Settlement Act or as a Residence Area or Unused Road or Water Frontage. Nature and value of improvements required and effected under the foregoing. 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 Crown Lands and Survey—Survey Branch.

43. No person shall be eligible for appointment to an office of Survey Assistant, Grade I., unless he possesses the qualifications prescribed in Regulation 96.

Education Department—Schools—Typists (Female).

44. No person shall be eligible to be appointed to an office of Typist (Female), Grade II. or Typist (Female), Grade IIA, unless she has satisfied the Board, by test, of her ability to type at the rate of 42 words a minute.

Department of Health—Tuberculosis Branch.

45. (1) No person shall be appointed to an office of X-ray Technician, Grade I., or an office of X-ray Technician, Grade II., unless he is experienced in chest radiography and is certified by the Director of Tuberculosis as being adequately trained to efficiently carry out the duties of the office.

(2) No person shall be appointed to the office of Radiographer unless he is experienced in chest radiography and holds the Certificate of Competency in Radiography or Radiotherapy of the Conjoint Board of the College of Radiologists of Australasia and the Australasian Institute of Radiography or equivalent.

Department of Health—Mental Hygiene Branch.

46. (1) No person shall be appointed as a Student Nurse unless such person—

- (a) is enrolled as a student nurse with the Victorian Nursing Council; and
- (b) is not less than seventeen and, except with the special approval of the Board, not more than forty years of age at the date of such appointment.

(2) All appointments to the office of Student Nurse shall be on probation, and the appointment of a Student Nurse shall not be confirmed until such person is registered by the Victorian Nursing Council as a mental nurse or a mental deficiency nurse.

47. No person shall be appointed to the office of Child Care Officer unless such person—

- (a) (i) if a female, is between eighteen and fifty-five years of age;
- (ii) if a male, is between twenty-one and fifty years of age; and
- (b) holds the Certificate in Child Care issued by the Institute of Social Welfare.

48. Every person appointed, on probation, as a Gardener in the Mental Hygiene Branch, shall, before the confirmation of his appointment, pass the prescribed examination set out hereunder:—

(a) For Gardener, Grade I.—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 I.—Junior.

Satisfactory completion of the course for Form II. in a State Secondary School or for the eighth year of a State Primary School or an equivalent educational standard may be accepted as evidence of proficiency in (i) and (ii).

A candidate who has satisfied the Mental Health Authority 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 I.—Adult—

- (i) English. (As for Gardener, Grade I.—Junior.)
- (ii) Arithmetic. (As for Gardener, Grade I.—Junior.)
- (iii) Elementary treatment of the origin, composition, classification and physical properties of soil and their constituents, fertility of the soil, manures and fertilizers and soil improvement.
- (iv) Practical work of a Gardener, Grade I.—Adult.

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

Public Works Department.

49. No person shall be eligible for appointment to an office of Survey Assistant, Grade I., unless he possesses the qualifications prescribed in Regulation 101.

Social Welfare Department.

50. (1) Candidates for appointment to any of the under-mentioned offices must be between the ages specified opposite the description of the office:—

Division.	Office.	Age (Years).
(a) Family Welfare	Child Care Officer—	
	Male	18-50
	Female	18-55
(b) Youth Welfare	Youth Officer—	
	Male	21-50
	Female	21-55
(c) Prisons	Prison Officer—	
	Male	21-50
	Female	21-50

(2) The Board may require the Director-General of Social Welfare to submit a statement concerning the fitness of any candidate for the duties of the office.

(3) No person shall be appointed to the office of Child Care Officer, Family Welfare Division, unless he has passed an examination in:—

- (i) Child Care Method;
- (ii) Psychology;
- (iii) Social Organization;
- (iv) Practical Work for Child Care Workers.

(4) No person shall be appointed to the office of Youth Officer, Youth Welfare Division, unless he has passed an examination in:—

- (i) Youth Work Method;
- (ii) Psychology;
- (iii) Social Organization;
- (iv) Practical Work for Youth Workers.

(5) No person shall be appointed to the office of Prison Officer, Prisons Division, unless he has passed an examination in:—

- (i) Prison Method ;
- (ii) Psychology ;
- (iii) Social Organization ;
- (iv) Practical Work for Prison Officers.

(6) No male person shall be eligible for appointment as a Prison Officer in the Prisons Division if he is less than 1·70 metres in height, or measures less than 86 centimetres around the chest, or weighs less than 66 kilograms.

State Forests Department.

51. No person shall be eligible for appointment to an office of Survey Assistant, Grade I., unless he possesses the qualifications prescribed in Regulation 103.

Water Supply Department.

52. No person shall be eligible for appointment to an office of Survey Assistant, Grade I., unless he possesses the qualifications prescribed in Regulation 104.

DIVISION V.—TEMPORARY EMPLOYMENT.

53. 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.

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

55. 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.

56. 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.

57. An applicant who, in the opinion of the Board, has complied with the foregoing Regulations and who 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."

58. 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.

59. 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.

60. 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.

61. 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.

DIVISION VI.—EMPLOYMENT OF CADETS.

62. No person shall be employed as a cadet unless—

- (a) he is below the age of 26 years on the 31st day of March in the year in which he commences such employment except where the Board otherwise determines;

- (b) he is pursuing, or has been accepted as a student for, a course at a university or other institution for tertiary education which is a course approved by the Board for the purpose;
- (c) the Board is satisfied that he is not suffering from any disability likely to render him unfit for employment as a cadet or thereafter as an officer of the Public Service; and
- (d) he and a surety approved by the Minister administering the Department concerned have entered into an agreement with the said Minister in or to the effect of the form of Appendix D to these regulations; provided that an adult cadet may at the discretion of the Minister be permitted to enter into the agreement without a surety.

63. A person desirous of being employed as a cadet shall make an application to the Board in an approved form. Such application must be supported by a statutory declaration.

64. Every person selected by the Board for employment as a cadet shall promptly furnish the Board 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 commencement of his employment.

65. (1) Every cadet proposing to undertake or complete an approved course shall be entitled to have paid on his behalf all tuition and compulsory fees (other than board and lodging charges) payable in respect of the course and shall be entitled to receive—

(a) where the course is in respect of a first degree or diploma—

- (i) an annual allowance of \$60 towards the cost of books, materials and requisites; and
- (ii) by quarterly instalments in advance, the appropriate annual living at home allowance or, where in the opinion of the Board it is necessary for the cadet to live away from home in order to pursue his course, the appropriate annual living away from home allowance set out below:—

Years of Age.	Living at Home.	Living away from Home.
	\$	\$
17 years and under ..	2,035	2,296
At 18 years ..	2,254	2,515
At 19 years ..	2,473	2,734
At 20 years ..	2,724	2,985
Adult—	2,974	3,235
and—		

(b) where the course is in respect of a higher degree or diploma an annual allowance, payable by quarterly instalments in advance, of an amount determined by the Board having regard to the circumstances of the particular case.

(2) A cadet who is living away from home shall be entitled to receive the cost of one first-class rail and/or bus fare each year for a return journey between his home town and the town where or nearest to which the university or institution he is attending is situated.

66. Throughout the whole of his course a cadet shall regularly attend lectures and tutorial classes in the subjects which are necessary to enable the completion of the year of the course on which he has entered and do all such matters and things as are required of him by the university or institution concerned and shall not discontinue the course without the prior written consent of the Board.

67. Where in connexion with his course a cadet is required by the university or institution concerned to engage in practical work during any year of his course he may be directed by the Board to undertake such practical work in a Department of the Public Service without any additional remuneration.

68. Subject to these Regulations and to any requirements of his course, a cadet shall during each long vacation period throughout his course, without any additional remuneration, carry out such duties as are directed by the Permanent Head of the Department concerned.

69. During each long vacation period throughout his course a cadet shall be entitled to—

- (a) four weeks' leave for recreation;
- (b) any holidays appointed by or under the *Public Service Act* 1958; and
- (c) any other leave granted by the Permanent Head for any special reason.

70. (1) A cadet who being required to render service under any law of the Commonwealth relating to National Service, does so during the period he is employed as a cadet shall be entitled to leave of absence for the necessary period.

(2) During such period of absence a cadet shall not be entitled to any allowance under these Regulations.

71. (1) The Permanent Head may grant leave to a cadet in respect of any period during which as a result of illness he is temporarily prevented from continuing his course.

(2) A cadet who has been granted leave under sub-regulation (1) shall be paid no further allowance during the period of such leave but the payments shall re-commence as from the beginning of the quarter in which he resumes his course.

72. (1) If a cadet—

- (a) fails to pass any subject of his course;
- (b) fails to observe any requirement of these Regulations; or
- (c) is the subject of unsatisfactory report—
 - (i) in relation to his study or conduct at the university or other institution for tertiary education he is attending—by an officer of the university or other institution for tertiary education concerned; or
 - (ii) as to the manner in which he has performed his duties in the Department by the Permanent Head of the Department concerned—

the Board may terminate or suspend for a specified period the employment of the cadet.

(2) During any period of suspension a cadet—

- (a) shall not be entitled to receive any allowance or to have any fees paid on his behalf pursuant to these Regulations; and
- (b) shall not be required to engage in duties pursuant to the provisions of Regulation 68.

73. The Minister administering the Department concerned may require any cadet whose employment has been terminated or who has with the consent of the Board discontinued his course and the cadet's surety if any or either of them to pay to him—

- (a) the amount which the Accountant of the Department concerned certifies to be the total of all payments made to or on behalf of the cadet pursuant to Regulation 65 hereof and interest at 6 per centum per annum on each of those payments calculated from the respective dates thereof; or
- (b) such lesser amount as the Minister in his absolute discretion and having regard to the circumstances of the particular case determines.

PART III.—PROMOTIONS AND TRANSFERS.

DIVISION I.—GENERAL.

74. (1) The Board shall 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* 1958, the Permanent Head of the Department in which the office exists recommends him for such promotion or transfer.

(2) The provisions of Regulation 15 shall apply to any promotion or transfer: Provided that, where the Permanent Head, at any time 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.

75. (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.

(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, as soon as practicable, and not later than one month 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.

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

(b) The appellant shall state—

(i) the grounds of his appeal, and

(ii) whether he desires to appear in person before the Board—

and shall cause such appeal to be lodged with the Board not later than 9.30 a.m. on the day following the date ten days after the date on which the notification is signed 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.

76. (1) Where the Permanent Head furnishes a requisition in accordance with the provisions of Regulation 75 (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.

(2) The Board may 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.

(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) whether he desires to appear in person before the Board—

and shall cause such appeal to be lodged with the Board not later than 9.30 a.m. on the day following the date ten days after the date of advertisement.

(4) The provisions of sub-regulations (7) and (8) of Regulation 75 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.

77. The Board may enlarge the time appointed under this Division for doing any act or taking any proceeding upon such terms (if any) as the merits of the case may require and any such enlargement may be authorized although the time limited for the doing of the act or the taking of the proceeding has expired.

78. 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.

DIVISION II.—RELATIVE SENIORITY.

79. (1) Subject to the provisions of Section 40B of the *Public Service Act* 1958, 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 unless otherwise determined by the Board be junior to all other officers classified in a corresponding position of similar designation at the date of such transfer.

(2) Notwithstanding anything contained in the foregoing sub-regulation—

DEPARTMENT OF CROWN LANDS AND SURVEY.

Royal Botanic Gardens.

- (i) where, in relation to any office of Gardener, Grade II. and Gardener, Grade IIA. in the Technical and General Division, it is necessary to determine the relative seniority of officers, such seniority shall be determined by the length of continuous service in either one or both of the offices of Gardener, Grade II. and Gardener, Grade IIA.

DEPARTMENT OF HEALTH.

- (ii) where, in relation to any office of Radiographer, Grade I. and Radiographer, Grade II., it is necessary to determine the relative seniority of officers, such seniority shall be determined by the length of continuous service in either one or both of the offices of Radiographer, Grade I. and Radiographer, Grade II.

Mental Hygiene Branch.

- (iii) where, in relation to any office of Ward Nurse in the Technical and General Division, it is necessary to determine the relative seniority of officers, such seniority shall be determined by the length of continuous service in either or both of the offices of Nurse, Staff and Nurse, Ward. Provided that the period to be taken into account when determining length of service in an office of Nurse, Staff, shall not exceed twelve months.

TREASURY.

Government Printing Office.

- (iv) where, in relation to any office in the Technical and General Division, it is necessary to determine the relative seniority of officers, such seniority shall be determined by length of continuous service and service shall include any continuous period of apprenticeship or temporary employment which may have preceded permanent appointment;
 - (v) where the services of a tradesman or an apprentice are terminated solely because of non-availability of work such tradesman or apprentice shall on re-appointment be entitled to have a previous period of service counted for seniority purposes notwithstanding that his services have not been continuous; but this entitlement shall apply only if the tradesman or apprentice recommences as soon as work becomes available.
- (3) 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 in the Professional Division of the Department of Agriculture, relative seniority shall be determined for positions in Classes "SO-1", "SO-2" and "SO-4" by length of service in one, two or all of such classes.

Provided further that in the Professional Division of the Department of Health, relative seniority shall be determined for positions of Therapist in Class "T-1" and in Class "T-2" by length of service in either one or both such classes.

(4) 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.

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

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

DIVISION III.—SPECIAL REQUIREMENTS.

ADMINISTRATIVE DIVISION.

Chief Secretary's Department—Actuarial Positions.

80. (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 one or more of the following examinations as the Board determines to be appropriate to the position:—

*Examinations in Actuarial Science.**Part 1.**First Paper (3 hours)—*

Arithmetic and Algebra, including the theory and use of logarithms and the elements of the theory of probabilities.

Second Paper (3 hours)—

The elements of differential and integral calculus and the elements of the calculus of finite differences including interpolation and summation.

Third Paper (3 hours)—

Elements of bookkeeping.

*Part 2.**First Paper (3 hours)—*

(a) Elementary Theory of Finance, Compound Interest, Annuities certain, Construction of Monetary Tables. Loans repayable by instalments.

(b) Simple probabilities of life and survivorship.

(c) Mortality and other investigations, compilation of mortality and other tables including exposed to risk formulae.

- (d) Distinctive features of mortality and sickness tables in use in Australia.

Second Paper (3 hours)—

- (e) Life and other contingencies. Calculation of values of and premiums for single life assurances and benefits. Values of and contributions for sickness benefits.
- (f) Knowledge of actuarial certification and valuation procedures under Friendly Societies Act, State Superannuation Act and other Victorian Government Acts dealing with Pension Funds.
- (g) General principles of valuation of Friendly Societies.

Part 3.

First Paper (3 hours)—

- (a) Application of the calculus of finite differences and of the differential and integral calculus to life contingencies.
- (b) Elementary use of joint life functions in respect of annuities and assurances.
- (c) Construction and graduation of service and monetary tables from crude data.

Second Paper (3 hours)—

- (d) Determination of rates of contribution and development of methods of valuation of friendly society, pension and superannuation funds and analysis and treatment of surplus and deficiency, including whole life and endowment assurance funds.
- (e) Advanced problems in compound interest. The determination of the rate of interest in a transaction.

(2) (a) A candidate cannot present himself for Part 2 unless he has successfully completed Part 1.

(b) A candidate cannot present himself for Part 3 unless he has successfully completed Part 2.

(3) Successful candidates will be recorded as having passed as follows:—

Candidates passing Parts 1, 2 and 3—Passed in Actuarial Science.

Candidates passing Parts 1 and 2—Passed in Actuarial Science, Part 2.

Candidates passing Part 1—Passed in Actuarial Science, Part 1.

(4) Any officer who, prior to the 1st May, 1961, had passed the Preliminary Examination then prescribed shall be deemed to have passed in Actuarial Science Part 1 and any officer who had passed the Final Examination then prescribed shall be deemed to have passed in Actuarial Science.

Department of Crown Lands and Survey—Clerks and Draughtsmen.

81. No officer shall be promoted or transferred to the office of Clerk and Draughtsman, Department of Crown Lands and Survey, unless he produces 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.

82. No officer shall be promoted or transferred to an office of Research Scientist unless—

- (a) he has completed a course of study in science required to qualify for a degree of Doctor of Philosophy or other degree of Doctor from an Australian University or other approved University, or has qualifications and scientific research experience which taken together are approved by the Board as equivalent thereto; and
- (b) has satisfied the Board as to his research ability and his achievements in scientific research.

Ministry for Conservation—Soil Conservation Authority.

83. (1) No officer shall be promoted or transferred to an office classified in Classes "CO-2", "CO-3", "CO-4" or "CO-5", Professional Division, unless he has passed the prescribed examination.

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

- (a) Conservation Principles.
- (b) Conservation Practice.
- (c) Conservation Science.
- (d) Conservation Surveying.
- (e) Conservation Engineering.

(3) 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.

(4) Any officer or employee who has passed a soil conservation examination considered by the Board to be equivalent to the examination prescribed under this Regulation and who has completed not less than three years' practical experience in soil conservation approved by the Board on the recommendation of the Board of Examiners shall be deemed to have passed the Preliminary Examination.

(5) No person shall be accepted as a candidate for the Final Examination until—

- (i) he has passed the Preliminary Examination;
- (ii) he has passed the subject of English Expression at the Higher School Certificate standard or, alternatively, has passed an examination in English Expression conducted by the Soil Conservation Authority; and
- (iii) he has reached the age of 21 years.

(6) Subject to the provisions of sub-regulation (5) of this Regulation, a candidate shall not be deemed to have passed the Preliminary Examination or the Final Examination, as the case may be, unless, either as an officer or employee of the Soil Conservation Authority or as a person in the employ of any other authority deemed by the Board to be performing similar functions, he has completed the appropriate period of practical experience in soil conservation as prescribed hereunder:—

Preliminary Examination—not less than one year;

Final Examination—not less than three years.

(7) The detailed syllabuses of the aforementioned subjects shall be as approved by the Board.

(8) Clause (ii) of sub-regulation (5) of this Regulation shall have effect as on and from the 1st January, 1964.

Law Department—Stipendiary Magistrates

84. (1) No officer shall be appointed to the office of Stipendiary Magistrate unless he has attained the age of 35 years and is willing (if required by the Permanent Head) to reside within the district to which he is from time to time assigned, and unless—

(a) Such officer—

- (i) is an officer of the Professional Division who has passed the qualifying examination for appointment to the office of Clerk of a Magistrates' Court or Registrar of the County Court;
- (ii) has been or is a Clerk of Magistrates' Courts or Registrar of the County Court or has been or is performing the duties of an office of Class "CC-2" or a higher class office, (or, prior to the 26th day of February, 1967, of a Class "C1" or higher class office) of the Professional Division in the office of the Magistrates' Court at Melbourne, Ballarat, Bendigo or Geelong and has acted in any or all such capacities for an aggregate period of at least ten years; Provided that performance of duties of an office of Class "CC-2" or a higher class (or, prior to the 26th day of February, 1967 of Class "C1" or a higher class) of the Professional Division in any office of the County Court (other than as Registrar), the Children's Court or the Coroner's Court shall also be recognised for this purpose, but only to a maximum extent of two years; and

(iii) has passed the examinations hereinafter prescribed or is an officer to whom sub-regulation (15) of this regulation applies; or

(b) Such officer is a barrister and solicitor of the Supreme Court of Victoria who has been practising for a period of at least five years.

(2) Subject to the following sub-regulations of this regulation, the examinations prescribed for the purposes of sub-regulation (1) (a) (iii) of this regulation are—

(a) the examinations at the University of Melbourne in the subjects set out in Appendix AA; or

(b) the examinations at Monash University in the subjects set out in Appendix AA—

and an examination under this regulation in the operation of statute law as interpreted by superior courts.

(3) The examination in statute law under this regulation shall consist of two three-hour papers the respective scopes of which papers shall be as set out in Appendix A to these Regulations.

(4) Where a candidate attains a satisfactory standard in relation to one only of the papers of an examination in Statute Law, the examiner or examiners may, if he or they feel that the standard attained by the candidate in relation to that paper is sufficiently high to justify his or their so doing, determine that the candidate shall be treated as having attained a satisfactory standard in relation to the corresponding paper at the first of the next three examinations in Statute Law to be held at which the candidate is again a candidate.

(5) Examinations in statute law under this regulation shall be held at such times and places as are from time to time determined by the Secretary to the Law Department.

(6) The examiner or examiners for any examination in statute law under this Regulation shall be the person or persons from time to time designated for the purpose by the Board.

(7) Every reference in Appendix A to these Regulations to any Commonwealth Act, or to any Victorian Act, or to any Part, Division, sub-division or section of any Commonwealth Act or of any Victorian Act, or to any Rules or Regulations shall be read and construed and take effect as a reference to the Commonwealth Act, Victorian Act, Part, Division, sub-division, section, Rules or Regulations (as the case may be) as re-enacted or re-made (whether with or without modification) or amended from time to time.

(8) An officer who has passed an examination in statute law under this Regulation or any corresponding previous Regulation shall not be required by reason of subsequent changes in or in connexion with the examination in statute law to pass a further examination in statute law.

(9) The passing of an examination or examinations in any subject or combination of subjects shown in any column of a table set out in Appendix AB (other than the column headed "Present Subjects") before the year shown in the heading to the column shall be taken as constituting the passing of the prescribed examination or examinations in any subject or combination of subjects shown opposite thereto in the column headed "Present Subjects".

(10) An examination in "Legal Process" shall be held in each year at such time and place as is determined by the Secretary to the Law Department. The syllabus for each such examination shall be the syllabus for the year in which the examination is held of the subject "Legal Process" at the University of Melbourne.

(11) An examination under sub-regulation (10) shall be upon one three-hour paper, but any written work from time to time submitted by the officer during the year preceding the examination in accordance with the requirements of the examiner, and the results of any mid-year test for which officers are required to sit by the examiner, shall be taken into account by the examiner in determining whether the officer has passed the examination.

(12) The examiner for any examination under sub-regulation (10) shall be the person from time to time designated for the purpose by the Board.

(13) The results of any examination in Statute Law under this Regulation or of any examination in "Legal Process" held under sub-regulation (10) of this Regulation shall be reported in writing by the examiner to the Secretary to the Law Department, who shall thereupon inform the Board in writing of the names of any candidates who passed the examination and of the names of any candidates who failed to pass the examination and of the names of any candidates to be treated in the circumstances described in sub-regulation (4) as having attained a satisfactory standard in a paper at a subsequent examination.

(14) Any officer who is recorded by the Secretary to the Law Department as having passed a departmental or public service examination in "Introduction to Legal Method" held before the 31st day of December, 1969, shall be deemed for the purposes of this Regulation to have passed in the year in which the examination was held—

(a) an examination at the University of Melbourne in the subject "Introduction to Legal Method"; or

(b) an examination at Monash University in the subject "The Legal System"—

(as the case requires).

(15) Any officer who has passed an examination in "Legal Process" held under sub-regulation (10) shall for the purposes of this Regulation be deemed to have passed an examination in the subject "Legal Process" at the University of Melbourne or Monash University (as the case requires).

(16) An officer—

(a) who has been admitted after examination to, or who has qualified by examination to be admitted to, the degree of Bachelor of Laws in the University of Melbourne; or

(b) upon whom has been conferred after examination, or who has qualified by examination to have conferred upon him, the degree of Bachelor of Laws of Monash University; or

(c) who is a barrister and solicitor of the Supreme Court of Victoria; or

(d) who passed examinations held on or before the 31st day of December, 1965, at the University of Melbourne in the following subjects:—

(i) Introduction to Legal Method;

(ii) Principles of Contract;

(iii) Mercantile Law;

(iv) Tort;

(v) Criminal Law and Procedure;

(vi) Evidence; or

(e) who has at any time obtained from the Board a certificate stating that he has passed the examinations prescribed for the purposes of this Regulation at the time of the issue of the certificate—

shall not be required to pass the examinations prescribed for the purposes of sub-regulation (1) (a) (iii) of this Regulation.

(17) Where an officer who has passed the prescribed examination or examinations in any subject or subjects at the University of Melbourne or Monash University passes the prescribed examination or examinations in any further subject or subjects at Monash University or the University of Melbourne (as the case may be), the Board may determine that the passing of the prescribed examination or examinations in the subject or subjects at the University of Melbourne or Monash University shall for the purposes of this Regulation be taken as constituting the passing of the prescribed examination or examinations in any specified subject or subjects at Monash University or the University of Melbourne (as the case may be).

(18) For the purposes of this Regulation, any special or supplementary examination held following an annual examination shall be taken to be part of the annual examination.

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

85. (1) No officer shall be promoted or transferred to the office of Clerk of Courts unless he has—

(a) served for a period of at least three years in the aggregate in a Magistrates' Court, the County Court, the Children's Court offices at Melbourne or the Coroners Court at Melbourne but so that he shall have served in a Magistrates' Court for a period in the aggregate of at least two years or if the Board in any particular case approves for a period in the aggregate of not less than twelve months; and

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

(i) *Introduction to Law.*

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

Baalman—"Outline of Law in Australia";

(ii) *Administration and Practice of Courts.*

A sound knowledge of the official volume entitled—"Clerk of Courts Manual", as amended from time to time;

(iii) *Statute Law No. 1.*

A sound knowledge of the Statutes, Regulations and Rules set out in Appendix B to these Regulations, or parts thereof indicated in such appendix or any amendment or consolidation thereof;

(iv) *Statute Law No. 2.*

A sound knowledge of the Statutes, Regulations and Rules set out in Appendix C to these Regulations, or part thereof indicated in such appendix or any amendment or consolidation thereof.

(2) In determining whether an officer has passed the examination in the subject "Introduction to Law" any written work from time to time submitted by the officer during the year preceding the examination in accordance with the requirements of the examiner shall be taken into account by the examiner.

(3) An officer who has passed in the subject "Introduction to Law and Practice" prior to the 1st day of August, 1970, shall be deemed for the purposes of this Regulation to have passed the subjects "Introduction to Law" and "Administration and Practice of Courts" prescribed by sub-regulation (1) of this Regulation.

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

Law Department—Office of Titles.

86. No officer shall be promoted or transferred 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.

Premier's Department, Ministry for the Arts—State Library.

87. No officer shall be promoted or transferred to the office of Librarian unless—

(a) he has qualified for the award of an appropriate degree or diploma from any University or Institute of Technology approved by the Board; and

(b) he has passed the Registration Examination of the Library Association of Australia or some other examination deemed by the Board to be equivalent thereto.

Provided that this Regulation shall not apply to any officer who was classified as Librarian, Class "C1" or Librarian, Class "C2" at 31st July, 1966, or Librarian at 26th February, 1967.

88. No officer shall be promoted or transferred to the office of Library Officer, Class "LR-4" or Class "LR-5" unless either—

- (a) he has passed the Registration Examination of the Library Association of Australia or some other examination deemed by the Board to be equivalent thereto; or
- (b) he has qualified for the award of an appropriate degree or diploma from any University or Institute of Technology approved by the Board, provided no graduate or diplomate shall be promoted or transferred to the office of Library Officer, Class "LR-5" unless he has also passed the first five subjects of the Registration Examination or the equivalent thereof.

TECHNICAL AND GENERAL DIVISION.

General—Stenographers.

89. (1) No officer shall be promoted or transferred to the office of Stenographer, Grade III., or Stenographer, Grade II., unless she has satisfied the Board, by test, of her ability to write shorthand at the rate of 100 words a minute.

(2) No officer shall be promoted or transferred to the office of Shorthand Writer (Female), Licensed, unless she is licensed under the provisions of the Evidence Act 1958, as a shorthand writer.

General—Typists.

90. No officer shall be promoted or transferred to the office of Typist Grade II., unless she has satisfied the Board, by test, of her ability to type at the rate of 42 words a minute.

Department of Agriculture.

91. No officer shall be promoted or transferred to the office of Seeds Analyst unless such person possesses an approved Seed Analyst Proficiency Certificate.

Ministry for Conservation—Fisheries and Wildlife Division.

92. No officer shall be promoted or transferred to the office of Fisheries and Wildlife Officer, Grade II., unless the Permanent Head certifies that he has proved satisfactory in the field, and, while serving in the position of Fisheries and Wildlife Officer of a lower grade, he has passed an examination in the following:—

- (a) Fisheries and Game Act, 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 Act.
- (e) Preparation of reports and briefs for prosecutions.
- (f) Rudiments of fauna and fisheries investigations carried out by the Branch.

Ministry for Conservation—Soil Conservation Authority.

93. No officer shall be promoted or transferred to the office of Engineering Assistant, Senior, unless the Permanent Head certifies that he has proved satisfactory in the field after serving for twelve months on the maximum salary rate prescribed for the classification of Engineering Assistant, and he has passed an examination in the following:—

- Conservation Engineering
- Engineering Surveying
- Farm Water Supplies.

*Ministry for Conservation—Fisheries and Wildlife Division,
Department of Crown Lands and Survey, Public Works Department and
State Forests Department.*

94. No officer shall be promoted or transferred to the office of Technical Assistant, Grade II., unless the Permanent Head certifies that he has proved satisfactory in the field for three years of adult service in a position of Technical Assistant of a lower grade, and has passed an examination in the following:—

- (a) Use and maintenance of motor vehicles and field equipment.

- (b) Field practices.
- (c) Laboratory techniques and management.
- (d) Basic Sciences (Biology and Chemistry or Physics).

Provided that an officer appointed as a Technical Assistant prior to the 1st March, 1960, shall not be required to qualify in accordance with the provisions of clause (d) above, and an officer similarly appointed prior to the 1st July, 1966, shall not be required to qualify in Chemistry or Physics as specified in clause (d) above.

Department of Crown Lands and Survey—Royal Botanic Gardens.

95. No officer shall be promoted or transferred to the under-mentioned offices in the Royal Botanic Gardens, unless he has passed the examination prescribed for appointment to such positions as set out hereunder:—

- (a) Gardener, Grade II.—
 - (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 III.—
 - (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 Crown Lands and Survey—Survey Branch.

96. No officer shall be promoted or transferred to the office of Survey Assistant, Grade I., unless he possesses the Certificate of Qualification issued by the Department after he has completed the course of training and has passed the examinations in the following subjects:—

- (a) Cadastral Surveying—
 - (i) the use and maintenance of survey instruments;
 - (ii) current field surveying practices (including the measurement of lines, reduction of levels, computations of angular deflections and interpolation of offsets, the mathematical reduction in areas, and the checking of field work);
 - (iii) interpretation of survey plans, field notes and aerial photographs;
 - (iv) plotting and plan drawing;
- or
- (b) Topographical Surveying—
 - (i) the use and maintenance of survey instruments (including the tellurometer remote unit);
 - (ii) current field surveying practices (including the measurement of lines; reduction of levels; observation, recording and reduction of heights; reduction of traverse and triangulation angle observations and closures; construction and placement of triangulation survey beacons; and map reading);
 - (iii) interpretation of aerial photographs and of geodetic plans, diagrams and records;
 - (iv) plotting and plan drawing;
 - (v) elementary signalling.

Education Department—Schools—Typists (Female).

97. No officer shall be promoted or transferred to the office of Typist (Female), Grade II. or Typist (Female), Grade IIA, unless she has satisfied the Board, by test, of her ability to type at the rate of 42 words a minute.

Department of Health—Mental Hygiene Branch.

98. (1) No person shall be promoted or transferred to or shall continue to hold the office of Staff Nurse or higher nursing position unless such person is in possession of a current practising certificate in respect of the appropriate branch of nursing issued by the Victorian Nursing Council.

(2) Any Student Nurse who holds a current practising certificate in respect of mental nursing or mental deficiency nursing issued by the Victorian Nursing Council shall, on the recommendation of the Permanent Head, be promoted to the office of Staff Nurse:

Provided that any person appointed to such an office otherwise than by promotion or transfer from an office in the Mental Hygiene Branch shall be appointed on probation for not less than twelve months.

Department of Health—General Health Branch.

99. (1) No officer shall be promoted or transferred to the office of Health Inspector, Industrial, Grade II., unless he has completed two years' satisfactory service as a Health Inspector, Industrial, Grade I., and has passed the subjects of Chemistry, Physics and Mathematics I., at the School Leaving examinations conducted by the Victorian Universities and Schools Examinations Board, or equivalent.

(2) No officer shall be promoted or transferred to the office of Health Inspector, Industrial, Grade III., unless he has completed four years' satisfactory service as a Health Inspector, Industrial, Grade II., and has passed the subjects of Chemistry and Physics at the Higher School Certificate examinations conducted by the Victorian Universities and Schools Examinations Board, or equivalent.

Department of Health—Tuberculosis Branch.

100. (1) No officer shall be promoted or transferred to the office of X-ray Technician, Grade I., unless he is experienced in chest radiography and has completed the first year examination of the medical radiography or X-ray therapy courses conducted by the Royal Melbourne Institute of Technology or has had equivalent training.

(2) No officer shall be promoted or transferred to the office of X-ray Technician, Grade II., unless he is experienced in chest radiography and has completed the second year examination of the medical radiography or X-ray therapy courses conducted by the Royal Melbourne Institute of Technology or has had equivalent training.

(3) No officer shall be promoted or transferred to the office of Radiographer unless he is experienced in chest radiography and holds the Certificate of Competency in Radiography or Radiotherapy of the Conjoint Board of the College of Radiologists of Australasia and the Australian Institute of Radiography or equivalent.

Public Works Department.

101. No officer shall be promoted or transferred to the office of Survey Assistant, Grade I., unless he possesses the Certificate of Qualification issued by the Department after he has completed the course of training and has passed the examinations in the following subjects:—

- (a) the use and maintenance of survey instruments;
- (b) current field surveying practices (including traversing, tacheometry, levelling, measuring offsets and radiations, positioning structures, checking earthworks, taking inland and offshore soundings);
- (c) interpretation of architectural and engineering plans and identification of points on aerial photographs;
- (d) preparation of plans from field notes.

Social Welfare Department—Prisons Division.

102. (1) No officer shall be promoted or transferred to the office of Senior Prison Officer unless he has passed an examination in:—

- (a) the provisions of the Acts and Regulations applicable to the Prisons Division;
- (b) institutional book-keeping and storekeeping procedure;
- (c) Penology, Part II.

Provided that an officer, qualified by examination for promotion to the office of Senior Penal Officer at the time of commencement of this sub-regulation, shall be eligible for promotion to the aforesaid office of Senior Prison Officer.

(2) No officer shall be promoted or transferred to the office of Chief Prison Officer unless he has passed an examination in:—

- (a) institutional management;
- (b) Penology, Part III.

Provided that an officer, qualified by examination for promotion to the office of Chief Penal Officer at the time of commencement of this sub-regulation, shall be eligible for promotion to the aforesaid office of Chief Prison Officer.

State Forests Department.

103. No officer shall be promoted or transferred to an office of Survey Assistant, Grade I., unless he possesses the Certificate of Qualification issued by the Department after he has completed the course of training and has passed the examinations in the following subjects:—

- (a) the use and maintenance of survey instruments;
- (b) current field surveying practices (including traversing, tacheometry, the measurement of lines, the reduction of levels, computations of angular deflections and interpolation of offsets, the mathematical reduction in areas and the checking of field work);
- (c) interpretation of survey plans, field notes and aerial photographs;
- (d) plotting and drawing.

Water Supply Department.

104. No officer shall be promoted or transferred to the office of Survey Assistant, Grade I., unless he possesses the Certificate of Qualification issued by the Department after he has completed the course of training and has passed the examinations in the following subjects:—

- (a) the use and maintenance of survey instruments;
- (b) current field surveying practices (including traversing, tacheometry, base levelling, grid levelling, earth channel cross sections, measurement of structures, setting out works, and checking field work);
- (c) interpretation of survey plans, field notes and aerial photographs;
- (d) stream gauging;
- (e) plotting and plan drawing.

PART IV.—SALARIES AND INCREMENTS.

DIVISION I.—GENERAL.

105. 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.

Provided that, where an office to which no junior rates are prescribed is occupied by a male minor or a female minor, the rate of salary shall be as determined by the Board.

Provided further that in no case shall the total emolument payable to a married male minor be less than \$3,936 a year.

106. Where a minimum salary and a maximum salary are assigned to his office, 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.

107. 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.

108. (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.

109. Notwithstanding anything in this Part, the salaries and wages of officers and employees as prescribed in the First, Second, Third, Fourth, Fifth, Sixth and Seventh Schedules to these Regulations (other than the salaries or wages of officers and employees whose rates are prescribed by reference in any such Schedule to a Commonwealth Award or State Wages Board Determination) shall be varied by amounts determined in accordance with the following scale:—

	Amount.
(a) Adult Males and Married Male Minors	Nil
(b) Adult Females	Nil
(c) Minors other than Married Male Minors	Nil

110. Unless expressly stated otherwise, "total emolument" where used in these Regulations does not include any amount payable under Regulation 109.

DIVISION II.—ADMINISTRATIVE DIVISION.

111. (1) The annual rates of salary of officers in the Administrative Division shall be in accordance with the scales set out in Part A of 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" shall conform with the salaries provided for subdivisions of classes in Part A of the Third Schedule.

(3) The annual amount of salary assigned to each office in Class "A1" of the Administrative Division shall be that entered opposite the name thereof in the Fourth Schedule.

112. (1) Notwithstanding the provisions of Regulation 111 every officer who is classified in Class "E" of the Administrative Division shall, without affecting 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.
At 17 years	The annual standard salary prescribed for the second subdivision of Class "E".
At 18 years	The annual standard salary prescribed for the third subdivision of Class "E".
At 19 years	The annual standard salary prescribed for the fourth subdivision of Class "E".
At 20 years	The annual standard salary prescribed for the fifth subdivision of Class "E".
At 21 years or over	The annual standard salary prescribed for the sixth subdivision of Class "E".

(2) Subject to the provisions of Section 35 of the *Public Service Act* 1958, an officer who is entitled under the preceding sub-regulation to receive an annual rate of salary in excess of the rate appropriate to the subdivision in which the officer is classified shall proceed by annual increments which will conform with the salaries provided for Class "D" in the Third Schedule.

113. Notwithstanding the provisions of Regulation 111, the Board may determine that an officer classified in Class "E" or Class "D" of the Administrative 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".

DIVISION III.—PROFESSIONAL DIVISION.

114. (1) The annual rates of salary of officers in the Professional Division shall be in accordance with the scales set out in Part B of the Third Schedule.

(2) The annual increments payable to officers in the Professional Division whose offices are classified in any class other than "Special" Class shall conform with the salaries provided for subdivisions of classes in Part B of the Third Schedule.

Provided that an officer classified as Draughtsman or Draughtswoman, Class "DR-1", may progress beyond the salary for the seventh subdivision of the class only if he or she possesses an approved Draughting Certificate or equivalent qualification approved by the Board.

Provided further that an officer classified as Draughtsman or Draughtswoman, Class "DR-2", Class "DR-3" or Class "DR-4", as the case may be, may progress beyond the salary rate for the second subdivision of his or her class only if he or she possesses an approved Draughting Certificate or equivalent qualification approved by the Board.

The provisos in this sub-regulation shall not apply to an officer classified as Draughtsman or Draughtswoman, Class "DR-1", Class "DR-2", Class "DR-3" or Class "DR-4" on or before the 23rd August, 1970.

(3) The annual amount of salary assigned to each office in "Special" Class of the Professional Division shall be that entered opposite the name thereof in the First Schedule.

(4) Notwithstanding anything in the foregoing provisions of this Regulation where an office classified as Valuer, Class "V-1", is occupied by a male minor, the rate of salary payable shall, without affecting normal progression by sub-divisional promotion in the class, be the appropriate amount, according to age and qualifications, specified in the following scale:—

Age.	Passed School Leaving Examination or an approved equivalent examination.	Satisfied the University entrance requirements of the Victorian Universities and Schools Examinations Board or possesses an approved equivalent qualification.
	\$	\$
Under 18 years	2,723	2,917
At 18 years	3,177	3,371
At 19 years	3,676	3,870
At 20 years	4,130	4,324

115. An officer transferred or promoted to any office in the Professional 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.

116. Where an officer transferred or promoted to any office in the Professional 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.

117. (1) Notwithstanding the provisions of Regulation 114 any officer in the Professional Division who is classified in one of the following classes:—

- Library Officer, Class "LR-1",
- Trainee Draughtsman, Class "DT-1",
- Trainee Draughtswoman, Class "DT-1",
- Trainee Hydrographer, Class "HT-1",

shall, without affecting the normal progression by sub-divisional promotion in the class, be paid an annual rate of salary, according to age, as provided in the subdivisions of Class "LR-1", Class "DT-1" or Class "HT-1", as the case may be, as set out hereunder:—

Age.	Annual Rate of Salary.
At 17 years	The annual standard salary prescribed for the second subdivision of the class,
At 18 years	The annual standard salary prescribed for the third subdivision of the class,
At 19 years	The annual standard salary prescribed for the fourth subdivision of the class,
At 20 years	The annual standard salary prescribed for the fifth subdivision of the class,
At 21 years and over	The annual standard salary prescribed for the sixth subdivision of the class. An Officer classified as Trainee Draughtsman, Class "DT-1", Trainee Draughtswoman, Class "DT-1" or Trainee Hydrographer, Class "HT-1", shall thereafter proceed by annual increments.

(2) Subject to the provisions of section 35 of the *Public Service Act* 1958, an officer classified as Library Officer, Class "LR-1" who is entitled under the preceding sub-regulation to receive an annual rate of salary in excess of the rate appropriate to the sub-division in which the officer is classified shall proceed by annual increments which will conform with the salaries provided for Library Officer, Class "LR-2", in Part B of the Third Schedule.

116. Notwithstanding the provisions of Regulations 114 and 115, the Board may determine that an officer, classified as Library Officer, Class "LR-1" or Class "LR-2", who immediately prior to his appointment to the Professional Division 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 any one of the aforementioned classifications, be paid a salary in excess of the maximum salary for Library Officer, Class "LR-1", or the minimum salary for Library Officer, Class "LR-2".

DIVISION IV.—TECHNICAL AND GENERAL DIVISION.

119. (1) The Technical and General Division shall be classified in grades as set out in the Second and Seventh Schedules and the annual rates of salary of officers in the Technical and General Division shall subject to sub-regulation (2) of this Regulation be in accordance with the scale set out in the said Second Schedule or (as the case requires) the said Seventh Schedule.

(2) The annual increments payable to officers in the Technical and General Division shall be as follows:—

For Salaries Falling Within.	Amount of Increment.
\$	\$
2,520—2,803	84
2,804—3,908	106
3,909—5,210	128
5,211—7,185	156
7,186—7,513	168
7,514—8,384	178
8,385—9,269	188
9,270—11,459	200
11,460—12,490	214
12,491—13,420	230

Provided that no officer shall receive an increment which would raise his salary beyond the maximum rate determined for his office.

Provided further that if the final increment prescribed is less than \$33 it shall be added to and paid with the prescribed second last increment.

(3) Notwithstanding the provisions of the preceding sub-regulation:—

(a) Adults occupying the under-mentioned offices may be granted the following annual increments:—

Office.	Annual Increment.
Technical Officer, Senior, Department of Crown Lands and Survey and Water Supply Department	one of \$249 and one of \$251.
Technical Officer	
Lichenologist, Royal Botanic Gardens, Department of Crown Lands and Survey	one of \$234,
Technical Officer, Science Laboratory, Education Department	one of \$187,
Technical Officer (Medical Laboratory), Tuberculosis Branch, Department of Health	one of \$252,
Technical Officer (Marine Models Laboratory), Division of Ports and Harbours, Public Works Department	one of \$137,
Irrigation Research Assistant, Senior, Research Assistant, Senior, Geological Assistant, Water Supply Department	one of \$230,
Draughtswoman, Grade IV.	one of \$203,
	one of \$204 and one of \$164.
Draughtswoman, Grade III.	one of \$204 and one of \$164.
	one of \$234,
	one of \$187,
	one of \$252,
	one of \$137 and one of \$230.
Draughting Assistant, Grade II.	one of \$168 and three of \$169.
Draughting Assistant, Grade I.	four of \$173,
	one of \$165 and one of \$160.
Technical Assistant, Grade II.	one of \$168 and three of \$169.

(b) Officers occupying the under-mentioned offices in the Tuberculosis Branch and the Mental Hygiene Branch, Department of Health, be granted the following annual increments:—

Radiographer, Grade I.—four of \$411 and one of \$414.
Radiographer, Grade II.—four of \$392 and one of \$395.

(c) Adults occupying the office of Student Nurse in the Mental Hygiene Branch, Department of Health, may be granted one annual increment of \$191 and one annual increment of \$192; Provided that the granting of such increments shall be conditional on passing the First and Second Year Nursing Examinations, respectively. Where a Second Year Nursing examination is not set, the granting of the second increment shall be conditional on the Permanent Head being satisfied that the required standard to progress to Final Year training has been obtained.

(d) Adults occupying the office of Ward Assistant and Training Assistant, Sandhurst Boys' Centre in the Mental Hygiene Branch, Department of Health, may be granted two annual increments of \$190.

(e) Officers occupying the office of Ward Nurse in the Mental Hygiene Branch, Department of Health, may be granted two annual increments of \$216 and one annual increment of \$217.

(f) Officers occupying offices of Nurse, Surgical Unit, and Nurse, in the Mental Hygiene Branch, Department of Health, may be granted three annual increments of \$220 and one annual increment of \$223.

(g) Officers occupying offices of Nurse in the State Sanatoria, Tuberculosis Branch, Department of Health, may be granted three annual increments of \$220 and one annual increment of \$223.

(h) Officers occupying offices of Nurse, Government Medical Office, Department of Health, and Nurse in the Government Printing Office, Treasury, may be granted two annual increments of \$242.

(i) Officers occupying offices of Sister or Nurse (Male) in the Alcoholics and Drug-Dependent Persons Services Branch, Department of Health, may be granted one annual increment of \$182, two annual increments of \$216 and one annual increment of \$217.

(4) Where an officer of the Technical and General Division who occupies an office classified in a junior grade reaches the age of 21 years, the classification of his office shall, on and from the date of his attaining such age, be the adult grade or grades appropriate to such office.

Provided that a junior officer who occupies one of the following offices shall on and from the date of attaining 21 years of age, be eligible to receive one increment above the minimum salary appropriate to his office and thereafter to proceed by annual increments through the scale of rates of salaries prescribed for such office—

Cleaner
 Cleaner and Labourer
 Cook " Illoura "
 Craft Supervisor, Grade I.
 Dark Room Attendant
 Dental Attendant, Grade I.
 Domestic
 E.E.G. Recordist
 Farm Assistant
 Field Assistant (Survey), Grade I.
 Garage Attendant
 Gardener, Grade I.
 General Assistant
 General Hand
 General Reliever
 Hatchery Assistant, Snob's Creek, Fish Hatchery
 Kitchenman
 Kitchenmaid
 Kitchen and Wardsmaid
 Laboratory Attendant
 Laundry Hand, Grade I.
 Liberation Officer
 Messroom Attendant
 Motor Driver, Grade I.
 Motor Driver, Grade II.
 Motor Driver, Grade III.
 Printing Assistant
 Seamstress, Grade I.
 Storeman, Grade I.

120. In relation to offices in the Technical and General Division, the following provisions shall apply:—

(a) SECOND SCHEDULE.

GENERAL.

(i) Chauffeur, Departmental

Officers who, immediately prior to the 6th May, 1956, were classified Ministerial Chauffeur or Senior Departmental Chauffeur, shall be entitled to two further increments (each of \$128) beyond the maximum salary appropriate to their office.

DEPARTMENT OF AGRICULTURE.

(ii) Herd Improvement Organizer

Officers shall not be paid a rate in excess of that prescribed for Grade 188, Second Schedule, unless they have passed the examination prescribed for Dairy Supervisors in Regulation 40 (1).

DEPARTMENT OF HEALTH.

(iii) Dental Attendant
Grade I.

Officers shall not be paid a rate in excess of that prescribed for Grade 83, Second Schedule, unless they have completed the three years' course of training at the Dental Hospital of Melbourne or hold the badge and Certificate of accreditation of the Australian Dental Association (Victorian Branch) or equivalent qualification.

(iv) Health Inspector

Officers possessing the Certificate of Competency as a Meat Inspector shall be entitled to receive one increment beyond their normal incremental entitlement, provided their salary does not exceed the maximum prescribed for the office and officers who do not possess such qualification shall not be paid a salary in excess of that prescribed for Grade 237, Second Schedule.

(b) SEVENTH SCHEDULE.

DEPARTMENT OF HEALTH.

Mental Hygiene Branch.(i) Ward Assistant and
Training Assistant,
Sandhurst Boys'
Centre.

Officers who have completed six years' service may be paid two additional increments of \$128 beyond the maximum salary appropriate to their office, with one increment payable on the completion of the sixth year of service and the second increment payable on completion of the seventh year of service.

(ii) Dental Attendant
Grade I.

Officers shall not be paid a rate in excess of that prescribed for Grade 83, Seventh Schedule, unless they have completed the three years' course of training at the Dental Hospital of Melbourne or hold the badge and certificate of accreditation of the Australian Dental Association (Victorian Branch) or equivalent qualification.

121. An officer transferred or promoted to any office in 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.

122. Where an officer transferred or promoted to any office in 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.

123. Where the rates of salary of any office classified in the Technical and General Division 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.

DIVISION V.—TEMPORARY EMPLOYEES.

124. (1) (a) 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.

(b) Where provision is made for a minimum and maximum salary rate for any position in the Fifth and Sixth Schedules the annual increments payable to persons occupying such positions shall be in accordance with sub-regulation (2) of Regulation 119 unless otherwise provided in those Schedules.

(2) The provisions of Regulations 105 (proviso to), 106, 107, 108, 119 (3), 119 (4) (proviso to), 120 (a) (ii) and (iii), 120 (b) (i) and (ii) and 123 shall be deemed to be incorporated in this Regulation *mutatis mutandis*.

125. No increment shall be payable to an adult employee of the Mental Hygiene Branch occupying a position of Ward Assistant unless the Permanent Head is satisfied that the appropriate standard of efficiency has been obtained.

DIVISION VI.—FEMALE OFFICERS AND EMPLOYEES IN APPROVED
"EQUAL PAY" GROUPS.

126. Notwithstanding that rates of salary (and increments of salary) have been prescribed for offices and positions in the Public Service in the Second, Third, Fifth, Sixth and Seventh Schedules to these Regulations, the Board, having approved the principle of equal pay for work of equal value for female officers and employees and having determined that equal pay, where applicable, be introduced in three progressive stages, may prescribe appropriate rates as required for approved groups of female officers and employees and the rates prescribed shall be those set out in the Eighth Schedule to these Regulations.

PART V.—ALLOWANCES.

DIVISION I.—ALLOWANCES FOR QUALIFICATIONS OR EFFICIENCY.

Administrative Division.

127. (1) (a) An officer in Class "E" or in Class "D" of the Administrative Division who has satisfied the University entrance requirements of the Victorian Universities and Schools Examinations Board or possesses an approved equivalent qualification shall be paid except where otherwise determined by the Board:

(i) if a minor, an allowance at the rate of \$210 a year;

or

(ii) if an adult, the rate in the incremental range provided for Class "D" in the Third Schedule which is one year in advance of the rate to which he would otherwise be entitled.

(b) In this sub-regulation, an "approved equivalent qualification" must include the subject of English at the appropriate standard.

Provided that an officer shall not be paid under this sub-regulation a rate of salary in excess of the maximum rate prescribed for Class "D" in the Third Schedule.

(2) Subject to the provisions of Section 35 of the *Public Service Act* 1958, an officer who is entitled under the preceding sub-regulation of this Regulation to receive an annual rate of salary in excess of the rate appropriate to the subdivision in which the officer is classified, shall proceed by annual increments which will conform with the salaries provided for Class "D" in the Third Schedule.

128. (1) An adult officer in the Administrative Division who holds one of the qualifications set out hereunder shall be paid a total emolument equal to the salary of the fourth subdivision of Class "D" and shall be eligible to proceed on a total emolument basis by annual increments which will conform with the salaries provided for Class "D" in Part A of the Third Schedule, to a total emolument equal to the maximum salary of that class:—

(a) Registration as a Companies Auditor;

(b) Membership or eligibility for membership, other than student membership, of one of the following bodies:—

(i) The Australian Society of Accountants;

(ii) The Chartered Institute of Secretaries;

(iii) The Incorporated Australian Insurance Institute;

(c) A Diploma in Public Administration of the Royal Melbourne Institute of Technology.

(2) An officer who is not eligible by reason only of age to receive an allowance under sub-regulation (1) of this Regulation shall be paid an allowance at the rate of \$756 a year provided that the total emolument shall not exceed the annual standard salary prescribed for the third subdivision of Class "D" and that an officer receiving an allowance under this sub-regulation shall not also receive an allowance under Regulation 127.

129. (1) An officer in the Administrative Division who holds an approved degree of a University or of a college of advanced education affiliated with the Victoria Institute of Colleges or of another approved institution shall be paid a total emolument determined in accordance with the following scale:—

<i>Class of Degree.</i>	<i>Amount. \$</i>
Degree of Bachelor, the course of study for which is three years	5,994
Degree of Bachelor, the course of study for which is four years or more	6,329.

(2) An officer in receipt of a total emolument prescribed above shall be eligible, after twelve months service, to receive an increment to bring his total emolument to the next subdivisional rate in Class "D" higher than the total emolument payable under this regulation and thereafter to proceed on a total emolument basis by annual increments which will conform with the salaries provided for Class "D" in Part A of the Third Schedule, to a total emolument equal to the maximum salary of that class.

PROFESSIONAL DIVISION.

130. (1) An officer in the Professional Division or a person temporarily employed on duties of a professional nature who possesses a degree or diploma of a recognized university or technical school or other approved professional qualification may be paid an allowance, as determined by the Board, in accordance with his qualifications and experience.

Provided that an officer occupying an office in the Professional Division or a person temporarily employed on duties of a professional nature, a prerequisite qualification for which is the possession of an approved degree of a university or of a college of advanced education affiliated with the Victoria Institute of Colleges or of another approved institution, who possesses such approved degree, shall be paid a total emolument not less than that determined in accordance with the following scale:—

<i>Class of Degree.</i>	<i>Amount. \$</i>
Degree of Bachelor, the course of study for which is three years	5,994
Degree of Bachelor, the course of study for which is four years or more	6,329.

(2) An officer or an employee in receipt of a total emolument prescribed above shall be eligible, after twelve months service, to receive an increment to bring his total emolument to the subdivisional rate prescribed for the office or position he occupies which is next higher above the rate of total emolument payable under this regulation and thereafter to proceed on a total emolument basis by annual increments through the prescribed scale of salaries for the office or position.

131. (1) (a) An officer classified as Trainee Draughtsman or Trainee Draughtswoman, Class "DT-1" or as Trainee Hydrographer, Class "HT-1", who has satisfied the university entrance requirements of the Victorian Universities and Schools Examinations Board or who possesses an approved equivalent qualification, shall be paid, except where otherwise determined by the Board:—

- (i) if a minor, an allowance at the rate of \$194 a year; or
- (ii) if an adult, the rate in the incremental range for Class "DT-1" or Class "HT-1", as the case may be which is one year in advance of the rate to which he or she would otherwise be entitled.

(b) An officer classified as Assistant, National Museum, Class "AN-1", who has satisfied the university entrance requirements of the Victorian Universities and Schools Examinations Board or who possesses an approved equivalent qualification shall be paid except where otherwise determined by the Board the rate in the incremental range provided for that classification in Part B of the Third Schedule which is one year in advance of the rate to which he would otherwise be entitled.

(c) In this sub-regulation "an approved equivalent qualification" must include the subject of English at the appropriate standard.

Provided that an officer classified as Assistant, National Museum, Class "AN-1", shall not be paid under this sub-regulation a rate of salary which is in excess of the maximum rate prescribed for that classification in Part B of the Third Schedule.

(2) Subject to the provisions of Section 35 of the *Public Service Act* 1958 an officer classified as Assistant, National Museum, Class "AN-1" who is entitled under the preceding sub-regulation of this Regulation to receive an annual rate of salary in excess of the rate appropriate to the subdivision in which the officer is classified, shall proceed by annual increments which will conform with the salaries provided for the classification in Part B of the Third Schedule.

TECHNICAL AND GENERAL DIVISION.

General—Draughting Assistants.

132. (a) An officer classified as Draughting Assistant, Grade I., who has passed the School Leaving Examination or an approved equivalent examination shall be paid except where otherwise determined by the Board:—

(i) if a minor, an allowance determined in accordance with the following scale:—

Age.	Annual Rate of Allowance.
	\$
At 17 years or under	140
At 18 years	160
At 19 years	190
At 20 years	210

(ii) if an adult, the rate in the incremental range provided for Draughting Assistant, Grade I. which is one year in advance of the rate to which the officer would otherwise be entitled.

(b) Such an officer who has satisfied the university entrance requirements of the Victorian Universities and Schools Examinations Board or who possesses an approved equivalent qualification shall be paid except where otherwise determined by the Board:—

(i) if a minor, an allowance determined in accordance with the following scale:—

Age.	Annual Rate of Allowance.
	\$
At 17 years or under	235
At 18 years	260
At 19 years	330
At 20 years	330

(ii) if an adult, the rate in the incremental range provided for Draughting Assistant, Grade I. which is two years in advance of the rate to which, except for the provisions of paragraph (a) of this regulation, the officer would otherwise be entitled.

General—Machinists.

133. A Machinist, Grade I., Junior, who is performing the duties of a Machinist, Grade II. or Grade III., shall, while engaged in the duties be paid a total emolument in accordance with the following scales:—

Age.	Annual Rate of Total Emolument.	
	Machinist Grade II.	Machinist Grade III.
	\$	\$
At 17 years and under	3,221	3,479
At 18 years	3,469	3,746
At 19 years	3,964	4,282
At 20 years	4,460	4,817

General—Machinists (Data Processing).

134. (1) (a) A Machinist (Data Processing), Grade I., who has attained a standard of output and accuracy which has been approved by the Board shall be paid an allowance at the rate of \$75 a year.

(b) A Machinist (Data Processing), Grade I., who has attained an advanced standard of output and accuracy which has been approved by the Board and who is in receipt of an allowance under the provisions of sub-clause (a) of this sub-regulation shall be paid an additional allowance at the rate of \$90 a year.

(2) A Machinist (Data Processing), Grade I., Junior, who is performing the duties of a Machinist (Data Processing), Grade II., shall, while engaged in the duties, be paid a total emolument, which shall include any allowance payable under the provisions of sub-clauses (a) and (b) of sub-regulation (1), in accordance with the following scale:—

Age.	Annual Rate of Total Emolument.
	\$
At 17 years and under	3,505
At 18 years	3,775
At 19 years	4,314
At 20 years	4,854

General—Stenographers.

135. (1) Any person who satisfies the Board, by test, of her ability to write shorthand at the rate of 100 words a minute shall, from the date of the test and while engaged on shorthand and typing duties—

(a) if an adult, be reclassified or redesignated to Stenographer, Grade II.; or

(b) if a minor, be paid a total emolument in accordance with the following scale:—

Age.	Annual Rate of Total Emolument.
	\$
At 17 years and under	3,479
At 18 years	3,746
At 19 years	4,282
At 20 years	4,817

and, on attaining the age of 21 years, be reclassified or redesignated to Stenographer, Grade II.

(2) Any person who satisfies the Board, by test, of her ability to write shorthand at the rate of 120 words a minute shall, from the date of the test and while engaged on shorthand and typing duties—

(a) if a Stenographer, Grade III. or Stenographer, Grade II., be paid an allowance at the rate of \$156 a year; or

(b) if a Stenographer, Grade I., Junior, be paid an allowance at the rate of \$156 a year, in addition to the total emolument payable under the provisions of sub-regulations (1) (b) of this Regulation.

General—Typists.

136. Any person who satisfies the Board, by test, of her ability to type at the rate of 42 words a minute shall, from the date of the test—

(a) if an adult, be reclassified or redesignated to Typist, Grade II.; or

- (b) if a minor be paid a total emolument in accordance with the following scale:—

Age.	Annual Rate of Total Emolument.		
			\$
At 17 years and under	3,251
At 18 years	3,501
At 19 years	4,002
At 20 years	4,502

and, on attaining the age of 21 years, be reclassified or redesignated to Typist, Grade II.

Department of Agriculture.

137. Any Seeds Analyst, Trainee, Junior, who possesses an approved Seeds Analyst Proficiency Certificate shall be paid an allowance at the rate of \$104 a year.

Education Department—Schools—Typists.

138. Any person who satisfies the Board, by test, of her ability to type at the rate of 42 words a minute shall, from the date of the test—

- (a) if an adult Typist, Grade I., be reclassified or redesignated to Typist, Grade II.; or
- (b) if an adult Typist, Grade IA be reclassified or redesignated to Typist, Grade IIA; or
- (c) if a minor classified or designated as a Typist, Grade I., be paid a total emolument in accordance with the following scale:—

Age.	Annual Rate of Total Emolument.		
			\$
At 17 years and under	3,162
At 18 years	3,406
At 19 years	3,892
At 20 years	4,379

and, on attaining the age of 21 years, be reclassified or redesignated to Typist, Grade II.;

- (d) if a minor classified or designated as a Typist, Grade IA, be paid a total emolument in accordance with the following scale:—

Age.	Annual Rate of Total Emolument.		
			\$
At 17 years and under	3,000
At 18 years	3,231
At 19 years	3,692
At 20 years	4,154

and, on attaining the age of 21 years, be reclassified or redesignated to Typist, Grade IIA.

139. A Typist, Grade I., Junior, or Typist, Grade IA, Junior, who is performing the duties of a Clerical Assistant, shall, while engaged in the duties be paid a total emolument in accordance with the following scales:—

Age.	Grade of Clerical Assistant Duties Being Performed.			
	IA.	IIA.	IIIA.	IVA.
	\$	\$	\$	\$
At 17 years and under	3,345	3,455	3,634	3,943
At 18 years	3,584	3,702	3,894	4,225
At 19 years	4,062	4,196	4,413	4,788
At 20 years	4,540	4,689	4,932	5,351

Department of Health.

140. Any of the following persons who possesses a Midwifery Certificate shall be paid an allowance at the rate of \$156 a year:—

- Inspector, Chief, Infant Welfare;
- Inspector, Senior, Infant Welfare;
- Inspector, Infant Welfare;
- Sister Infant Welfare;
- Sister, Senior.

141. Any Nurse, Visiting employed in the General Health Branch who possesses a midwifery certificate and/or an infant welfare certificate and is engaged in providing a health education service for Aboriginal people shall be paid an allowance at the rate of \$156 a year for each certificate held.

142. Members of the nursing staff of the Tuberculosis Branch who hold a post-graduate certificate in T.B. nursing shall be paid an allowance at the rate of \$156 a year.

143. Any person employed in the Tuberculosis Branch as a Mothercraft Nurse at Heatherton Sanatorium, who possesses the Pre-School Certificate issued by the Maternal and Child Welfare Branch of the Department, shall be paid an allowance at the rate of \$156 a year.

144. Any Typist who has satisfied the Deputy Director of Tuberculosis (Radiology) of her ability to efficiently operate an X-ray machine shall be paid an allowance at the rate of \$40 a year when engaged on Typist-Operator duties.

145. A member of the nursing staff of the Alcoholics and Drug Dependent Persons Services Branch or the Mental Hygiene Branch who possesses current practising certificates for either mental nursing or mental deficiency nursing and general nursing issued by the Victorian Nursing Council and who occupies an office prescribed by the Board shall be paid an allowance at the rate of \$156 a year.

146. Any of the following persons who possess both a current practising certificate for mental nursing and a current practising certificate for mental deficiency nursing and who are employed at an institution which is proclaimed both as a Mental Hospital and a Training Centre shall be paid an allowance at the rate of \$156 a year:—

- Nurse, Charge;
- Nurse, Deputy Charge;
- Nurse, Ward;
- Nurse, Staff.

147. A member of the staff of the Mental Hygiene Branch occupying an office of Student Nurse who is classified in a Junior Grade shall—

- (a) on passing the First Year Nursing examination and completion of twelve months' service, be paid an allowance at the rate of \$106 a year; and
- (b) on passing the Second Year Nursing examination and completion of a further twelve months' service or on satisfying the Permanent Head that the required standard to progress to Final Year training has been obtained and completion of a further twelve months' service, be paid an allowance at the rate of \$212 a year.

148. Members of the nursing staff of the Mental Hygiene Branch employed in the Tuberculosis Ward, Mont Park Mental Hospital, who hold a post-graduate certificate in T.B. nursing shall be paid an allowance at the rate of \$156 a year.

149. A member of the staff of the Mental Hygiene Branch occupying an office of Ward Assistant who is classified in a Junior Grade shall on satisfying the Permanent Head that the appropriate standard of efficiency has been obtained be paid an allowance at the rate of \$106 a year.

Social Welfare Department.

150. Any of the following persons who holds a certificate of competency as a Mothercraft Nurse shall be paid an allowance at the rate of \$34 a year:—

- Child Care Officer, Senior;
- Child Care Officer.

151. Any of the following persons, who holds the Infant Welfare Certificate shall be paid an allowance at the rate of \$156 a year:—

- Field Officer (Foster Care and Adoption);
- Matron, "Allambie";
- Matron, Deputy, "Allambie";
- Matron, Assistant, "Allambie";
- Nurse, "Turana";
- Ward Assistant, "Allambie".

152. Any Nurse, Prisons Division, or Sister "Winlaton," Youth Welfare Division, who holds a Midwifery Certificate shall be paid an allowance at the rate of \$156 a year.

DIVISION II.—OVERTIME AND STAND-BY ALLOWANCES.

153. (1) Where, outside his ordinary hours of duty, an officer is required—

- (a) to continue on ordinary daily duty; or
- (b) to undertake official duty regularly at specified times; or
- (c) to stand by on call for duty—

he shall be entitled to receive an allowance (or time-off) as prescribed.

(2) Allowances (or time-off) in instances under (a) of the preceding sub-regulation shall be determined in accordance with the conditions prescribed in Regulation 154 and may be granted by the Permanent Head.

(3) Allowances in instances under (b) or (c) of sub-regulation (1) of this Regulation shall be at an hourly rate or a commuted annual rate as determined and authorized by the Board.

(4) No allowances (or time-off) in instances under (a) of sub-regulation (1) of this Regulation shall be granted unless the Permanent Head is satisfied that—

- (i) overtime work was necessary and unavoidable;
- (ii) the work was carried out under proper supervision or control;
- (iii) it is proper that such allowances should be granted.

154. (1) 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.

(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) An officer in receipt of a standard salary in excess of that prescribed for the top subdivision of Class "B1", Administrative Division, shall not be eligible to receive payment for overtime worked.

(4) In computing overtime each day's work shall stand alone: Provided that any continuous period of overtime that extends after midnight shall be considered as having been performed on the day the overtime commenced.

(5) The following overtime rates shall be paid for work performed outside the ordinary hours of duty:—

Monday to Saturday inclusive.

Officers whose ordinary weekly hours of duty are 38 hours—at the rate of time and a half of the ordinary rate.

Officers whose ordinary weekly hours of duty are in excess of 38 hours—at the rate of time and a half of the ordinary rate for the first 3 hours and double time thereafter.

Sunday.

In all cases—at the rate of double time.

Public Holidays.

Where the time worked does not exceed the ordinary daily hours of duty—at the rate of time and a half of the ordinary rate additional.

Where the time worked is in excess of the ordinary daily hours of duty—at the rate of double time and a half.

(6) Unless otherwise determined by the Board, officers whose ordinary hours of duty are less than 38 hours a week shall be entitled to payment of overtime rates only for the time worked in excess of daily hours deriving from a 38-hour week.

(7) Overtime payments for work performed additional to the hours of a rostered shift of ordinary duty shall be as prescribed in sub-regulation (5) of Regulation 166.

(8) The hourly rates of payment for overtime shall be determined in accordance with the following formulae, but in no case shall the hourly rate exceed that calculated on an annual actual salary appropriate to the standard salary prescribed for the top subdivision of Class "C2", Administrative Division:—

(a) Time and a half rate—

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

(b) Double time rate—

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

(9) "Standard salary" means salary excluding any additional amount payable under the provisions of Regulation 109.

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

$$\frac{\text{Annual salary (including any additional amount payable under the provisions of Regulation 109)}}{365\frac{1}{4}} \times \frac{14}{1}$$

(11) The provisions of this Regulation shall not apply in such special cases as may be approved by the Board.

(12) The Permanent Head may, on the application of an officer, grant such officer time-off in respect of overtime work performed by him. No time-off shall be granted in respect of any overtime for which payment is made.

(13) An Inspector of Boilers and Pressure Vessels who is directed to carry out an inspection on a Saturday, Sunday or public holiday shall be paid for a minimum of three hours work at the appropriate overtime rate as prescribed in this Regulation.

Department of Agriculture—Division of Animal Health—Veterinary Research Institute.

155. An officer who occupies the office of Technical Services Officer and who, by reason of the nature of his duties, may be required to undertake duty outside the normal hours of duty, shall be paid a commuted allowance at the rate of 12½ per centum of annual standard salary (calculated to the nearest dollar) as varied in accordance with the provisions of Regulation 109.

Ministry for Conservation—Environment Protection Authority.

156. An officer who occupies the office of Technical Officer aboard the pollution survey launch and who by reason of the nature of his duties may be required to undertake duty outside the normal hours of duty shall be paid a commuted allowance at the rate of 8 per centum of annual standard salary (calculated to the nearest dollar) as varied in accordance with the provisions of Regulation 109.

Ministry for Conservation—Fisheries and Wildlife Division.

157. Officers and employees indicated who by reason of the nature of their duties may be required to undertake duty outside the normal hours of duty shall be paid commuted allowances at the annual rates (calculated to the nearest dollar) by applying the percentages set out hereunder to the annual standard salary as varied in accordance with the provisions of Regulation 109:—

Office or Position.	Percentage of Total Emolument.
	%
Assistant (Game Management), Senior	8
Fisheries Liaison Officer	8
Fish Measurer, Senior	8
Technical Assistant (Male), Grade II.	8
Technical Assistant (Male), Grade I.	8
Technical Officers	8

Provided that this Regulation shall not apply to Technical Assistants employed on the Port Phillip Bay Environmental Study and in the Marine Fisheries Section.

Department of Crown Lands and Survey.

158. An officer who occupies the office of Warden Mount Hotham Alpine Resort and who by reason of the nature of his duties may be required to undertake duty outside the normal hours of duty shall be paid a commuted allowance at the rate of 10 per centum of annual standard salary (calculated to the nearest dollar) as varied in accordance with the provisions of Regulation 109.

Premier's Department—Premier's Office.

159. An officer who occupies the office of Chief Protocol Officer and who, by reason of the nature of his duties, may be required to undertake duty outside the normal hours of duty, shall be paid a commuted allowance at the rate of 30 per centum of annual standard salary (calculated to the nearest dollar) as varied in accordance with the provisions of Regulation 109.

Public Works Department—Ports and Harbours Branch.

160. Officers and employees (other than officers and employees to whom the Merchant Service (Department of Public Works, Victoria—Dredges) Award, 1966 or the Marine Engineers (Department of Public Works, Victoria—Dredges) Award, 1966 relate) who are employed on floating plant shall be paid a shipkeeping allowance at the hourly rate of 1/80th of a week's salary when they are required to and actually remain on board for the purpose of being available to perform any necessary duty that may arise.

161. (1) The officers and employees indicated shall be paid a stand-by allowance at the rates set out hereunder:—

Office or Position.	Stand-by a Year.
<i>Point Lonsdale</i>	\$
Lighthouse Keeper, Senior Assistant	176
Lighthouse Keeper, Assistant	176
<i>Queenscliff</i>	
Lighthouse Keeper	150
Lighthouse Keeper, Assistant	132
<i>Westernport</i>	
Coxswain	150
Engine Driver of Launches	150
Master of Launches	150
Navigation Lights Officer, Assistant	150
Depot Supervisor	132
Harbour Master	123
Harbour Master, Assistant	123

				\$
<i>Port Welshpool</i>				
Wharf Carpenter and Boatman	114
<i>Officers in Charge of Depots:—</i>				
Apollo Bay	132
Lakes Entrance	132
Paynesville	132
Port Fairy	132
Port Welshpool	132
Queenscliff	132
San Remo	132

Provided that the allowance prescribed for the office of Wharf Carpenter and Boatman (Port Welshpool) shall be paid to the person nominated by the Permanent Head.

(2) The officers and employees indicated shall be paid commuted overtime allowances at annual rates calculated (to the nearest dollar) by applying the percentages set out hereunder to the annual standard salary as varied in accordance with the provisions of Regulation 109:—

Office or Position.	Commuted Overtime Percentage.
	%
Lighthouse Keeper	5
<i>Officers in Charge of Depots:—</i>	
Port Welshpool	7.5
San Remo	10
Lakes Entrance	12.5
Paynesville	15
Apollo Bay	17.5
Port Fairy	17.5
Queenscliff	17.5

(3) An officer who outside his normal hours of duty is on any evening required to perform lightwatch duties at Queenscliff shall be paid an allowance at the rate of \$1,608 a year.

(4) The officers indicated who by reason of the nature of their duties may be required to undertake duty outside the normal hours of duty shall be paid commuted allowances at the annual rates (calculated to the nearest dollar) by applying the percentages as set out hereunder to the annual standard salary as varied in accordance with the provisions of Regulation 109:—

Office.	Percentage of Total Emolument.
	%
Harbour Master (Westernport)	35
Assistant Harbour Master (Westernport)	40

State Forests Department.

162. (1) An officer who occupies an office which the Board certifies to be an office to which this sub-regulation applies shall be paid an allowance at the rate of \$127 a year in respect of restrictions of movement and leave-taking during the fire season and associated matters.

(2) Any other officer occupying an office, or any employee occupying a position which the Board certifies to be an office or position to which this sub-regulation applies shall be paid an allowance at the rate of \$95 a year in respect of restrictions of movement and leave-taking during the fire season and associated matters.

(3) If any officer or employee is required to stand by during a fire season the Permanent Head may authorize the payment to the officer or employee of an allowance at the rate of \$1.22 an hour for each hour of stand-by performed.

Water Supply Department.

163. (1) Officers and employees indicated who by reason of the nature of their duties may be required to undertake duty outside the normal hours of duty shall be paid stand-by and commuted overtime allowances at the rates set out hereunder. Commuted overtime allowances shall be calculated (to the nearest dollar) by applying the percentages set out hereunder to the annual standard salary as varied in accordance with the provisions of Regulation 109:—

Office or Position.	Stand-by a Year.	Commuted Overtime Percentage.
<i>Head Water Bailiffs.</i>	\$	%
(a) Goulburn and Loddon Divisions	132	28
(b) Mallee Irrigation Division—		
(i) Swan Hill Centre	132	28
(ii) All others	132	17
(c) Main Urban Supplies and Southern Division	132	22
<i>Senior Water Bailiffs and Water Bailiffs.</i>		
(a) Goulburn Division	132	30
(b) Loddon Division—		
(i) Normanville area of Boort Centre	106	10
(ii) All others	132	30
(c) Mallee Irrigation Division—		
(i) Swan Hill Centre (excluding Tresco Irrigation District)	132	30
(ii) All others (including Tresco Irrigation District)	132	18
(d) Main Urban Supplies and Southern Division	132	24
<i>District Superintendent, Supervisor, Waranga Western Channel, Senior District Inspectors, Works Superintendents, District Inspectors, Senior Works Inspectors, Works Inspectors and Inspectors, Grade I.—</i>		
(a) Goulburn Division—		
(i) Murchison	132	28
(ii) All others	106	12.5
(b) Loddon Division—		
(i) Waranga Western Channel, Rushworth and Dingee Irrigation area	132	28
(ii) Inspector, Loddon Weir	106	18
(iii) All others	106	12.5
(c) Mallee Irrigation Division—		
(i) Tresco Irrigation District and Mystic Park Irrigation area	132	28
(ii) All others	106	12.5
(d) Southern Division—		
(i) Koo-Wee-Rup Centre	106	7.5
(ii) All others	106	12.5
(e) Main Urban Supplies—		
(i) Bendigo :—		
Works Superintendent	106	18
Senior Works Inspector (Reticulation)	106	18
Works Inspector (Meter Services)	106	3.5
(ii) Castlemaine, Works Inspector	106	18
(iii) All others	106	12.5
(f) Wimmera Division	106	12.5
<i>Senior Turncocks and Turncocks.</i>		
(a) Main Urban Supplies—		
(i) Senior Turncock, Maldon	106	12.5
(ii) All others	106	7.5
(b) All other Divisions	106	7.5
<i>Meter Mechanic, Leading Hand.</i>		
Main Urban Supplies, Bendigo	106	3.5
<i>Inspectors, Grade II. and Overseers.</i>		
All Divisions	106	10

Office or Position.	Stand-by a Year.	Commuted Overtime Percentage.
	\$	%
<i>Mechanical Supervisors and Mechanical Officers.</i>		
Eppalock Pumping Station	106	20
Mallee Pumping Stations, Frankston Centre, Bendigo Centre and Camperdown Centre	106	10
<i>Electrical Supervisors, Grade I.</i>		
Red Cliffs and Swan Hill	106	10
<i>Senior Rangers and Rangers.</i>		
(a) Murtoa Irrigation area	132	30
(b) All others	106	10
<i>Superintendent Lake Eildon and Reservoir Keepers, Grades I., II. and III.</i>		
(a) Devilbend, Hume, Lake Lonsdale, Lance Creek, Pine Lake, Rocklands, Tarago, Waranga and Wartook	106	10
(b) Bellfield, Eildon, Eppalock, Glenmaggie, Goulburn, Lake Merrimu, Lake Mokoan, Lake William Hovell, Lauriston, Malmsbury, Mildura, Torrumbarry, Tullaroop, Upper Coliban and Yarrowonga	106	20
(c) Buffalo River, Cairn Curran, Cowwarr, Laanecoorie, Melton, Nillahcootie and Pyke's Creek	106	25
<i>Supervisor, Torrumbarry System.</i>	132	18
<i>Senior Inspector (Diversions).</i>		
Wangaratta	106	10
<i>Inspector (Diversions), Grade II.</i>		
(a) Shepparton-Broken River	106	24
(b) Newlyn Reservoir	106	20
(c) Rochester (Campaspe River)	106	15
(d) All others	106	10
<i>Inspector (Diversions), Grade I.</i>		
(a) Bridgewater (Boort)	106	18
(b) All others	106	10

(2) When engaged on relieving duties, Relieving Water Bailiffs shall be paid the appropriate rates in the table above. At other times they shall be paid an allowance at the rate of \$74 a year.

DIVISION III.—HIGHER DUTIES ALLOWANCES.

164. (1) Where an officer is assigned the duties of a position higher than that in which he is classified for a period longer than two weeks, the rate of allowance which he shall be granted from the date of assignment shall be such as will increase his remuneration to the minimum rate of annual salary of the higher position: Provided that—

- (a) where the higher position has a maximum standard salary up to and including \$13,093 a year such allowance shall not exceed \$2,149 a year;
- (b) where a higher position has a maximum standard salary in excess of \$13,093 a year the rate of the allowance shall not exceed \$2,559 a year, unless the Board approves payment of a higher rate in any special case;
- (c) where a junior officer (other than a junior officer in Class "E" of the Administrative Division) is performing the full duties of an office for which no junior rates are prescribed he may be paid such allowance as may be determined by the Board.

(2) 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.

(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) Where an officer temporarily occupies a higher position and either is not qualified to perform or 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.

(6) Allowances granted under this Regulation shall be regarded as salary for the purpose of calculation of payments made under the provisions of Regulations 153, 154, 166 and 221.

(7) "Standard salary" means salary excluding any additional amount payable under the provisions of Regulation 109.

Treasury—Government Printing Office.

165. (1) Where an officer of the Supervisory Staff is assigned by the Government Printer to perform the duties of a position on the Supervisory Staff higher than that in which he is classified for a period of at least one day, such officer shall be paid an allowance to increase his remuneration to the yearly rate of salary of the higher position.

(2) Where an officer of the General Staff is assigned by the Government Printer to perform the duties of a position on the Supervisory Staff for a period of at least one hour, such officer shall be paid an allowance to increase his yearly rate of salary to the yearly rate of salary of the higher office.

(3) Where an officer of the General Staff is assigned by the Government Printer to perform the duties of a position on the General Staff higher than that in which he is classified for a period of at least one hour he shall be paid an allowance equal to the difference between the yearly minimum rate of salary of the higher position and the officer's yearly minimum rate of salary: Provided that the officer's yearly rate of salary plus the amount of allowance herein prescribed shall not in any case exceed the maximum salary of the higher office: Provided further that when an officer of the General Staff is assigned by the Government Printer to perform the duties of an office not included under General Staff or Supervisory Staff, such office shall for the purposes of this sub-regulation be deemed to be an office of the General Staff.

(4) The payment of a higher duties allowance to any officer of the Supervisory Staff or the General Staff under this Regulation shall not continue for a period longer than three months without the approval of the Board.

(5) Nothing in the foregoing shall affect the application of sub-regulations (2) to (7) of Regulation 164 in any case to which this Regulation applies, but sub-regulation (1) of Regulation 164 shall not apply in any such case.

DIVISION IV.—SHIFT DUTY AND ROSTERED TIME OF ORDINARY DUTY PERFORMED BY OFFICERS DURING WEEK-ENDS OR ON PUBLIC HOLIDAYS.

166. (1) Officers, other than those in the Mental Hygiene Branch, Department of Health, referred to in Regulation 169, who are required to perform rostered time of ordinary duty on Saturdays, Sundays or holidays observed in accordance with the provisions of the Public Service Acts or shift duty and whose standard salaries do not exceed the standard salary

provided in the Third Schedule for the top subdivision of Class "B1", Administrative Division, shall, unless otherwise determined by the Board, be paid allowances as shown hereunder:—

Monday to Friday Inclusive.

- (a) When required to perform rostered time of ordinary duty on an afternoon or night shift—at the rate of 15 per centum of their hourly rate for each hour of duty; provided that this allowance shall not apply to officers working a roster of two days on duty and two days off duty.

Saturday.

- (b) When required to perform rostered time of ordinary duty—at the rate of 50 per centum of their hourly rate for each hour of duty.

Sunday.

- (c) When required to perform rostered time of ordinary duty—
- (i) in the case of Student Nurses or officers who are required to be registered with the Victorian Nursing Council as general nurses, mental nurses or mental deficiency nurses and other officers of the Technical and General Division employed in the Mental Hygiene Branch, Department of Health, at State Sanatoria and the Exotic Diseases Hospital, and in the Alcoholic and Drug Dependent Persons Services Branch, Department of Health and at the Police Hospital, Chief Secretary's Department—at the rate of 50 per centum of their hourly rate for each hour of duty.
 - (ii) all others—at the rate of 100 per centum of their hourly rate for each hour of duty.

Public Holiday.

- (d) When required to perform rostered time of ordinary duty—at the rate of 50 per centum of their hourly rate for each hour of duty; provided that an officer who is rostered to perform ordinary duty on a holiday observed in accordance with the provisions of the Public Service Act shall, in addition to the allowance prescribed in this paragraph, be granted an additional day off in lieu; provided further that an officer whose rostered day off duty falls on a Public Holiday shall be granted an additional day off in lieu.
- (2) For the purpose of this Regulation—
- (a) "Standard salary" means salary excluding any additional amount payable under the provisions of Regulation.
 - (b) "Afternoon shift" means a period of duty commencing at or after 10 a.m. and before 8 p.m.
 - (c) "Night shift" means a period of duty commencing at or after 8 p.m. and before 6 a.m.

(3) The hourly rate of allowance shall be determined in accordance with the following formula, but in no case shall the hourly rate exceed that calculated on an annual actual salary appropriate to the standard salary provided in the Third Schedule for the top subdivision of Class "C2", Administrative Division:—

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

- (4) Actual fortnightly salary shall be determined as follows:—

$$\frac{\text{Annual salary (including any additional amount payable under the provisions of Regulation 109)}}{365\frac{1}{2}} \times \frac{14}{1}$$

(5) For work performed additional to a rostered shift of ordinary duty payment shall be made of overtime rates as prescribed in Regulation 154: Provided that Student Nurses and officers who are required to be registered with the Victorian Nursing Council as general nurses, mental nurses or mental deficiency nurses, shall be paid at the rate of time and a half for all such work.

(6) For the purpose of computing allowances, a shift that finishes on the day after it commences shall be deemed to have been worked in its entirety on the day on which the majority of the shift occurs.

(7) In calculating overtime rates, any allowance prescribed by this Regulation shall be disregarded.

General—Cleaners.

167. A Cleaner or Cleaner (Heavy Duties) who is employed during any week for 25 hours or less shall receive payment at the rate of ordinary time plus 15 per centum for all time worked. Further, if such work commences at or before 6.30 a.m. and/or continues beyond 5.00 p.m. Monday to Friday, an additional amount of 17c an hour shall be paid, for work performed between 5.00 p.m. and 9.00 a.m.

Department of Health—Tuberculosis Branch.

168. Nursing Aides and Nursing Aides, Trainee at the Heatherton Sanatorium who are required to perform rostered time of ordinary duty on broken shifts shall be paid allowances as shown hereunder:—

- (a) where the spread of hours of the broken shift exceeds nine hours but does not exceed twelve hours from the time of commencing duty—at the rate of 50 per centum of their hourly rate for each hour of duty falling outside the spread of nine hours;
- (b) where the spread of hours of the broken shift exceeds twelve hours from the time of commencing duty—
 - (i) for each hour of duty falling outside the spread of nine hours but not exceeding twelve hours from the time of commencing duty—at the rate of 50 per centum of their hourly rate;
 - (ii) for each hour of duty falling outside the spread of twelve hours—at the rate of 100 per centum of their hourly rate.

Department of Health—Mental Hygiene Branch.

169. (1) Nurses in the Mental Hygiene Branch, Department of Health, who are required to be registered with the Victorian Nursing Council as mental nurses or mental deficiency nurses or student nurses in those branches of nursing, who are regularly required to perform rostered time of ordinary duty at night, and on Saturdays, Sundays and holidays observed in accordance with the provisions of the Public Service Acts, shall be paid an allowance at the annual rate indicated herein for their classification—

	Yearly Rate of Allowance.			\$
Student Nurse—				
Junior	482
Adult—				
1st year	535
2nd year	561
3rd and subsequent years	587
Staff Nurse	669
Ward Nurse—				
1st year	694
2nd year	723
3rd year	752
4th and subsequent years	781
Deputy Charge Nurse	831
Charge Nurse	900
Assistant Head Nurse	998

(2) In calculating overtime rates, any allowance prescribed by this Regulation shall be disregarded.

170. Ward Assistants, Training Assistants, and such other officers and employees as the Board may determine whose ordinary hours of duty are worked in accordance with a roster of 8 hour shifts shall be paid an allowance of \$1.50 for each period of rostered duty which finishes between 6 p.m. and 8 a.m. or commences between 6 p.m. and 6.30 a.m.

Provided that, if such officers are required to permanently work any such rostered shift which finishes on the day after it commences or which commences between midnight and 5 a.m., the allowance shall be increased to \$2.90. "Permanently work" shall mean work for any period in excess of four weeks.

Provided further that this Regulation shall not apply to rostered time of ordinary duty performed during week-ends or on public holidays.

Public Works Department—Ports and Harbours Branch.

171. Officers who occupy offices of Lighthouse Keeper, Senior Assistant and Lighthouse Keeper, Assistant, shall be paid an allowance at an annual rate (calculated to the nearest dollar) equal to 10 per centum of standard salary as varied in accordance with the provisions of Regulation 109, for the performance of rostered ordinary duty during week-ends or on public holidays.

DIVISION V.—RECREATION LEAVE ALLOWANCE.

172. (1) An officer shall, in respect of recreation leave taken after 31st December, 1973 be entitled to be paid, in addition to amounts payable by way of salary as prescribed by these Regulations and other approved emoluments, the greater of the two amounts calculated in accordance with the following (a) or (b)—

- (a) an allowance at the rate of $17\frac{1}{2}$ per centum of the salary of the officer for the period of recreation leave taken, subject to salary for the purposes of calculating this allowance being deemed to be the salary of the officer as at the 1st January of the year in which recreation leave is taken;
- (b) an allowance equal to any additional payments to which an officer would be entitled for shift, Saturday or Sunday duty not in excess of prescribed weekly hours which he would be required to perform if he was not proceeding on approved recreation leave;

Provided that—

- (i) the maximum amount of allowance payable under paragraph (a) of this sub-regulation shall not exceed an amount calculated in accordance with paragraph (a) in respect of the salary rate prescribed in these Regulations for Grade 309, Technical and General Division, at the 1st January of the year in which recreation leave is taken;
- (ii) where an officer commences employment after 1st January of any year his salary for the purposes of this Regulation shall be the 1st January equivalent of the salary payable to him at the date of the commencement of his employment, or such other salary rate as the Board may determine;
- (iii) where an officer is entitled to payments pursuant to paragraph (a) of this sub-regulation while on recreation leave he shall not receive additional payments by way of allowance for shift duty, or rostered time of ordinary duty for work performed during weekends or on public holidays or additional payments of a like nature.

(2) Salary for the purposes of calculating the payment to an officer under paragraph (a) of sub-regulation (1) of this Regulation shall include the salary payable to the officer as prescribed by these Regulations and other additional payments approved by the Board from time to time.

(3) Where it is necessary to calculate a daily rate of allowance for purposes of determining the amount of allowance payable to an officer under paragraph (a) of sub-regulation (1) of this Regulation, such daily rate shall be one-twentieth of the recreation leave allowance payable to an officer for four weeks leave of absence.

(4) The provisions of this Regulation shall not apply to an officer in the Technical and General Division in the Mental Hygiene Branch of the Department of Health who is in receipt of an allowance in accordance with Public Service (Public Service Board) Regulation 169.

DIVISION VI.—OTHER ALLOWANCES.

173. An officer who suffers disability due to the conditions under which he lives or the area in which he is located may be paid a special allowance at a rate determined by the Board.

174. An officer who, because of the special nature of his duties, is unable to wear a uniform which is available on issue may, if so determined by the Board, be paid in allowance at a rate determined by the Board.

General—Caretakers, Acting.

175. Senior Labourers or Labourers acting as Caretakers shall be paid an allowance in accordance with the following scale for each day they are required to perform such duties:—

	Caretaker, Grade III.	Caretaker, Grade II.	Caretaker, Grade I.
	\$	\$	\$
Senior Labourer	3.70	2.85	1.80
Labourer	4.15	3.30	2.35

In addition any such officer or employee who is required to sleep on the premises shall be paid an additional allowance at the rate of 75c a day.

General—Chauffeurs, Departmental.

176. A Chauffeur, Departmental other than an officer to whom the provisions of Regulation 120 (a) (i) apply, who is required to perform the duties of Ministerial Chauffeur or definite special duties in the Premier's Department Transport Section, shall, on the completion of twelve months' satisfactory service on the maximum salary prescribed for his office, be paid an allowance at the rate of \$128 a year, and, on the completion of a further twelve months' satisfactory service, an additional allowance at the rate of \$128 a year.

General—Field Assistants.

177. A Field Assistant (Survey), Grade I., who is required to drive and maintain a departmental vehicle while working with a survey party shall be paid an allowance of 50c a day.

General—Plumbers.

178. A Plumber who is registered as a Class I. Plumber with the Plumbers and Gasfitters Board shall receive an allowance at the rate of \$287 a year.

179. A Plumber, Leading Hand or Plumber who is authorized by the Permanent Head to act on his plumber's licence by signing notices and assuming responsibility to relevant authorities shall be paid an allowance of 20 cents an hour while so authorized: Provided that where two or more plumbers are attached to the same headquarters the allowance shall not be paid to more than one plumber at the same time.

Department of Agriculture.

180. A Dairy Supervisor, Senior, or Dairy Supervisor who is required to use a room in his private residence as an office shall receive an allowance at the rate of \$104 a year.

Chief Secretary's Department—Office of the Government Statist.

181. An Attendant, Senior, or Attendant shall receive an allowance at the rate of \$96 a year for searching duties.

Department of Health.

182. Any Nurse, State Sanatoria, who is in charge of a ward or wards during the off-duty period of a Nurse (Female), Senior, State Sanatoria, shall be paid an allowance at the rate of \$208 a year.

183. Nursing Aides and Nursing Aides, Trainee at the Heatherton Sanatorium shall be paid allowances at the rates set out hereunder:—

(a) when employed in wards wherein less than 25 per centum of the patients are suffering from tuberculosis—5 cents a day;

- (b) when employed in wards wherein 25 per centum or more of the patients are suffering from tuberculosis—2 cents an hour with a minimum payment of 5 cents a day; and
- (c) when required to handle linen of a nauseous nature other than linen in airtight containers—8 cents an hour with a minimum payment of 50 cents a week.

184. Any qualified nurse classified below the level of Deputy Superintendent of Nursing, who is required to take charge of any centre approved by the Board, shall for each shift such nurse is required to take charge of such centre, be paid an allowance equal to the difference between his salary and the minimum salary prescribed for the office of Deputy Superintendent of Nursing.

185. A member of the staff employed in a hospital laundry who is required to handle linen of a nauseous nature prior to it being washed shall be paid an allowance at the rate of 9 cents an hour, with a minimum payment of 50 cents a week whilst so engaged.

186. A plumber, who holds a Victorian Government pressure pipeline oxy-acetylene or electric welding certificate and is authorized by the Permanent Head to act on either of these certificates shall be paid an allowance of 8·5 cents an hour for such certificate whilst so authorized: Provided that where two or more plumbers are attached to the same hospital, the allowance shall not be paid to more than one plumber at the same time.

187. An officer occupying one of the under-mentioned offices who is required to take charge of the hospital or centre shall for each shift when required to take charge be paid an allowance at the rates set out hereunder—

Training Assistant, Sandhurst Boys' Centre, Bendigo—at the rate of \$1,533 a year.

Ward Assistant, St. Nicholas Hospital, Carlton—at the rate of \$1,533 a year.

Nurse, Hobson Park Hospital, Traralgon—

1st year—at the rate of \$2,352 a year;

2nd year—at the rate of \$2,142 a year;

3rd year—at the rate of \$1,932 a year;

4th year—at the rate of \$1,722 a year;

5th and subsequent years—at the rate of \$1,512 a year.

188. Any qualified nurse classified below the level of Assistant Head Nurse, who is required to take charge of any hospital approved by the Board, shall for each shift such nurse is required to take charge of such hospital, be paid an allowance equal to the difference between his salary and the minimum salary prescribed for the office of Assistant Head Nurse.

Law Department—Office of Titles.

189. An Attendant, Senior or Attendant shall receive an allowance at the rate of \$96 a year for searching duties.

Public Works Department—Ports and Harbours Branch.

190. The following shall receive an allowance at the rates set out hereunder for every hour of duty on the launches "Fury" and "Goudie" for the duration of voyages between any ports in Victoria:—

	Hourly Rate.
	cents
Master ("Fury")	40
Master ("Goudie")	40
Engine Driver ("Fury")	40
Engine Driver ("Goudie")	40
Able Seaman	30

This allowance shall be payable only while so voyaging outside the limits of the port of Port Phillip and any other port in Victoria as defined by Governor in Council proclamation published in the *Government Gazette*, under the authority of Section 7 of the *Marine Act* 1958.

191. The following, while serving in the dredging vessel "Pioneer", shall receive an allowance at the rate of \$208 a year for hard lying:—

Able Seaman
Cook
Deckhand
Fireman, Marine
Greaser and Storeman
Seaman, Leading
Steward.

192. Any person engaged in towing or carrying explosives shall receive an allowance of 50 cents for each day or part thereof while so engaged.

193. (1) The following shall receive commuted allowances at the rates set out hereunder for ship repair work and "dirty work" in connexion therewith:—

	Yearly Rate.
	\$
Blacksmith's Striker	287
Blacksmith, Leading Hand	308
Carpenter and Shipwright	272
Fitter and Turner, Leading	308
Fitter and Turner	308
Motor Boat Driver and Crane Driver	61
Navigation Lights Officer, Senior Assistant	205
Navigation Lights Officer, Assistant	205
Sailmaker and Rigger, Leading	249
Shipwright, Leading Hand, Senior	272
Shipwright, Leading Hand	272
Tradesman's Assistant	287

(2) An officer or employee engaged in lining-off for shipwrights shall receive an allowance at the rate of 11.5 cents an hour.

194. A crew member of a departmental vessel shall receive an allowance of 25 cents an hour while engaged upon the following work:—

Working inside boilers or furnaces.
Cleaning inside the casing of internal combustion engines.
Cleaning inside oil tanks in motor vessels or steam vessels burning oil as fuel.
Cleaning tubes (except tubes of water tube boilers, unless cleaning is performed from inside the steam or water drums or other confined spaces) uptakes or smoke boxes where doors have to be opened.
Cleaning bilges (including rose boxes) and coffer dams.

195. A crew member of the mining boat which operates from the S.S. Rip in connexion with mining operations for the deepening of the Rip bank, shall receive an allowance for the performance of such duties at the rate of 50 cents a shot.

Social Welfare Department.

196. Any Ward Sister, "Allambie", who is required to take charge of the Reception Centre at night shall, for each shift she is required to take charge, be paid an allowance equal to the difference between her salary and the minimum salary prescribed for the office of Matron, Assistant, "Allambie".

197. An Attendance Officer who is required to use a room in his private residence as an office shall receive an allowance at the rate of \$104 a year.

Treasury—Government Printing Office.

198. Officers performing any of the under-mentioned specified duties shall be paid allowances at the following rates:—

	Hourly Rate cents
Book Folder while in charge of Christensen Stapling Machine	7
Bronzing and Dusting Off by hand	17.5
Machineman while in charge of Rotary Magazine Press	7.5
Lithographic Printer while acting as an operator of a two-colour offset printing machine capable of handling paper of greater size than 510 mm x 765 mm	15.0
Supervisor of Despatch Section on night shift ..	11.0

State Forests Department.

199. The following shall receive an allowance at the rate of \$70 a year for all work at the central workshop, Newport and at the rate of \$3.50 a week for unusually dirty or offensive work performed within the field workshops and repair centres:—

Electrical Fitter (Automotive), Leading Hand.
 Electrical Fitter, Leading Hand.
 Fitter and Turner, Leading Hand
 Fitter, Leading Hand.
 Fitter.
 Injection, Testing and Repair, Leading Hand.
 Turner, Leading Hand.
 Welder, Leading Hand.
 Welder.
 Welder, Special Class, Leading Hand.
 Welder, Special Class.

PART VI.—TRAVELLING AND OTHER EXPENSES.**DIVISION I.—REIMBURSEMENT OF PERSONAL EXPENSES.***General.*

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

201. 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.

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

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

204. Reimbursement of personal expenses, except as may be granted by the Board, shall not be allowed within an area of 24 kilometres radius of an officer's headquarters, as determined by the Permanent Head.

205. 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.

206. 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 approved by the Board.

207. 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.

208. (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 headquarters over night. The reimbursement in respect of each meal and of bed shall be in accordance with the following scale:—

Breakfast	12½ per centum of the daily rate.
Lunch	12½ per centum of the daily rate.
Dinner	25 per centum of the daily rate.
Bed	50 per centum 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 authorize reimbursement beyond the hours prescribed where the circumstances warrant.

209. 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) \$1.35 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) \$1.50 for lunch, where an officer is required to leave before 12 noon, is unable to return until after 3 p.m., and is absent for a period of at least seven hours.
- (c) \$2.90 for tea, where an officer is required to leave before 5 p.m. and is unable to return until after 7 p.m.

210. Reimbursement of an amount of \$2.90 shall be allowed for tea on any day—

- (a) To any officer who is required to work overtime if he works on such day after the prescribed time of ceasing duty for at least two hours in addition to an interval of one hour taken for such meal or if such day is a public holiday, a Saturday or a Sunday he works for at least four hours including the period from 5.00 p.m. to 7.00 p.m.

Provided that where a meal of two or more courses is obtainable by an officer at a canteen, cafeteria, messroom or dining room conducted, controlled or assisted by a Department and the officer avails himself of such meal, the amount of meal allowance shall, in lieu of the amount payable under this Regulation, be the maximum amount for which such meal is so obtainable; and

- (b) to any Prison Officer who is required to remain continuously on duty at the Law Courts later than 6.30 p.m. on such day.

211. (1) Reimbursement of personal expenses shall be allowed to officers visiting places outside Australia at such rates as the Board may determine, having regard in each case to the classification of the officer and the place to be visited.

(2) Subject to the provisions of sub-regulation (3) hereunder, reimbursement of personal expenses shall be allowed to officers visiting places within Australia at the appropriate daily rate set out hereunder:—

			<i>All Other Places Within Australia.</i>
			\$
Capital Cities including Canberra	28
All other places within Australia	20

(3) (a) In any case in which a visit exceeds three weeks at the one place, the rate of reimbursement thereafter up to a maximum of a further five weeks, shall be three-quarters of the appropriate rate set out in

sub-regulation (2) above; provided that in any case in which the duties of an officer are of such a nature that he cannot ascertain beforehand whether he will be detained three weeks or more at the one place, the Permanent Head may allow reimbursement at a rate not higher than the appropriate rate set out in sub-regulation (2).

(b) in any case in which a visit exceeds eight weeks at the one place, the rate of reimbursement thereafter shall be as determined by the Board.

(c) Notwithstanding anything in the foregoing provisions of this sub-regulation, the Board may determine the rate of reimbursement in any case or class of cases where an officer's duties require him to be absent from his headquarters for a period which exceeds, or is likely to exceed, eight weeks.

212. 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.

213. Where in the course of an appointment being made to a position, an applicant is required by the Board to travel to Melbourne to support his application, recommendation or appeal (as the case may be) the Board may authorize reimbursement to him of fares and reasonable personal expenses.

214. (1) A rail voucher may be issued to any officer or to any person employed under the provisions of Section 4 (1) (k) of the *Public Service Act 1958*, who is stationed outside the metropolitan area and is required to travel to Melbourne to undergo medical examination.

(2) Any such officer or person may be allowed reimbursement of reasonable personal expenses incurred in travelling, but no payment in excess of the appropriate rates prescribed in this Part, shall be made without the approval of the Board.

Special Groups.

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

Department of Agriculture.

(2) Officers who are engaged on the establishment and maintenance of mobile road blocks and border crossings in connexion with the fruit fly eradication campaign and who are accommodated in a caravan shall receive the same rate of allowance as is prescribed in sub-regulation (15) (b) (ii) of this Regulation.

(3) Officers when engaged on early morning work at markets—at the rate of \$80 a year to cover additional expenditure incurred in travelling.

Note.—This allowance to be paid only for the time that the officer in question is engaged on the above-mentioned work and to be computed, as appropriate, at \$0.256 a day or \$1.538 a week.

(4) Officers when required to attend early morning markets on inspection duties or when required to perform other early morning inspection duties commencing not later than 7 a.m.—\$1.35 a day for breakfast.

Ministry for Conservation—Fisheries and Wildlife Division.

(5) Officers when engaged on duty within an area of 24 kilometres radius of their headquarters—

- (a) When required for outdoor duty from 7 p.m. until 6 a.m.; or
- (b) When required for early morning duty at the Fish Market or when required to perform other early morning duties commencing not later than 7 a.m.—

\$1.35 a day for breakfast.

(6) Officers engaged on work necessitating their living in a camp and where they are required to batch—\$1.34 a day.

Education Department.

(7) Projectionists Operating on Circuits.—An allowance in respect of periodical visits to headquarters—\$80 a year.

Department of Crown Lands and Survey.

- (8) Inspectors of Land Settlement \$867 a year.

Mines Department.

- (9) Officers engaged on drilling operations necessitating their living in a camp shall receive the same rates of allowance for camping as are prescribed in sub-regulation (15) of this Regulation.

Public Works Department—Ports and Harbours Branch.

- (10) When rations are not provided, an allowance at the rate of 50c a day with a maximum of \$3 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 *Pioneer*, 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.

- (11) A crew member, below the rank of officer, of the S.S. *Rip*, or the dredge *Matthew Flinders*, or the dredge *Pioneer*, or other vessel approved by the Board, shall be entitled to one half day's pay at his ordinary rate of pay as compensation for travelling to and from the home port in respect of each weekend the vessel on which he is employed is away from the home port.

Social Welfare Department.

- (12) Officers while on relieving duty at French Island or at Cooriemungle—25c a day.

(13) 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—\$60 a year. In Ballarat, Bendigo, Geelong and Shepparton—\$40 a year.

State Forests Department and Water Supply Department.

- (14) Where an officer in a district is required to provide means of transport in the course of his duties, reimbursement may be allowed by the Permanent Head on such basis as the Board determines.

(15) Officers engaged on work necessitating their living in a camp—

- (a) proceeding to or shifting camp or returning officially to headquarters—full rate of personal expenses as prescribed in sub-regulation (2) of Regulation 211.

(b) while in camp—

- (i) where messing gear is provided and cooking done at Department's expense—
\$1.40 a day.

- (ii) where men are required to batch—
\$1.95 a day.

Provided that, in any case to which the foregoing does not apply or 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 rates to be determined by the Board.

- (16) Officers engaged on engineering investigations may, on the approval of the Permanent Head, be reimbursed an amount of \$3 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.

216. (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 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 the whole of such commuted amount during any continuous period of absence on sick leave not exceeding two months and, for a further period of ten months, one-half of such commuted amount; 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.

DIVISION II.—MODE OF TRAVELLING.

217. Except where otherwise authorized officers shall travel by railway whenever practicable.

218. 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.

219. (1) As authorized by the Permanent Head, an officer possessing a motor car may use it—

- (a) for transport or removal from one station to another; or
- (b) for a specific official journey in any instance where such an arrangement meets the convenience of the officer and at the same time is not detrimental to the departmental interest—

and in any such case he shall be reimbursed at the mileage rates set out hereunder in respect of the distance travelled—

For cars of 17 h.p. and over	8.0 cents a mile.
For cars under 17 h.p.	6.6 cents a mile.

Provided that in any case where a more economical means of suitable transport is available, but the provisions of sub-regulation (1) (b) are otherwise applicable, the Permanent Head may authorize payment of an allowance equal to the cost of such other means of transport.

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

DIVISION III.—REIMBURSEMENT FOR USE OF PRIVATE MEANS OF TRANSPORT.

220. (1) Officers who are authorized in the course of their duty to 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 5,000 Miles in a Financial Year.	Mileage over 5,000 Miles in a Financial Year.
	a mile. cents	a mile. cents
Motor Cars—		
17 h.p. and over	14.9	8.0
Under 17 h.p.	12.5	6.6
Motor Cycles with side cars	6.3	3.3
Motor Cycles	5.4	2.8
Bicycles	1.9c a mile irrespective of mileage	

NOTE.—H.P. means horse-power, as registered in accordance with the provisions of the Motor Car Act 1958.

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.

Provided also that approval of the Permanent Head shall be required before any officer is authorized to receive reimbursement for travelling in excess of 10,000 miles in any financial year.

(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.—OTHER EXPENSES.

221. (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 Permanent Head may authorize allowances, by way of reimbursement, as shown hereunder—

Where the officer boards alone at the new location and continues to maintain a home at his previous location—

- (i) First three weeks—Cost of board and lodging up to \$24 a week.
- (ii) Following ten weeks—Cost of board and lodging in excess of \$5.50 a week with a maximum allowance of \$18.50 a week.
- (iii) Laundry and incidental expenses up to \$3 a week.

Where the officer boards with his family at the new location—

An allowance equal to the amount paid for board and lodging, less the appropriate amount shown in the following scale of living costs according to the officer's income group and number of dependents, for a maximum period of 13 weeks: Provided that such allowance shall not exceed \$24 a week:—

Salary (Inclusive of Amount Payable under Regulation 109).	Man and Wife.	Dependent Child.	
		Eight Years and Over.	Under Eight Years.
a year.	a week.	a week.	a week.
\$. \$	\$	\$	\$
Up to 3,999	40.00	2.50	1.50
4,000– 5,999	44.00	3.00	2.00
6,000– 7,999	50.00	3.50	2.00
8,000– 9,999	59.00	4.50	2.50
10,000–11,999	70.00	5.00	3.00
12,000 and over	80.00	5.50	3.50

(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 any additional amount payable under the provisions of Regulation 109, the Permanent Head, subject to such conditions as may from time to time be determined by 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 ten cents, an amount of five cents being taken to the next higher ten cents, but no allowance shall be payable if the amount so determined is less than 50 cents.

(3) Where special circumstances exist for which provision is not made in the provisions of this Part of these Regulations the Board may authorize the payment of such allowance as is considered reasonable.

222. The Permanent Head may authorize the payment of an allowance of \$150 by way of compensation when he is satisfied that an officer who is promoted or transferred from one station to another and who is eligible to receive reimbursement of travelling expenses under Regulation 212, has suffered loss through accelerated depreciation and extra wear and tear on furniture and effects or has incurred cost in replacing or altering carpets, linoleums, curtains and blinds as a result of removal.

Clothing or Equipment Allowance for Officers Proceeding Overseas.

223. The Board may authorize payment of an appropriate allowance to an officer proceeding overseas who is required to purchase any special or additional items of personal clothing or equipment but no such allowance shall be paid unless the approval of the Board is obtained prior to the officer's departure.

224. Where, in circumstances not provided for in the preceding Regulations of this Part, an officer, in the course of his duty, incurs an expenditure which he would not have incurred in ordinary circumstances, the Board may authorize such reimbursement as it considers reasonable.

PART VII.—HOURS OF DUTY AND TIMES OF ATTENDANCE OF OFFICERS AND EMPLOYEES.

225. (1) The normal hours of duty—

- (a) of officers in the Administrative or Professional Division, shall be 76 a fortnight;
- (b) of officers in the Technical and General Division and temporary employees, shall be not more than 80 nor less than 76 a fortnight as determined by the Board in relation to various classes of such officers and employees.

(2) The normal hours of duty shall, as far as practicable, be worked during the normal hours for business of public offices, but—

- (a) any officer or employee who is required to work on a Saturday shall, unless other appropriate provision is made, 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 of duty, the Permanent Head, with the approval of the Public Service Board, shall determine the hours of duty of the officers or employees concerned.

226. 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: Provided that, where special circumstances exist, the Board may, in respect of a particular branch or section within a Department, authorize a luncheon period of less than three-quarters of an hour but not less than half an hour.

227. Subject to the general approval of the Board, an officer may be directed to remain on duty or to stand by on call for duty beyond his ordinary hours of duty.

PART VIII.—LEAVE OF ABSENCE.**DIVISION I.—GENERAL.**

228. Leave of absence shall unless otherwise prescribed in these Regulations, be granted on the authority of the Permanent Head.

229. (1) 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.

(2) Notwithstanding that salary is payable (and deductible) in respect of Saturdays and Sundays, where the period of absence of an officer or employee on leave without pay is less than seven consecutive days pay shall be deducted only in respect of the normal working days in the period.

DIVISION II.—RECREATION LEAVE.

230. Subject to the following Regulations in this Part, every officer and every employee shall be entitled to four weeks leave of absence for recreation in respect of each calendar year of service.

231. In respect of the calendar year in which an officer or employee commences or ceases duty in the Public Service, he shall be entitled to leave of absence for recreation for a period of one and two-thirds working days for each completed month of service in such year; provided that, in respect of the calendar year in which an officer or employee commences duty, service in any office in the service of the State of Victoria or of any other State or of the Commonwealth of Australia shall, to the extent approved by the Board, be regarded as service for the purpose of this Regulation.

232. (1) In determining the entitlement of any officer or employee to leave of absence for recreation in respect of any calendar year of service, there shall not be regarded as service—

- (a) any period of leave pursuant to the provisions of Regulation 256 hereof;
- (b) any continuous period of sick leave without pay to the extent that it exceeds three months or the sum of any periods of sick leave without pay to the extent that it exceeds three months in such calendar year.
- (c) except as may be determined by the Board, any period of leave without pay to the extent that it exceeds one month in such calendar year.

(2) When in any calendar year an officer or employee is absent on leave for any period which under the provisions of sub-regulation (1) of this Regulation is not to be regarded as service, the period of leave of absence for recreation to which the officer or employee would otherwise be entitled in respect of that calendar year shall be reduced by one and two-thirds days for each complete month of the aggregate of such periods of absence during such year:

Provided that where leave of absence for recreation has already been taken in excess of the reduced period so computed, the period of leave of absence for recreation to which the officer or employee shall be entitled in respect of the following calendar year shall be reduced by the period of excess leave so taken.

233. Whenever a public holiday is observed during any period of leave of absence for recreation, such public holiday shall, except in respect of officers or employees working under conditions where substituted leave is granted in lieu of public holidays, not be regarded as part of the leave.

234. (1) Leave of absence for recreation shall be granted by the Permanent Head in accordance with the provisions of these Regulations at such times as are convenient to the needs of the Department.

(2) The Permanent Head may direct any officer or employee to take any leave of absence for recreation to which the officer or employee is entitled at such time as is convenient to the needs of the Department, but as far as practicable the wishes of the officer or employee concerned shall be taken into consideration when fixing the time for the taking of leave.

(3) Every officer and every employee shall be granted and shall take the leave of absence for recreation to which he is entitled in respect of any calendar year's service not later than the 31st day of May next following the year in which the entitlement accrues and the entitlement of any officer or employee to any leave of absence for recreation which is not so taken shall, except with the approval of the Permanent Head, lapse.

DIVISION III.—SICK LEAVE.

235. (1) In the case of illness of an officer or employee, the conditions under which leave of absence is granted 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 four weeks' service—		
With respect to the first year of service	6 days	6 days
On completion of one year's service	6 days	6 days
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 :		
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.		

- (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.

- (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 237, 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: Provided further that no period of absence from duty to render service under the Commonwealth National Service Act shall be regarded as service for sick leave purposes.

(2) Notwithstanding anything contained in this Regulation, where an officer or employee has exhausted his sick leave credits on full pay he may, in the event of continued or further illness, elect in writing to have the whole or any portion of the leave on half pay standing to his credit converted into leave on full pay, such conversion to be made on the basis that each credit of two days on half pay shall be deemed to be a credit of one day on full pay.

(3) 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.

(4) Notwithstanding anything to the contrary in these Regulations, a female officer or employee shall not be entitled to sick leave on account only of being pregnant, or having recently given birth to a child (but nothing in this sub-regulation shall prevent an officer or employee being entitled to sick leave on account of illness resulting from pregnancy or childbirth).

236. (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.

237. A public holiday observed during any period of leave of an officer or employee shall not be regarded as part of the leave.

238. (1) For any period exceeding three 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 and 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 certifies that he is fit to resume work.

(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 may be deducted from his annual recreation leave or be granted without pay, on the officer's or employee's election.

(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.

239. (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.

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 connexion with the warlike operations in Korea after the twenty-sixth day of June, One thousand nine hundred and fifty, or in Malaya after the twenty-eighth day of June, One thousand nine hundred and fifty, or in Vietnam after the thirty-first day of July, One thousand nine hundred and sixty-two, 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 fifteen days in respect of each year of service from and inclusive of the following dates:—

Korea	}	1st July, 1951.
Malaya		
Vietnam		31st July, 1962.

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) If any officer or employee sustains personal injury arising out of or in the course of the discharge of his duty in circumstances which under regulations pursuant to the Workers Compensation Acts make it obligatory upon the Permanent Head to notify the State Insurance Commissioner of such injury and the said Commissioner admits liability to make weekly payments for compensation or the Workers Compensation Board determines that such payments shall be made in respect of the incapacitation of the injured officer or employee from all duty, such officer or employee shall, apart from any sick leave which may be standing to his credit, be granted leave on full pay less the amount paid by way of weekly compensation by the State Insurance Commissioner during the incapacity. In any other case the granting of leave shall be subject to the recommendation of the Board.

No leave in excess of a continuous period of fifty-two weeks inclusive of any other leave which may be granted with pay shall be granted without the approval of the Board.

An officer or employee who has been granted leave under this sub-regulation shall immediately notify his Permanent Head in writing of any civil claim for damages instituted by him in connexion with the injury to which such leave relates.

(3) 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.

(4) 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.

(5) 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.

(6) The provisions of sub-regulations (1) and (3) of Regulation 235 so far as they are applicable, and of Regulations 236, 237 and 238 shall be deemed to apply to leave under the provisions of this Regulation.

240. (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 the Government Medical Officer.

(2) Upon receipt of the medical report, the Permanent Head 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.

241. For the Regulations under this Division the "Government Medical Officer" shall, unless otherwise provided, include—

- (a) Assistant Government Medical Officer.
- (b) Medical Officers, Mental Hygiene Branch.
- (c) School Medical Officers.
- (d) Medical Officers at Sanatoria.

DIVISION IV.—CONFINEMENT LEAVE.

242. (1) A female officer or employee who produces to the Permanent Head a certificate of a legally qualified medical practitioner stating that she is pregnant and specifying the day on which it is expected that she will be delivered may be granted leave without pay on account of the confinement for a period of not more than twelve months.

(2) Notwithstanding anything to the contrary in these Regulations, any period of service during which an officer or employee is on leave of absence granted under this Regulation shall not be counted as service for the purposes of entitlement to recreation leave, sick leave, subdivisional promotion or incremental progression.

DIVISION V.—STUDY LEAVE.

243. (1) Where, under any Act, an officer has been awarded a free place at a University, the Permanent Head, on the application of such officer, may for each year in which the award is effective—

- (a) if the award of the free place is on a full-time basis grant him leave with full pay from the commencement of his prescribed course of study at a University up to and inclusive of the day on which he completes his final examination or practical work in respect of that year of study; or
- (b) if the award of the free place is on a part-time basis grant him—
 - (i) the necessary leave of absence on full pay to enable him to attend all lectures, tutorials, practical work, and examinations in the subjects of his course; and

- (ii) in addition, leave of absence on full pay, not exceeding a total of five days in any one calendar year, immediately preceding or during the period of the annual or final examinations, for the purpose of preparing for those examinations;

Provided that no such leave of absence shall be granted unless the officer has entered into any agreement prescribed under any Act in relation to the free place.

(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.

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

(2) Leave under the preceding sub-regulation shall be granted on the following terms:—

- (a) In the initial year of study with full pay up to three hours a week and without pay thereafter;
- (b) In subsequent years of study with full pay up to five hours a week and without pay thereafter except in any special case where the Permanent Head having regard to the officer's progress with his study applies the conditions of the preceding paragraph;
- (c) In any year of study subsequent to the first year where the Permanent Head regards the study progress made by the officer as being unsatisfactory, without pay:

Provided that in any case where the Board approves the whole or portion of the leave may be granted on full pay notwithstanding that it may exceed three hours a week or five hours a week as the case may be.

(3) Where leave has been granted under the provisions of paragraph (a) or paragraph (b) of the preceding sub-regulation the Permanent Head may, in addition to the period granted with pay for study, allow the officer reasonable time for travel between his headquarters and the institution at which he is undertaking his course.

(4) Any employee designated Assistant, Administrative, or any employee who is qualified and who has been recommended for appointment to the Professional or Technical and General Division, or any employee who, to become eligible for permanent appointment, is required to commence studying or complete a qualification, shall be eligible for leave as prescribed for officers in the preceding sub-regulations of this Regulation.

Where any employee designated Assistant, Administrative, is granted leave with pay under the provisions of this sub-regulation, the grant of such leave shall continue to the date on which his appointment to the Administrative Division can be effected following the first entrance examination for that Division after his initial selection. If an employee fails to sit for this examination he shall be eligible only for leave without pay subsequent to the date of the examination. If having entered for the examination he fails to pass he shall be eligible only for leave without pay subsequent to the date of publication of results of that examination.

Where any other employee is granted leave with pay under the provisions of this sub-regulation the grant of such leave shall continue to the date on which his appointment to the Professional Division or the Technical and General Division can be effected.

(5) The Permanent Head may at any time revoke any grant of part-time leave made under this Regulation.

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

246. Where either an officer to whom the provisions of Regulation 243 do not apply or an employee is undertaking a course of study, the Permanent Head may grant him up to a total of five days' leave with pay in any one calendar year for the purpose of preparing for his examinations.

III. The Minister has approved of the surety for the purposes of this agreement.
NOW THIS AGREEMENT WITNESSETH as follows:—

1. In consideration of the premises the cadet and the surety do hereby for themselves their 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)—

- (a) That the cadet will observe the provisions of the said Regulations or any amendment thereof for the time being in force.
- (b) That the cadet will not relinquish or discontinue the course without the prior written consent of the Board.
- (c) That the cadet upon successful completion of the course will apply for appointment to a position in the Public Service of Victoria for which he is qualified and will accept such a position as the Board deems fit.
- (d) That after appointment to the said Public Service the cadet will forthwith commence and will for a period of (insert the same number of years as the number for which it is expected that the cadetship will be held) years (hereinafter called "the period of service") next after the date of appointment continue to perform to the best of his skill and ability the duties of the position to which he is appointed or any other position in the Public Service to which he may be subsequently appointed.

(e) That in the event of—

(i) the Board terminating the employment of the cadet pursuant to the said Regulations; or

(ii) the cadet discontinuing his course—

the cadet and the surety or one of them will forthwith on demand pay or cause to be paid to the Minister the amount which the Accountant of the (insert name of Department) certifies to be the total of all payments made to or on behalf of the cadet pursuant to the said Regulations and interest at 6 per centum per annum on each of those payments calculated from the respective dates thereof, or such lesser amount as the Minister in his absolute discretion having regard to the circumstances of the particular case determines.

(f) That in the event of the termination of the services of the cadet as an officer in the said Public Service during the period of service for any cause whatsoever other than death or physical or mental incapacity to perform his duties, the cadet and the surety or one of them will forthwith on demand pay or cause to be paid to the Minister the amount which the accountant of the (insert name of Department) certifies to be the total of all payments made to or on behalf of the cadet pursuant to the said Regulations and interest at 6 per centum per annum on each of those payments calculated from the respective dates thereof, or if the Minister in his absolute discretion so determines, such proportion of that amount as the portion of the period of service not completed by the cadet bears to the whole period of service.

2. It is hereby agreed between the parties hereto as follows:—

- (a) That unless the Board in its absolute discretion otherwise determines any leave of absence granted to the cadet after the commencement of the period of service (other than recreation leave, sick leave or leave to render service under the Commonwealth National Service Act to which he may be entitled as an officer of the said Public Service) shall not be reckoned as part of the period of service;
- (b) That the liability of the cadet and the surety their executors or administrators shall not be in any way released or discharged by reason of—
 - (i) any time or other indulgence which the Minister may in his absolute discretion grant to the cadet whereby the time or mode of payment by the cadet of the whole or any portion of the moneys referred to in paragraphs (e) or (f) of Clause 1 of this agreement or the time or manner of performance by the cadet or any other terms of this agreement may be extended or altered; or
 - (ii) the dismissal or acceptance of the resignation of the cadet as an officer of the said Public Service.

IN WITNESS whereof the parties hereto executed this agreement the day and year first before written.

Signed sealed and delivered
by the CADET in the presence of—

Signature of Witness

Address

Signed sealed and delivered
by the SURETY in the presence of—

Signature of Witness

Address

APPENDIX 'AB'.

EQUIVALENTS OF PRESCRIBED EXAMINATIONS.

TABLE A—University of Melbourne.

Before 1966.	Before 1968.	Before 1969.	Before 1971.	Present Subjects.
..	Introduction to Legal Method	Legal Process
Criminal and Procedure	Criminal Law
Tort	The Law of Torts
..	Constitutional Law Part I.	Administrative Law
..	Evidence	Principles of Evidence
..	..	Domestic Relations	..	Family Law

TABLE B—Monash University.

Before 1972.	Before 1973.	Present Subjects.
..	The Legal System	Legal Process
The Law of Contracts The Law of Torts	..	{ Common Law I. Common Law II.
Criminal Law	..	Criminal Law and Procedure
Administrative Law	..	{ Administrative Law Urban Legal Problems
Commercial Law	{ Sales and Financing Insurance	{ Consumer Protection Insurance

APPENDIX 'B'.

Examination in Statute Law Under Regulation 87 (1) (iii).

Commonwealth Acts—	Acts	Interpretation	Act	Sections
Acts Interpretation 1901–1964.	Act	The whole.	..	Sections 3–7, 18–28, 33–83. Rules, Orders 1–6, 19, 20, 22, 23 (rules 1–5), 24, 27, 29, 30, 41, 46–48, 50–52.
Judiciary Act 1903–1969	..	Parts VI. and X., and Sections 78–85.	Crimes Act 1958	.. Sections 71–83, 86, 152, 318, 320, 323–335, 379–381, 398, 400, 404–406, 408, 408A, 411–413, 439–443, 445, 454, 457–467, 470, 480–484, 498–502, 506–520, 534, 535.
Marriage Act 1961–1966	..	Sections 10–21, 42. Regulations 10–22.	Crown Proceedings Act 1958	Sections 4 and 5.
Matrimonial Causes 1959–1966.	Act	Sections 104 and 105. Rules 271–275.	Employer and Employees Act 1958.	Part VII.
National Service 1951–1968.	Act	Sections 29–31. Regulations 25–28, 30, 33–36, 38A, 41–43.	Evidence Act 1958	.. Sections 10–12, 22–126A, 130–152.
Service and Execution of Process Act 1901–1963	..	The whole.	Fences Act 1968	.. Sections 3, 6–8, 14–15, 29.
State Acts—			Firearms Act 1958	.. Sections 43, 47, 48.
Acts Interpretation Act 1958	..	The whole.	Imprisonment of Fraudulent Debtors Act 1958.	Parts II., III., and IV.
Appeal Costs Fund Act 1964	..	Sections 8 and 9.	Instruments Act 1958	.. Section 13.
Childrens Court Act 1958	..	The whole.	Juries Act 1967	.. Parts I.–V. Section 71.
Coroner's Act 1958	..	The whole.		

APPENDIX 'C'.

Examination in Statute Law Under Regulation 87 (1) (iv).

Justices Act 1958	..	The whole and Rules.	Protection of Animals Act 1966.	The whole.
Landlord and Tenant Act 1958.	..	Part IV.	Road Traffic Act 1958	.. Sections 7, 9, 13, 13A.
Limitation of Actions Act 1958.	..	Sections 4–6, 23–25.	Social Welfare Act 1970	.. Sections 3, 31–35, 46–63, 81, 160, 179.
Litter Act 1964	..	The whole.	Subordinate Legislation Act 1962	.. Section 8.
Maintenance Act 1965	..	The whole.	Summary Offences Act 1966	The whole.
Magistrates' Court Act 1971	..	The whole and rules	Vagrancy Act 1966	.. The whole.
Motor Car Act 1958	..	Sections 25, 25A, 26, 28, 80A, 80B, 80C, 81A.		

APPENDIX 'D' (Regulation 62).

THIS AGREEMENT is made the _____ day of _____ One thousand nine hundred and _____ between _____ of _____ in the State of Victoria (hereinafter called "the cadet") of the first part of _____ in the said State (hereinafter called "the surety") of the second part and the Honorable _____ in his capacity as the responsible Minister of the Crown for the time being administering the (insert name of Department) (hereinafter referred to as "the Minister" which expression shall where the context so admits or requires includes his successors in office) of the third part.

WHEREAS:

I. Pursuant to the provisions of the Public Service Act 1958 and the regulations made under the said Act the cadet has, subject to the execution of this agreement, been selected by the Board for employment as a cadet in the (insert name of Department) for the purpose of undertaking or completing a course of training (hereinafter referred to as "the course") for the (insert name of course) at the (insert name of university or institution).

II. For the purpose of complying with the said Regulations the cadet has, together with the surety, agreed to enter into this agreement with the Minister.

258. 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.

259. 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.

260. 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.

PART X.—MISCELLANEOUS.

261. 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.

262. The Board may from time to time determine the rate at which deductions shall be made from the salary of any officer who is provided with either subsistence or lodging or with both: Provided that where any such officer is absent from his headquarters on duty, or on approved leave, for a continuous period of three days 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 subsistence for such period of absence.

263. The provision of the Award for the time being of the Commonwealth Conciliation and Arbitration Commission 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, apply in respect of conditions of employment of officers and employees in the Government Printing Office.

SCHEDULES.

1st Schedule.

2nd Schedule.

3rd Schedule.

4th Schedule.

5th Schedule.

6th Schedule.

7th Schedule.

8th Schedule.

A. J. A. GARDNER, Chairman.

L. R. BROWN, Secretary.

Office of the Public Service Board,
Melbourne, 1st May, 1974.

(6) 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 appropriate Commonwealth Department 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.

Commonwealth National Service Act.

254. Where any officer or employee is required to absent himself from duty to render service under the Commonwealth National Service Act he shall be deemed to have been granted leave of absence without pay from the date of call-up until the date of discharge under such conditions as are contained in any directions of the Board which may issue from time to time.

Provided that an officer or employee may resume duty at any time after he proceeds on leave prior to discharge provided that he produces written evidence from the military authorities of permission to engage in civilian employment during that leave.

DIVISION VII.—OTHER LEAVE.

255. Where the nature of the employment of officers or employees does not permit the observance of public holidays as they occur, such substituted leave as the Board may recommend may be granted.

256. (1) The Board may 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) holds a current practising certificate for mental nursing or mental deficiency nursing; and
- (b) has been selected by the Mental Health Authority to undergo such training.

(2) Before commencing such leave, an officer shall enter into an agreement with the Minister of Health (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.

PART IX.—APPLICATIONS BY APPROVED ASSOCIATIONS.

257. (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*.

247. Any applicant for leave under the provisions of Regulation 244, 245 or 246 who feels aggrieved by the decision of the Permanent Head may appeal in writing to the Board against such decision and the Board may then grant leave to the extent it deems fit or refuse to grant any leave.

248. The Permanent Head 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* 1958, or such other examinations in subjects a knowledge of which would increase the efficiency of such officer or employee in the performance of his duties in the Public Service.

DIVISION VI.—LEAVE ON ACCOUNT OF PRESSING NECESSITY.

249. Leave of absence in cases of pressing necessity, pursuant to the provisions of Section 40A of the *Public Service Act* 1958, shall, except as is elsewhere provided in these Regulations or in such cases as the Permanent Head on the recommendation of the Public Service Board otherwise directs, be without pay.

250. Leave of absence up to three days on full pay may be granted to any officer or employee on account of the death or serious illness of his or her spouse, child, father, mother, brother, or sister or in any other case where in the opinion of the Permanent Head, 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.

251. (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 with pay.

(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.

252. Any officer required under the *Juries Act* 1967 to appear and serve as a juror in any court shall be entitled to be granted leave with pay for the period during which his attendance at court is required.

253. (1) Leave of absence with pay may be granted for fourteen days in any year to any officer or employee who is a voluntary member of the Citizen Forces for the purpose of attending an annual training camp, and a further four days a year for the same purpose on the certification of the Commanding Officer of the particular service unit concerned that such additional days are required.

(2) In addition to any leave granted under sub-regulation (1) of this Regulation, leave of absence without pay may be granted to any officer or employee who is a voluntary member of the Citizen Forces for the purpose of attending not more than two schools, classes or courses of instruction in any year. 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, at any such school, class or course, he shall be entitled to receive an amount equal to the difference.

(3) 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.

(4) Any officer or employee who requires leave under this Regulation shall submit, in writing, an application therefor to the Permanent Head, 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.

(5) 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.